

# **HURSTBOURNE TARRANT PARISH COUNCIL**

Chairman: Councillor I Kitson

Clerk: Mrs M Edwards  
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**SUMMONS** issued under LGA 1972, Sch 12 para 10(2)(a)

## **ORDINARY MEETING OF THE PARISH COUNCIL**

I hereby give notice to the Councillors that a meeting of the Hurstbourne Tarrant Parish Council will be held on **Monday 17<sup>th</sup> September 2018 at 7.30pm, at the Hurstbourne Tarrant Community Centre**, at which your attendance is required.

Members of the Press and Public are entitled and encouraged to attend

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## **AGENDA**

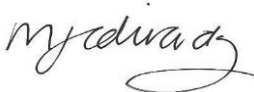
1. **Apologies for Absence**
2. **Public participation** – to receive any questions or petitions (for information only)
3. **Declarations of Interest** – to receive any declarations of interest from councillors.
4. **Minutes of previous meeting** - To approve and sign the minutes as a true record of the Parish Council meeting held on 16<sup>th</sup> July 2018.
5. **Actions arising** from previous minutes (for information only)
  - RoSPA inspection of play areas - Cllrs Kitson & Thomas to inspect and arrange any necessary repairs
6. **Planning Applications** - To review details of planning applications received and to agree what actions should be taken.

The following applications expired prior to the meeting, but were forwarded to Councillors Mills & Williamson for consideration and comments, where necessary, to TVBC:

  - **18/01934/FULLN** – Fern Cottage, Church St, HBT - two storey and single storey side and rear extensions following demolition of existing single storey extension - expiry 24/8/18
  - **18/01942/FULLN** – Foxrock, Ibthorpe Rd, HBT - single storey extension and loft conversion - expiry 24/8/18
  - **18/02268/TPON** - Little Thatch, Pill Heath - 1 Oak tree - reduce crown by up to 3.5 m and reduce overhang by up to 2.5 m - expiry 13/9/18
  - **18/02100/FULLN** - Rhiwlas, The Dene, HBT - addition of painted sand and cement render and composite cladding - expiry 31/8/18
7. **Councillors' Reports** - to receive councillors' monthly reports and agree on what action should be taken
8. **Clerk's Report & Correspondence** - to receive the clerk's monthly report & correspondence, and to agree what actions should be taken.
  - The approval and acceptance of the annual return following the completion of the external audit

## **HURSTBOURNE TARRANT PARISH COUNCIL**

- The approval of a change of trustee for the Lillian Murrle Charity from Richard Foster to Kenneth Lonergan of Hurstbourne Tarrant
- 9. **Annual review of insurance policy** – To agree levels of insurance cover are adequate and to approve the renewal and payment of the annual premium due in September.
- 10. **Allotments**
  - to discuss the increase in water rates, fees and usage
  - annual review of risk register
- 11. **Dog waste bin, Dolomans Lane** - to discuss the quote from TVBC to provide and install a new red bin and add the monthly emptying charge to the annual fee.
- 12. **WW1 memorial** - to discuss and agree ideas to mark the centenary of the end of the First World War
- 13. **Providing notice of firework parties** - approval for the annual advertisement asking that all planned firework parties are notified to the Parish Council
- 14. **Disbursements** – To review and authorise monthly payments
- 15. **Next meeting – Monday 15<sup>th</sup> October 2018** and to receive any forward plan updates or agenda items.



11<sup>th</sup> September 2018

# **HURSTBOURNE TARRANT PARISH COUNCIL**

Chairman: Mr I Kitson  
Clerk: Mrs Miriam Edwards  
Chestnut Cottage, The Dene, Hurstbourne Tarrant, SP11 0AN  
Tel: 01264 736677 email: [theparishclerk@hbt.org.uk](mailto:theparishclerk@hbt.org.uk)  
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## **MINUTES OF ORDINARY PARISH COUNCIL MEETING**

**Monday 16<sup>th</sup> July 2018, at 7.30pm, held at the Hurstbourne Tarrant Community Centre**

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**Councillors present:** Ian Kitson (IK)(Chairman),  
Mark Thomas (MT)(Vice Chairman),  
David Sullivan (DS)

Louisa Russell (JW)  
Jamie Williams (JW)  
Ed Mills (EM)  
Clerk (ME)

### **34. Apologies for Absence**

34.1 Apologies were received from County Cllr Kirsty Locke and Borough Cllr Peter Giddings.

### **35. Public Participation**

35.1 Nine members of the public attended. Mr John Martin of Bourne Park attended and addressed councillors and members of the public with an update on his planning application.

