



MINUTES OF MEETING	: 21 st July 2014
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: PAVILION
TYPE OF MEETING	: ORDINARY
PRESENT	: MR CLAYTON DANKS (CD)
	: MR JAMIE WILLIAMS (JW)
	: MR ALAN HAIGHTON (AH)
	: MR NICHOLAS MELHUIISH (NM)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: 2 PARISHIONERS : PCSO DAVID TROWBRIDGE

37. Apologies

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

38. Public Participation

38.1 PCSO David Trowbridge provided councillors with the latest position on three serious criminal incidents that occurred over the weekend of 19th & 20th July in Hurstbourne Tarrant. PCSO Trowbridge stated that all three incidents were under active police investigation and advised councillors not to comment on the matter until police investigations had been completed and to refer any public enquiries for information to the Hampshire Police. It was noted that councillors were concern how some criminal activities were recorded under the police crime reporting system and that this might be challenged once police investigations had been completed.

39 Actions arising

39.1

Councillors agreed and were resolved that the M&G Unit Trust holding of 34,603 shares should be sold to allow the capital to be released into the build fund by October 2014. DCM & DS to action. Completed
--

Hurstbourne Tarrant Parish Council

Hampshire Police and Crime Panel - Rural Crime Proactive Scrutiny – Request for written evidence – deadline 4 July 2014. No submission was made.
Hampshire Police and Crime Panel – Financial support offered for Community Speed Watch Schemes. RC to action. Closed, a requirement for £1.5 of matched funding to necessary to qualify for the award.
It was agreed that for safety reasons a grid would be installed over the entrance to a culvert on Dene Green. DS to action. In progress.
Cllr Melhuish confirmed that with Cllr Tim Rolt’s (HCC) support that they were still pressing for 40 mph buffer zones to be installed on the A343 to the north and south of Hurstbourne Tarrant. NM/TR to action – In progress.
Councillor Dinah Murdoch expressed a concern over the state the playing fields were left in after the school fete which had contributed to the high maintenance costs incurred in June. Cllr David Sullivan agreed to raise the issue with the Community School Governor. DS to action. . Completed
SLR malfunction was reported to TVBC on Wednesday 28 th May. No action appears to have been taken and no feedback has been provided by Traffic Management officers. Cllr Peter Giddings (TVBC) was requested to escalate the problem In progress – alternative supplier was being considered by Tangle PC
It was agreed to investigate if any additional parking could be arranged on the extreme right hand edge of the playing along-side the existing pedestrian access to the tennis court. It was agreed to place car parking arrangements on the July PC agenda for further discussion. DB to action Agenda item 14

40. Minutes of meeting 16th June 2014

- 40.1 The minutes of the Annual Parish Council meeting of 16th June 2014 were rejected and a revised set of minutes would be presented for approval at the next parish council meeting.
NM & DB to action.

41. Declarations of interest

- 41.1 Cllr Jamie Williams declared a personal interest in planning application 14/01542/FULLN and took no part in the discussion or the vote on that item..

42. Community Speed Watch (CSW) report

- 42.1 Rupert Conder presented his latest report to councillors:
See appendix 1 for details on the CSW scheme and the flood working group meeting held on 15th July.

43. Hurstbourne Tarrant Community Centre (HTCC) report

- 43.1 Susie Hoare presented a summary of the HTCC July report to the meeting:
See appendix 2 for details of the report.

44. Correspondence

- 44.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- ROSPA play area safety reports were passed to Cllrs D Sullivan & D Murdoch;
 - CSW grant application and criteria required £1.5 K of matched funding for the PC to proceed under the scheme;
 - Community hall lease – The PC’s solicitor had supplied a set of recommended changes to the lease document. Hardcopy of the revised lease was to be delivered to each councillor for immediate comment and or approval. **DB & All Councillors to action.**
 - Cllr David Sullivan reviewed a letter of understanding between the PC and HTCC that confirmed how some shared services and responsibilities covering the longer term operation of the community hall would be managed by both parties. Councillors approved the letter.

Hurstbourne Tarrant Parish Council

- SLR service issues – The lead PC (Tangley PC) was assessing alternative supplier arrangements following the poor service provision by TVBC. **Tangley PC in progress.**

45. Planning Applications

45.1 There following planning application discussed:

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

14/01565/FULLN	04 Jul 14	Demolition of existing single garage and replacement with garage and ancillary accommodation. Jasmine, Horseshoe Lane, Ibthorpe, Andover. Mr & Mrs J Kater. No comment
14/01542/FULLN	04 Jul 14	Erection of stable block to replace storm damaged in adjacent field. Pill Heath Place, Common Road, Hurstbourne Tarrant, Andover. Sir Desmond Pitcher. No comment

