

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 16 <sup>th</sup> May 2016
TIME OF MEETING	: 6.00 p.m.
VENUE OF MEETING	: COMMUNITY CENTRE
TYPE OF MEETING	: <b>ANNUAL PARISH COUNCIL</b>
PRESENT	: MR MARK THOMAS (MT)
	: MR JAMIE WILLIAMS (JW)
	: MR IAN KITSON (IK)
	: MR MARK BETTERIDGE (MB)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) 1 PARISHIONER

Note: Councillor Mark Thomas took the chair.

## 1. Election of a Chairman of the Council

- 1.1 Councillor Mark Thomas 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 Mark Thomas 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.

## 4. Councillors' responsibilities

- 4.1 The following portfolio responsibilities were allocated to Councillors for the duration of the municipal year 2016/17.
- Councillor Mark Thomas Vice-chairman, footpaths, playing fields, HTCC liaison
  - Councillor Louisa Russell Hbt primary school liaison and play equipment
  - Councillor Jamie Williams Planning, Upton and Pill Heath

# Hurstbourne Tarrant Parish Council

- Councillor Ian Kitson Allotments and environment
- Councillor Mark Betteridge Transport, roads and road safety (CSW)
- Councillor David Sullivan Chairman

## 5. Annual update of the register of interests

- 5.1 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 21<sup>st</sup> December 2015, under minute 115.2.

- 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 2016 as part of the normal budget cycle.

## 7. General Power of Competence

- 7.1 Councillors reviewed the eligibility criteria defined in the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and agreed that the eligibility criteria have been met.

**RESOLVED:** Councillors approved unanimously that the 16<sup>th</sup> May 2016 was the ‘relevant day’ on which the conditions were met.

## 8 Review of deeds and trust investments

- 8.1 There were no deeds or investments that required review.  
No action was taken.

## 9. The appointment of an internal auditor for 2016/17

- 9.1 Councillors discussed agreed to the re-appointment of Tammy King to act as the council’s internal auditor in 2016/17.

**RESOLVED:** Councillors appointed Tammy King as the internal auditor for the financial year 2016/17.

## 10. Apologies

- 10.1 Apologies were received from Cllrs Peter Giddings (TVBC) and Louisa Russell.

## 11. Public participation

- 11.1 None

## 12. Actions arising from the previous meeting:

- 12.1

# Hurstbourne Tarrant Parish Council

The parish council confirmed that Cllr Mark Betteridge and Mr Rupert Conder would implement an organisational procedure as outlined in the report to manage the movement and operation of the permanent SLR sign in the parish. MB & RC to action. <b>In progress</b>
16/00846/FULLN Erection of 3 bay oak frame garage including first floor storage area with external oak staircase. The Oaks The Dene Hurstbourne Tarrant SP110AH. Mr and Mrs Fryer. Comment. JW to action <b>Completed</b>
The replacement of play area equipment was raised and it was agreed that a small working party should be formed to assess requirements and to cost solutions. Councillor Louisa Russell agreed to lead this initiative. LR to action. <b>In progress</b>
The clerk reminded councillors that their contributions to the annual report were needed by the 30 <sup>th</sup> April. All cllrs to action. <b>Completed</b>
It was agreed to invite PCSO David Trowbridge to attend the meeting and provide an update on local policing, neighbourhood watch and cyber-crime. DB to action. <b>Completed PCSO was unable to attend.</b>
Councillor Mark Thomas agreed to continue to act as the internal controller for the parish council in 2016/17 – MT to action. <b>Completed</b>
It was agreed to update the bank details regarding authorised signatories follow changes in councillor membership. DB to action <b>Completed</b>

## 13. Approval of minutes of the meeting 18th April 2016

13.1 The minutes of the Parish Council meeting of 18<sup>th</sup> April 2016 were approved and signed by the Chairman.

## 14. Declarations of Interest

14.1 None.

## 15. Correspondence

15.1 The list of correspondence received during the month was read and passed to the relevant councillor.

## 16. Planning Applications

16.1 The following planning applications were discussed.

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

16/00908/TREEN	25 Apr 16	G1 Thuja – Reduce by 50% and trim sides by 1m. T1 Lawson – Reduce by 40%. T2 – Lime – Crown lift to 5m. T3 Willow – Fell. The Old Police House, The Dene, Hurstbourne Tarrant. Mr Simon Hooley. <b>No comment</b>
16/00984/FULLN	28 Apr 16	Oak framed extension to existing detached garage to provide studio. Windmill Farm, Windmill Lane, Hurstbourne Tarrant, Andover. Miss L Strange. <b>No comment</b>
16/00931/LBWN 16/00930/FULLN	28 Apr 16	Maintenance of chimney flue to include increasing the height of chimney pot. Highford House, Windmill Lane, Ibthorpe, Andover. Mr Christopher Marshall. <b>No comment</b>
16/01015/FULLN 16/01016/LBWN	05 May 16	Demolition of lean-to, wood store and garage; erection of single storey rear extension to provide kitchen, dining and utility, new garage with ancillary accommodation and internal layout alterations. Willow Cottage, Ibthorpe Road,

