

Hurstbourne Tarrant Parish Council

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| MINUTES OF MEETING | : 18 th May 2015 |
| TIME OF MEETING | : 5.30 p m |
| VENUE OF MEETING | : PRIMARY SCHOOL |
| TYPE OF MEETING | : ANNUAL PARISH COUNCIL |
| PRESENT | : MR MARK THOMAS (MT) |
| | : MR JAMIE WILLIAMS (JW) |
| | : MRS LOUISA RUSSELL (LR) |
| | : MRS DINAH MURDOCH (DCM) |
| CHAired BY | : MR DAVID SULLIVAN (DS) |
| IN ATTENDANCE | : MR DAVID BAKER (DB) |
| ALSO PRESENT | : 3 PARISHIONERS |

Note: Councillor Jamie Williams took the chair.

1. Election of a Chairman of the Council

- 1.1 Councillor Jamie Williams opened the meeting and asked councillors for nominations for the office of chairman of the parish council. Councillor David Sullivan was proposed, seconded and elected unanimously to the office of chairman.

Note: Councillor David Sullivan then took over as chairman of the meeting.

2. Election of a Vice Chairman of the Council

- 2.1 Councillor David Sullivan asked councillors for nominations for the office of vice-chairman of the parish council. Councillor Jamie Williams was proposed, seconded and elected unanimously to the office of vice-chairman.

3. Declarations of acceptance of office

- 3.1 Declarations of acceptance of office were duly signed by the Chairman and Vice Chairman and returned to clerk for counter signature and filing.
- 3.2 Declarations of acceptance had been signed and collected from all elected councillors, signed and filed by the clerk before the meeting had started.

4. Councillors' responsibilities

- 4.1 The following portfolio responsibilities were allocated to Councillors for the duration of the municipal year 2015/16.
- Councillor Mark Thomas Environment and footpaths
 - Councillor Louisa Russell Hurstbourne Tarrant primary school
 - Councillor Jamie Williams Planning, Upton and Pill Heath

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- Councillor Dinah Murdoch King George V Playing Fields
- Councillor David Sullivan Allotments

5. Annual update of the register of interests

- 5.1 Register of interest forms had been completed, signed and collected from newly elected councillors.
- 5.2 Re-elected councillors were reminded that any updates to the register of interests should be completed and signed and returned to the clerk. Councillors confirmed that no updates were necessary.

6. Subscriptions

- 6.1 Councillors had reviewed and approved the 4 annual subscription payments listed below at the parish meeting held on 17th November 2014, under Agenda Item 12.3.
- Fields in Trust (previously known as the National Playing Fields Association)
 - Hampshire Playing Fields Association
 - Hampshire Association of Local Councils including NALC levy
 - Society of Local Council Clerks
- No further action was required.
Annual subscriptions would be next reviewed in November 2015 as part of the normal budget cycle.

7. Review of deeds and trust investments

- 7.1 Councillors had agreed that the M&G Unit Trust holding of 34,603 shares were sold to allow the capital to be released into the community hall build fund by October 2014 as part of the parish council's £25k commitment to the build project.
No further action was required.

8. The appointment of an internal auditor for 2015/16

RESOLVED: Councillors agreed to appoint Tammy King as their internal auditor for the financial year 2015/16.

9. Apologies

- 9.1 Apologies were received from Cllrs Peter Giddings (TVBC) and Tim Rolt (HCC).

10. Public participation

- 10.1 Mr Nick Conder (applicant) addressed the meeting and provided background information to councillors on planning application 15/00942/FULLN.