46. Councillors' reports:

- 46.1 Councillors David Sullivan, Clayton Danks, Dinah Murdoch and Alan Houghton had nothing further to report.
- 46.2 Councillor Nick Melhuish expressed concern over the poor signage and management of the re-surfacing road works led by HCC Highways. Councillors agreed to submit a formal letter of complaint to HCC Highways department and to escalate the matter through Cllr Tim Rolt (HCC Ward Councillor) and our local MP Sir George Young. Councillor Nick Melhuish agree to draft a complaint letter. **NM to action;**
- 46.3 Councillor Jamie Williams reported that there was an interest in planting some fruit trees on an area of common land near Upton. Cllr Williams reported that he was having discussions with TVBC planning department regarding building control requirements to provide increased headroom when extending traditional/listed dwellings within the parish and the subsequent impact that had on the risk of groundwater flooding.

47. Clerk's report

- 47.1 The clerk reported that planning application 13/01649/FULLN, Mr Ethan Lee, was going to be considered by TVBC Northern Area Planning Committee on 31st July.

48 Performance monitoring – 1Q 2014/15 Financial Report

- 48.1 The clerk presented the 1Q 2014/15 financial reports and confirmed that the bank reconciliation report and bank statements had been reviewed by the council's internal controller and had been signed off as a true record as required by the revised financial regulations. A list of variances of budget vs actual figures was presented to councillors.

Overall spending was in line with budget plans.
RESOLVED: No remedial action was required.

49 Scheme of Delegation

- 49.1 The clerk presented a proposed scheme of delegation to be operated during the summer recess which was discussed and agreed as follows:
- Planning applications where decisions were required before the next PC meeting on 15th September 2014 to be delegated to Councillor Jamie Williams and at least one other parish councillor.

Hurstbourne Tarrant Parish Council

- Payments falling due before 15th September that were put forward by the Responsible Financial Officer for payment would be authorised by the Chairman and cheques could be signed by any two authorised parish councillors.

RESOLVED: Councillors adopted the scheme of delegation.

50 Temporary Parish Car Parking Arrangements

50.1 Cllr David Sullivan outlined the proposed scheme to manage access and provide car parking whilst the community hall was being built. Cllr D Sullivan agreed to discuss the arrangements with the primary school head-teacher. **DS to action.**

51 Replacement of faulty play equipment on King George V playing fields

51.1 Cllr David Sullivan confirmed that some items of play equipment on the King George V Playing fields have been reported in the latest inspection as requiring replacement. It was agreed that Cllr Dinah Murdoch and David Sullivan review the inspection report and bring forward a plan of repair and or replacement. **DCM & DS to action.**

52. Next meetings and forward plan update

52.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 15th September 2014 in the Pavilion at 7.30 p.m.

Forward plan agenda items:

- Providing notice of firework parties
- Annual review of insurance policy

53. Disbursements – 21st July 2014.

53.1 The following cheques were presented for signature:

Number	Payee		Amount
1048	D R Baker	Salary July	£ 131.38
1049	HM Revenue & Customs	PAYE	£ 87.60
1050	BDO LLP	External Audit fee	£ 120.00
1051	Southern Water	Pavilion Apr – Jul	£ 93.85
1052	Playsafety Ltd	Inspection fee	£ 156.00
1053	Southern Electric	Pavilion Apr – Jul	£ 42.11
1054	Murdoch Farms Ltd	Maintenance May	£ 144.00

Total authorised £ 774.94

Meeting closed at 8.55 p.m.

Signed.....

Chairman

Date:.....

Hurstbourne Tarrant Parish Council

Appendix 1.

Hurstbourne Tarrant Community Speed Watch Report to Parish Council 21st July 2014

Community Speed Watch report for PC meeting 21st July

We are almost ready to start the trial! The badges for the voltmeters should be delivered shortly. I am going to Andover Police Station tomorrow to be instructed in data input of vehicle details and on Wednesday afternoon we will be running our first trial session, setting up initially by the bus shelter. I had hoped to run the trial, at least in part, during school term time, but I feel that we should press ahead now and report on the full trial in September.

We may have to reconsider our start date if the road is still closed, but it should have reopened by 1600 anyway.

The bollards outside Four Winds have yet to be replaced. One has now been knocked completely out of the ground. We are also still awaiting two more bollards on that corner.

A Co-op lorry has been reported on the A343 in Enham headed for Hurstbourne Tarrant. The relevant authorities have been informed.