# Hurstbourne Tarrant Parish Council

		Hurstbourne Tarrant, Andover. Mr and Mrs William MacLachlan. <b>No comment</b>
--	--	--

## 17. Councillors' reports:

- 17.1 Councillor Jamie Williams reported that he had received two allegations of illegal tipping in Ibthorpe. Cllr Williams briefed the complainants that they should take the matter to the appropriate authority which was the Environment Agency (EA) and raise their concerns with the EA enforcement team. It was agreed that the chairman would have a discussion with the landowner to let them know the issue had been raised with the parish council. **DS to action.**
- 17.2 Councillor Mark Thomas reported that there was a successful working party event held on 7<sup>th</sup> May. Two groups were convened: on Dene Green, the track was repaired and levelled completing the landscaping arrangements in that area. On King George V playing fields, the HTCC centre and carpark was given a general spring clean and tidy. Councillors noted that public benches on the playing fields and at Bank Tree were in need of repair and approved that the work should be carried out. Cllr Thomas reported that style repair kits could be purchased for £74 or £93 each depending on style type. Councillors agreed to purchase 2 picnic tables to be located on the play fields near the children's play area.
- 17.3 Councillor Ian Kitson reported that new entrance gate to the allotments was ready to be installed in June. **IK to action.**
- 17.4 Councillor Mark Betteridge reported the delivery of the new solar SLR sign was confirmed for the 20<sup>th</sup> May. Cllr Betteridge would liaise with Mr Rupert Conder to arrange its installation and operation around the parish. **MB & RC to action.**

## 18. Clerk's report

- 18.1 The clerk reported that he would be taking 3 short holiday breaks in May and June. Agenda papers for the next parish council meeting would be published one day earlier on 11<sup>th</sup> June. **DB to action.** Councillor David Sullivan agreed to act as stand-in for the clerk should any urgent items arise. **DS to action.**

## 19 TVBC - Community Facilities Audit & Public Open Space Audit:

- 19.1 The clerk presented the details covering the TVBC survey regarding public open space and community facilities and the links proposed for the use of remaining S106 developer contribution monies and the replacement CIL levy system starting in July.
- 19.2 Councillors discussed and updated the list of parish open space projects to be included as potential bids under these funding arrangements:
- Completion of Dene Green landscaping
  - New post and rails in Church St
  - New/replacement of play area equipment in Dines Close, Dean Rise and King George V playing fields
  - King George V playing field improvements
  - Upton common improvements - **JW to action with Upton working party**
  - Land management to mitigate local flooding along Netherton Bottom
  - Improved access to water on the allotments,
- The clerk was actioned to submit the updated project list to TVBC. **DB to action.**

# Hurstbourne Tarrant Parish Council

19.3 With regard to improving community facilities in the parish, TVBC had put in place a 4 page survey on-line form. Councillors asked Susie Hoare to assess whether there was any opportunities to further improve equipment/facilities at the community centre. It was also noted that that the Royal British Legion should be encouraged to assess their potential improvement project requirements under the scheme. Cllr Mark Thomas agreed to talk to Denis Lockhart on the matter. **MT to action.**

Noted that the survey response deadline was 8<sup>th</sup> June.

## 20. Next meetings and forward plan update

20.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 20th June 2016 in the Community Centre at 7.30 p.m.

20.2 The next **Annual** Parish Council and **Annual** Parish meetings will be held on Monday 15th May 2017 in the Community Centre.

## 21. Disbursements – 16th May 2016.

21.1 The following cheques were presented for signature:

Number	Payee		Amount
1198	D R Baker	Salary May	£ 131.38
1199	HM Revenue & Customs	PAYE	£ 87.60
1200	Pandora Technologies Ltd	Solar SLR	£ 2730.00
1201	Road Planings Supplies Ltd	Planings	£ 672.00

**Total authorised      £ 3,620.98**

Meeting closed at 7.10 p.m.

Signed.....

*Chairman*

Date:.....