### **36. Declarations of Interest**

36.1 Councillors Russell and Sullivan declared a personal interest in planning application 18/01727/FULLN.

### **37. Minutes of the Previous Meeting**

37.1 The minutes of the Parish Council meeting of 18<sup>th</sup> June 2018 were approved and signed by the Chairman as a true record.

### **38. Actions arising**

38.1 **Replacement benches** – the clerk updated that the S106 application was ready for the Chairman to sign and submit to TVBC. Complete.

38.2 **GDPR** – agreed privacy notice was amended as discussed at the June meeting, and signed by Chairman. Complete.

### **39. Planning**

Councillors discussed the following planning applications:

- 39.1 **18/01538/FULLN** – Willow Cottage, Ibthorpe Rd – single storey rear extension with internal alterations and reinstatement of fireplace (expiry date Fri 13<sup>th</sup> July, prior to PC meeting). No Comment.
- 39.2 **18/01591/TREEN** – reduce crown of 1 Yew tree, the Old Forge, Upton. No Comment.
- 39.3 **18/01727/FULLN** – Upper Ibthorpe Farm - conversion of existing farm buildings to provide two dwellings and ancillary garaging. As two councillors had declared an interest in this matter,

## **HURSTBOURNE TARRANT PARISH COUNCIL**

only 4 councillors were able to make comment on this application. Three councillors agreed that the Parish Council should support the application but with the three following conditions:

1. Condition to limit occupation of the garage - the garage was being converted for ancillary use. The two properties would be allowed to use this building, including as an annexe for residential use by a family member or staff. A restrictive covenant would mean it would not be allowed to become a separate house of its own. Power would be facilitated by the main house, making it an ancillary dwelling. Any restrictive covenant placed on this building would require policing by the community.
2. Lighting scheme – the Parish Council would request a lighting scheme to be submitted with the application, which would stipulate that tenants and future owners cannot change the down-angled residential lights in the plans.
3. Curtailment of further building – the Parish Council would request that the Planning Officer consider permitted development rights on the heritage (listed) building (H 1) which would mean the right to extend in the future is eroded by the listing.

The fourth councillor noted that the proposed application was for two five bedroomed properties and would support an application that included a large and smaller properties which may offer affordable or downsizing options for people in the local community.

### **40. Councillors' Reports**

- 40.1 Cllr Russell – a resident had expressed interest in organising the cricket nets on KGV and funding through a sponsored cricket match. Cllr Sullivan expressed concerned that the long term maintenance of the nets would not be the responsibility of the PC.
- 40.2 Cllr Thomas – contact from a resident who was arranging summer tennis lessons for children aged 5-10 years and asked to use the KGV tennis courts. The coach was from Andover Tennis Club and would have necessary insurance. The clerk had made an enquiry with the Council's insurance company as to whether there would be any implications but in principle, it was agreed it should be encouraged. Councillor Thomas also reported back on the stand at the Village Show, and that the projects most voted on by people on the day were for footpath reinstatement, a picnic table on KGV, a further speed camera and a 30mph speed limit between HBT & Stoke, replacement railings on Church Street and installation of a footpath map. This gave clarity on the projects already being considered by the Parish Council.
- 40.3 Cllr Sullivan – updated that the gulleys opposite the pumping station on the Ibthorpe Road had been dug and were now culverts. Wessex River Authority had levelled the track.
- 40.4 Cllr Kitson thanked all those involved in organising the 2018 HBT Village Show and in particular, Cllr Mark Thomas for arranging and organising a successful Parish Council stand at the show.