11. Actions arising from the previous meeting:

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| HALC Member benefits scheme – HR service for small rural parishes at £120 pa. Councillors discussed the merits of the scheme and approved the use of the service in 2015/16. DB to action. |
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Completed

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| Councillor Jamie Williams reported that a footpath near Rushmore farm was in need of clearance. It was agreed to report the request to HCC countryside management. JW to action. Carried forward |
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| A resident present at the meeting asked if the allotments could be tidied up as rubbish was accumulating along one of the boundary margins. Cllr Sullivan agreed to make a site inspection. DS |
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| to action. Completed |
| The clerk reminded councillors that their contributions to the annual report were needed by the 30 th April. All cllrs to action. Completed |
| Councillors completed the review of effectiveness of the Internal Audit for 2014/15. Councillor Dinah Murdoch agreed to continue to act as the internal controller for the parish council in 2015/16 - DCM to action. Completed |
| Post Office Local Consultation - Councillors discussed and agreed to support the move but requested a comment should be made on the need to improve vehicular access and parking arrangements. JW to action Completed |

12. Approval of minutes of the meeting 20th April 2015

- 12.1 The minutes of the Parish Council meeting of 20th April 2015 were approved and signed by the Chairman.

13. Declarations of Interest

- 13.1 Cllr David Sullivan declared a personal interest in planning application 15/00879/FULLN and agreed that he would leave the meeting and taken no part on that agenda item.

14. Hurstbourne Tarrant Community Centre (HTCC) Report

- 14.1 Susie Hoare presented a summary of the HTCC May report to the meeting.
- On the building project, second fix work was 90% completed and work had also progressed internally to the point whereby commissioning had commenced and final touching up of decorations would be started shortly.
 - Final testing and commissioning was being carried out generally and the user instruction meeting was set for 22nd May. Completion and hand over to HTCC was on programme for the end of May.
 - Work would then commence on implementing the TVBC approved landscaping scheme.
 - Work was in-hand to organise a celebration event for the village to mark the opening of the community centre on the afternoon of Sunday, 21st June, 2015 at 2.00 pm.

See appendix 1 for details of the report.

15. Correspondence

- 15.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- Advert had been place on notice boards for the co-option of one new councillor – closing date for nominations was 22nd May.

16. Planning Applications

- 16.1 The following planning applications were discussed.

RESOLVED: Councillors agreed that the actions documented below would be taken:

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| 15/00879/FULLN | 25 Apr 15 | Two storey side extension and single storey side extension Upper Ibthorpe Farm House, Horseshoe Lane, Ibthorpe Hampshire. Mr and Mrs T Coles. Objection: to the scale and massing of the development. Register concern over the historical loss of traditional farming cottage architecture. JW to action. |
| 15/00876/FULLN | 25 Apr 15 | Single storey rear and side extension. Bavarian Cottage, The |

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| | | Dene, Hurstbourne Tarrant, Andover. Mr and Mrs Hedges. No comment. |
| 15/00942/FULLN | 07 May 15 | Erection of dwelling and construction of a driveway on land to the rear of 1 Wayside Cottage. Wayside Cottages, 1 The Dene, Hurstbourne Tarrant, Hampshire. Mrs Alexa Conder. No comment. |

17. Councillors' reports:

- 17.1 Councillors Jamie Williams, Dinah Murdoch, David Sullivan and Louisa had nothing further to report.
- 17.2 Councillor Mark Thomas reported that there was a littering problem left by football players on the playing fields. Cllr Dinah Murdoch agreed to have an informal discussion with the footballers on the matter. **DCM to action.** It was noted that the goal mouth areas on the football pitch were in need of repair. Cllrs David Sullivan and Jamie Williams agreed to make the necessary arrangements. **DS & JW to action.**

18. Clerk's report

- 18.1 The clerk asked councillors and the HTCC did they want to have a new parish council notice board set up at the community hall. It was agreed to discuss where the board could be best located and councillors agreed to fund the cost of the notice board.
- 18.2 The clerk reported that he would be taking holiday between from 7th – 12th June. Agenda papers for the next parish council meeting would be published on the earlier date of 6th June. **DB to action.**
- 18.3 The parish council accounts for 2014/15 would be open to public scrutiny from 18th May until 15th June 2015.