FLOODING WORKING GROUP

Members of the Flooding Working Group have held further meetings with outside agencies and had a meeting to update its members. The decisions taken as a result were :

a. To request that the Parish Council maintain pressure on EA to do a CCTV Survey of all the drains and culverts and to provide a plan of them. (Note that there is some confusion over who is responsible for clearing which drains. A plan of all drains is needed and responsibilities need to be defined).

b. To maintain pressure on EA to do an engineering study of installing a culvert under the A343. The culvert should join the drain into Church Street from the front of The George and Dragon public house into the field on the other side of the A343 to split the flow down Church Street and relieve the pressure. The EA will be asked to submit a report to the PC.

c. From the data collected by JT, **to form PCWPs** to implement tasks identified in the Schedule of Tasks. Initially these were identified as:

Hurstbourne Tarrant Parish Council

(1) To clear the ponding area by the gravel pits on the side of The Green of shrubs and trees, but leaving a screen of bushes and trees. DM stated that she would supply a trailer to remove the cuttings for burning, provided this was not during harvest-time.

(2) To confirm that the PC "own" The Green.

(3) To dig out the ditch from the road-side drainage ditch to the mouth of the main Drain by The Rank. This may be extended towards the Garage subject to PC agreement. [Subsequent to the meeting, an approach is being made to the Army to see if this item in full with the installation of pipes could be done as a MACC Project].

(3) To install a third pipe under the Dryer Track.

(4) To cost the procurement of a 600mm pipe and the hire of a JCB for 2 days.

(5) To dig out a ditch behind Clayton's Garage to divert water (from the second culvert under the A343) directly into the Gravel Pits on The Green.

(6) To remove obstructions in the main channels to enable water to flow through the village as quickly as possible.

(7) To draft an Incident Plan for submission to the PC for ratification.

(8) To identify a village POC and to draft a cascading Communication Plan to distribute information throughout the village.

d. James Mihell to head up a Upton Working Party and allocate tasks when identified within the vicinity of Upton.

e. To ask PC when a grid will be placed over the entrance to the drain by The Rank to prevent access by children.

Hurstbourne Tarrant Parish Council

Appendix 2

Hurstbourne Tarrant Development Trust Update to the Parish Council: 21st JULY 2014

Following receipt of full planning approval from TVBC in June 2014 – and in line with our target timescale – detailed specifications and drawings have been completed and an Invitation to Tender has been sent to five building firms for the construction work, with a deadline for receipt of proposals in early August.

At that point we will have a firm building cost which together with allowances for professional services, service connections, soft landscaping, essential equipment etc and appropriate contingencies will enable us to finalise the total capital budget.

In the meantime, for financial planning purposes, we are reviewing what additional provision might need to be made to reflect the fact that with the economic upturn, building material prices are rising rapidly and building contractors are generally busier with resultant increases in costs.

The process of submitting grant funding ‘bids’ continues, as do village fund raising activities and events, including exploring the potential for private donations or pledges - not only to secure sufficient funds for building works, but also as we move forward to help fund ‘kit’ for the new Centre.

In addition, and in liaison with The Rev. David Keighley, as the HbT Church Charity Trustee, we are in dialogue with the Winchester Diocese solicitors to establish an acceptable legal framework to enable the capital funding contribution from the sale proceeds of the old Church Hall to happen, and if so, to agree the final figure.

Work also continues on the very many other actions needed to enable us to proceed with demolishing the pavilion / starting construction works in October. For example:

- **Satisfying building regulations:** work is on target to secure building regulation approval.
- **Landscaping plan:** work is in progress on preparing the plan including a 5 year maintenance programme for TVBC’s approval in advance of any works starting on the site.
- **Pavilion asbestos survey:** A pre-demolition asbestos survey of the pavilion has been arranged for 22nd July. This needs to be done at this time to inform potential building contractors’ quotes for the demolition of the pavilion; and is also a health and safety requirement by our prospective CDM Coordinator.
- **Lease agreement between the Parish Council & HTCC:** HTCC’s solicitor has brought the draft of the 125 year lease up to date to reflect changes in Charity Law, the new status of the HTCC and the most recent version of the ACRE form of lease, with which he is very familiar. The principle changes from the previous ACRE form lie in additional safeguards for the landlord (i.e. the Parish Council). The document, which we hope is now the final version of the lease, was sent to the Parish Council’s solicitor on 9th June requesting that she advise both the Parish Council and HTCC if there are any further amendments that she would recommend. Finalising the lease is a critical pre-requisite to enable us to proceed with the project. We are hopeful of a response in the near future.

Hurstbourne Tarrant Parish Council

- **Application for a licence to disturb the bats in October 2014:** the results of the May/June 2014 additional surveys were incorporated, together with further information requested by Natural England, into the existing licence application and sent to them on 19th June. The outcome of the application is expected in the next few weeks’.
- **Village communications:** as well as the regular monthly project updates via the parish council minutes, the parish magazine, email, the project web site and on village notice boards, we continue to provide information displays at all key village events, including the Flower Show on 19th July.
- **Other preparatory activities:** we are identifying with potential contractors their minimum working area requirements in order to facilitate temporary car parking arrangements

*The HTCC Team
13th July, 2014*