### **41. Clerk's report and correspondence**

- 41.1 HCC consultation re turning off street lights and changes to bus services. Answers were required by 5<sup>th</sup> August and the public could complete survey online. Councillors agreed for the consultation to be publicised online and on bus stops along A343 and to assist any members of the public with the consultation.
- 41.2 SLR sign – the SLR jointly owned with Tangley and Vernham Dean required mending – approx. £50 for HBT. The Chairman had agreed this in advance of the meeting as Tangley required an answer to make a decision at their own meeting.
- 41.3 Lengthsman Scheme – in light of the recent hot and dry weather and little or no growth owing to 3 months without any tangible rain, Councillors were asked to reconsider any work which may need doing in the near future, as the Lengthsman was beginning to catch up with the backlog. Councillor Mills had seed available for when the weather changed. The Chairman thanked Councillor Williams for recently topping the Dene Green.

## **HURSTBOURNE TARRANT PARISH COUNCIL**

- 41.4 Village Design Statement – meeting had been rearranged for 20<sup>th</sup> August, subject to availability of volunteers during the summer holidays. If this wasn't possible, a date in September would be considered.
- 41.5 Details of the Borough's Local Plan had been circulated to Councillors and any comments needed to be submitted by 14<sup>th</sup> September, although there was nothing in the plan which would affect HBT or the immediate surround.
- 41.6 Rural Affordable Housing – an email had been circulated to councillors from Action Hampshire, and their representative had offered to meet with the Parish Council to discuss in more detail. Councillors felt there was unlikely to be any further such housing in HBT in the near future, so a visit was not required.

### **42. Performance Monitoring – 1Q 2018/19 Financial Report**

- 42.1 The clerk presented the 1Q 2018/19 financial reports and confirmed that the bank reconciliation report and bank statements had been reviewed by the council's internal controller, Councillor Mark Thomas, and had been signed off as a true record as required by the revised financial regulations. Overall spending was in line with budget plans.

**RESOLVED:** No remedial action was required.

### **43. Mobile SID and Community Speedwatch**

- 43.1 Rupert Conder spoke regarding the current situation of CSW (as per his email in the supporting papers). He felt that CSW should be reinstated but no further purchase of SID devices would seem appropriate in light of the lack of authorised points in the parish where CSW could be carried out. CSW could make use of the fixed SIDs on the A343 where data could be collected and submitted to the police. Councillors felt it would be beneficial for PCSO Donna Whelan to attend the September meeting to discuss starting up CSW and in the meantime, volunteers to complete application forms.

**RESOLVED:** Councillors agreed no further purchase of SID equipment and to reinstate CSW scheme in HBT using fixed SIDs.

### **44. RoSPA inspection of play areas**

- 44.1 Councillors discussed the results of the play areas inspection in June 2018. There were no actual failures, with medium risk being the highest concern because some items of play equipment no longer complied with current regulations, and not that they were a safety risk.

Councillors Kitson and Thomas agreed to inspect the equipment and arrange the necessary repairs. Councillor Mills was able to provide any timber for the zipwire and teen shelter, and Councillor Russell volunteered to send out an email to parents of local children asking for volunteers to join a single-day working party.

### **45. Scheme of delegation**

- 45.1 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 17<sup>th</sup> September 2018 to be delegated to Councillors Jamie Williams and Ed Mills.
- Payments falling due before 17<sup>th</sup> September 2018 which 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.

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### **46. Disbursements**

46.1 The following cheques were presented for approval:

<b>Cheque No.</b>	<b>Expenditure</b>	<b>Amount</b>
1357	Clerk's Salary – July	£ 515.54
1358	HMRC	£ 128.80
1359	RoSPA Play Inspection fee	£ 159.60
1360	Grant to St Peter's Churchyard Working Party	£ 500.00
	<b>TOTAL</b>	<b>£1,303.94</b>

### **47. Next Meeting**

47.1 The next meeting of the Parish Council to be held on Monday 17<sup>th</sup> September 2018 at the Hurstbourne Tarrant Community Centre.

The meeting closed at 20.50 p.m.

Signed..... **Chairman**

Date:.....