19. Financial reporting for year end 2014/15

- 19.1 David Baker presented the financial report for 2014/15 and details of the internal audit carried out by Tammy King on the 23rd April 2015.
- 19.2 Councillors agreed the following actions:
- RESOLVED:** Agreed that the statement of accounts contained in section 1 of the Annual Return fairly represented the financial position of the Council.
- RESOLVED:** Approved the council's accounts and agreed to the Responsible Financial Officer and the Chairman signing section 1 of the Annual Return.
- RESOLVED:** Approved the Annual Governance Statement and agreed to the Parish Clerk and the Chairman signing section 2 of the Annual Return.
- RESOLVED:** Noted section 4 of the Annual Return together with any comments or recommendations made by the internal auditor.

20. Next meetings and forward plan update

- 20.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 15th June 2014 in the Royal British Legion at 7.30 p.m.
Forward plan agenda items:
- To agree and adopt a set new set of Financial Regulations
- 20.2 The next **Annual** Parish Council and **Annual** Parish meetings will be held on Monday 16th May 2016 in the Community Hall.

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21. Disbursements – 18th May 2015.

21.1 The following cheques were presented for signature:

| Number | Payee | | Amount |
|--------|----------------------|--------------------------|-----------|
| 1121 | D R Baker | Salary April | £ 131.38 |
| 1122 | HM Revenue & Customs | PAYE | £ 87.60 |
| 1123 | SutcliffePlay | New swings | £ 3062.40 |
| 1125 | Rupert Conder | Travis Perkins Materials | £ 665.18 |
| 1126 | Southern Water | Allotments Oct – Apr | £ 18.71 |
| 1127 | Stanley John Ltd | Pipe materials | £ 369.10 |
| 1128 | Murdoch Farms Ltd | Maintenance May | £ 108.00 |

Total authorised £ 4,442.37

Meeting closed at 7.00 p.m.

Signed.....

Chairman

Date:.....

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Appendix 1

Hurstbourne Tarrant Development Trust Update to the Parish Council: 18th May, 2015

- On the building project, second fix work is 90% complete and work has also progressed internally to the point whereby commissioning has commenced and final touching up of decorations will be started shortly. The air conditioning system is functioning and the underfloor heating system is slowly being brought up to temperature to ensure the slab has adequate time to adjust. Externally, work is almost complete apart from final making good of the car park areas, installation of external cycle storage units and the remaining connections to the external lights.
- Final testing and commissioning is being carried out generally and the user instruction meeting is set for 22nd May. Completion and handing over to HTCC is on programme for the end of May.
- Work will then commence on implementing the TVBC approved landscaping scheme. We have approached three nurseries regarding the supply of the specified mature trees, plants and native hedging and a list of these is also being circulated within the village to establish whether anyone would like to donate towards cost of the trees / plants etc. A number of pledges have already been given.
- Fund raising also continues to enable us to furnish and equip the hall in readiness for its opening for use, and to build-up reserves towards Year 1 operating costs.
- A core list of guide prices for essential furniture and equipment was published with our April village updates, and a number of kind donations have already been received. In addition, almost £3,000 was raised from the highly successful 2015 HBT5 Race held on 2nd May, the proceeds from which will go to HTCC towards kitting out of the new hall; and to Andover Young Carers. The village Quiz Night held on 12th May was as ever thoroughly enjoyed by all who came to the event; and raised almost £1,000 towards furniture and equipment for the new hall.
- Work is in-hand to organise a celebration event for the village to mark the opening of the community centre on the afternoon of Sunday, 21st June, 2015. The event will be given as wide as possible publicity within the village and invitations to the event are also being sent to all key stakeholders including representatives from organisations that have awarded capital grants to the project.
- Good progress continues to be made in establishing a core programme of regular activities that will take place in the new community centre when it 'opens for business'.
- In parallel, we are putting in place the necessary management and organisational arrangements for the operation of the hall including, for example, applying for a premises licence, fire safety risk assessments, all operational policies and procedures, appropriate insurance cover; as well as recruiting caretaking/cleaner assistance, seeking volunteers to help with the management and marketing of the hall, and so on.
- As part of the parish council project to upgrade the village web site, a draft 'mapping' of the marketing content for the community centre has been produced, including the facility to check availability and to book online. The content will include the hire tariff and booking terms & conditions. Development work on the new site will begin at the end of May / early June.

*The HTCC Team,
18th May, 2015*