## **HURSTBOURNE TARRANT PARISH COUNCIL**

### **Hurstbourne Tarrant Parish Council**

**Monday 17<sup>th</sup> September 2018 – Agenda Item No 8**

#### **Annual Governance and Accountability Return 2017/18**

##### **Decision required:**

To review and approve Section 3 of the Hurstbourne Tarrant Annual Governance and Accountability Return 2017/18 following the completion of the external audit by PKF Littlejohn.

##### **Purpose:**

A minute should be recorded to show that the Annual Governance and Accountability Return for 2017/18 including the PKF Littlejohn certificate has been approved and accepted by the Parish Council.

##### **Resources and cost implications:**

There are no resource or cost implications.

##### **Attachments:**

Hurstbourne Tarrant Parish Annual Governance and Accountability Return for 2017/18 - section 3.

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## **HURSTBOURNE TARRANT PARISH COUNCIL**

### **Hurstbourne Tarrant Parish Council**

**Monday 17<sup>th</sup> September 2018 – Agenda Item No,**

#### **Renewal of the annual insurance policy for Hurstbourne Tarrant Parish Council**

**Decision required:** To agree levels of insurance cover are adequate and to approve the renewal and payment of the annual premium of £762.09.

#### **Purpose of the Review:**

As part of the audit process the parish council must ensure adequate insurance cover is arranged to protect assets, employees and third parties engaged in parish business. This should include public liability.

#### **Background:**

For 2016/17 we had entered a new 3-year cycle of insurance and 4 quotes were obtained. The Council agreed to accept the quote from Hiscox (via the brokers Came & Company) which offered a 5% discounted premium with a 3-year commitment.

#### **Recommendation**

To accept the Hiscox quotation offering best value administered by our preferred supplier Came & Company.

#### **Resources and cost implications:**

To achieve value for money on major contracts issued by the Parish Council.

#### **Attachments:**

None - insurance renewal docs previously circulated to all councillors on receipt of email

## **Came & Company Local Council Insurance Core Cover Summary**

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With Came & Company Local Council Insurance you automatically receive the following core covers:

**Public Liability** - Any socially responsible Council should have this indemnity during times of increasing litigation. This will provide protection against your legal liability for bodily injury to third parties or property damage occurring on property for which the Council is legally responsible - as a direct result of the Council's negligence.

Other insurers will offer a higher limit of indemnity but our claims experience confirms our limit of indemnity is sufficient but if you are concerned please contact us.

**Employers' Liability** - This covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers' Liability is a legal requirement.

**Hirers' Indemnity** - If the Council insures a building this covers legal liability for hirers (small groups or individuals - non-commercial) of Council premises, should injury or damage to the property occur during the period of the hire.

**Other insurers policies do not extend to provide cover for small groups but we feel this is important to support small groups in the community**

**Officials' Indemnity** - This provides cover for legal liability claims arising from any negligent act, error or omission committed in good faith by any employee or official of the Council. The policy has a standard exclusion for member to member claims; this means that if an employee or councillor makes a claim naming another employee or councillor there is no cover within the policy.

**Libel and Slander** - This cover provides protection against a verbal or written comment, made by the Council, which a member of the public considers to be incorrect or damaging and as a result seeks financial compensation. The policy has a standard exclusion for member to member claims; this means that if an employee or councillor makes a claim naming another employee or councillor there is no cover within the policy.

**Fidelity Guarantee** - This provides cover against acts of fraud or dishonesty by any official of the Council, or a number of officials in collusion, and any subsequent loss of property.

To calculate the level of cover we use the precept and all of the financial reserves of the council ie the precept is paid twice a year which cover is half the precept and all of the financial reserves.





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**Personal Accident** - The Personal Accident section covers Employees, Councillors and Volunteers from 16 years and up to the age of 90 as standard. To claim under this section a person needs have been injured whilst working on behalf of the council.

**Please note;** if a person is injured whilst carrying out the council's activities, cover is provided under the liability section **for all age groups**.

**Money cover is included** - Money cover provides for loss of money up to £1,000 to the Council when carried by Employees, for example to and from the bank, together with personal accident assault cover for persons aged between 16-90.

**Property is covered on an all-risks basis.** Theft and Accidental Damage is included as standard.

**Increased Cost of Working** - We automatically provide cover up to £10,000 for a period of 12 months, reducing the financial impact for the Council, should the Council incur additional expenditure as the result of an insured event.

**Loss of Revenue** - We automatically provide cover up to £10,000 a period of 12 months, reducing the financial impact for the Council, should the Council incur a Loss of Revenue as the result of an insured event.

**Commercial Legal Expenses** - This cover provides protection for the Councillors and Clerk acting in their capacity as officials for the Council, against the cost of potential commercial legal disputes, legal advice and representation; including employment, tax and contract disputes.

**Key Person** - If the Clerk, Deputy Clerk, Groundsman, Deputy Groundsman are unable to work due to **illness or injury** for 14 days or longer. The payment is made to the Council to contribute towards the cost of a locum or temporary person. The weekly amount can be increased for an additional premium.

Other insurers will offer Key personnel Liability - which **does not** provide cover for **illness** and the payment is forwarded to the person and not the council.

We will forward the payment to the council to assist with expenditure for the confirmed period. Few councils budget for this scenario and due to most councils now paying sick pay this additional cost can be a burden.

**Defibrillators & Cabinets** - £5,000 has been included in the core covers for no additional premium to provide loss or damage cover for Defibrillators & Cabinets.



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# HURSTBOURNE TARRANT PARISH COUNCIL



## **Local councils and not-for-profit insurance** Policy summary

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### **What is a policy summary?**

This document provides key information about the insurance policy specifically designed for parish, town and community councils, registered charities and not-for-profit organisations, underwritten by Hiscox. If you have any additional questions, then please contact your insurance broker, Came and Company Local Council Insurance on 01256 395020.

**Policy name:** Local councils and not-for-profit insurance portfolio

**Type of insurance:** Commercial combined

**Underwritten by:** Hiscox Underwriting Ltd on behalf of Hiscox Insurance Company Limited

### **Significant features and benefits**

We offer some of the broadest levels of cover available, giving our customers true peace of mind. All communications, including the policy wordings, are written in plain English with no jargon to ensure that you know exactly what is and, as importantly, what is not covered.

**The following are included as standard with this insurance:**

#### **Contents which covers accidental physical loss or damage to:**

- property which belongs to you or for which you are legally responsible at the insured location;
- your money at the insured location, in a locked safe, at your employees' and volunteers' homes and while in transit;
- the personal effects of your councillors, trustees, employees and visitors while at the insured location;
- outdoor furniture, ornaments and statues that are normally left outdoors within the confines of the insured location;
- exhibition stands and exhibition equipment for which you are legally responsible within the UK and Ireland;
- defibrillators and defibrillator cabinets for which you are legally responsible within the UK and Ireland;
- items bequeathed to you, provided that you tell us the values as soon as possible;
- raffle prizes, auction lots, additional stock and equipment hired in by you for any fund-raising event or religious festival;
- your property which is used and kept at the home of any councillor, trustee or employee of yours.

#### **Contents also covers:**

- the cost of replacing or reconstituting your electronic data and business documents if they have been lost or destroyed;
- the cost you incur for any metered water and fuel as a direct result of insured damage to any storage tank or piping;
- your direct financial loss as a result of fraud or dishonesty of any councillor, trustee or employee of yours;
- irrecoverable business travel and accommodation expenses following accidental injury or illness of any councillor, trustee or employee of yours.

#### **Property away which covers accidental physical loss or damage to:**

- your portable equipment and property anywhere in the EU;

#### **Business interruption which covers your financial losses resulting from an interruption to your activities caused by:**

- insured damage to property which belongs to you or for which you are legally responsible;
- insured damage to property within 1km of the insured location which prevents or hinders access to the insured location;
- failure in the supply of water, gas, electricity or telecommunications for more than 24 hours as a result of insured damage;
- your inability to use the insured location due to restrictions imposed by a public authority.

#### **Business interruption also covers:**

- the expenses you incur in replacing any of your key personnel following their illness or accidental bodily injury;
- your financial losses due to the unauthorised use of water, gas or electricity or telecommunications by a third-party.

#### **Employers' liability which covers claims brought against you:**

- by your employees and volunteers for bodily or mental injury arising out of their work for you.

#### **Public and products liability which covers claims brought against:**

- you for bodily injury of any person or damage to any property which does not belong to you as a result of your activities;
- any hirer of the insured location for bodily injury or property damage arising from their use of the insured location;
- your councillors and trustees for bodily injury or property damage as a result of your activities;
- you for defamation or infringement of intellectual property rights as a result of your activities.

#### **Public and products liability also covers:**

- the motor vehicle excess and reduction in no claims discount payable by a councillor, trustee or employee of yours as a result of an accident involving a motor vehicle used in connection with your activities.



## HURSTBOURNE TARRANT PARISH COUNCIL



### **Local councils and not-for-profit insurance** Policy summary

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#### **Internet and email which covers claims brought against you due to:**

- your infringement of intellectual property rights arising from the content of your email, intranet, extranet or website;
- your breach of confidence or invasion of privacy arising from the content of your email, intranet, extranet or website;
- your unauthorised collection or misuse of confidential customer data which you hold electronically.

#### **Internet and email also covers:**

- the expenses you incur to repair or replace your website or computer system following damage or destruction by a hacker.

#### **Officials' and trustees' indemnity which covers claims brought against:**

- your trustees, directors, officers and members for errors arising from the performance of their duties in that capacity.

#### **Commercial legal protection which covers legal defence costs in connection with:**

- disputes with your employees and voluntary workers, allegations of a criminal offence, civil actions following physical damage to your property, appeal proceedings following assessment by HMRC and contractual disputes relating to goods and services.

#### **Personal accident which provides:**

- a capital benefit following death or permanent disablement of any of your councillors, trustees, employees and volunteers;
- a weekly benefit following temporary disablement of any of your councillors, trustees, employees and volunteers.

### **A flexible approach**

#### **The following are also available under this insurance:**

##### **Buildings which covers:**

- accidental physical loss or damage to insured buildings, including street furniture, memorials and fixed outside equipment;
- the cost of locating and repairing any accidental physical loss or damage to your cables, underground pipes and drains;
- the reasonable and necessary cost you incur to protect insured buildings from imminent insured damage;
- damage to trees, shrubs and plants at the insured location as a result of fire or explosion;
- accidental physical loss or damage to buildings bequeathed to you, provided that you tell us the values as soon as possible;
- accidental physical loss or damage to building works in progress and unfixed materials relating to a building contract.

##### **Equipment breakdown which covers:**

- electrical or mechanical breakdown or failure of your electrical equipment and computers at the insured location;
- electrical or mechanical breakdown or failure of your computers while temporarily elsewhere in the UK or Ireland;
- the cost of replacing or reconstituting your electronic data if it has been lost or destroyed following breakdown or failure.

##### **Travel which covers:**

- the cost of medical treatment of an insured person while on a business trip outside their usual country of residence;
- extra business travel and accommodation expenses if an insured person misses their scheduled public transport;
- loss of damage to an insured's person's personal property or money while on a business trip;
- a capital benefit if an insured person is forcibly or illegally detained following hijack or kidnap while on a business trip.

### **Significant or unusual exclusions and limitations**

Any claims, circumstances or incidents which you know about or ought reasonably to have known about prior to the inception of the policy are excluded unless notified previously. You have an obligation to take reasonable steps to prevent accident or injury and to protect your property against loss or damage. You must keep any property insured under this policy in good condition and repair and you must also take reasonable steps to maintain back-up copies of data files or programmes.

You will normally have to pay an initial amount for each claim made against you under the policy. These excesses may vary and your individual quotation and policy schedule will show the specific excesses applicable to you. Any special conditions, limitations or terms that may apply to an individual risk will also be clearly shown in your quotation and policy schedule.

#### **Contents and Property away do not cover loss or damage:**

- caused by wear and tear, inherent defect, rot, fungus, mould, vermin or infestation;
- caused by theft from an unattended vehicle unless the item is out of sight in a locked boot;
- to property being cleaned, worked on or maintained, other than fine art;
- to property while temporarily outside the UK unless it is in your care, custody or control or secured in a locked room or safe.



# HURSTBOURNE TARRANT PARISH COUNCIL



## Local councils and not-for-profit insurance Policy summary

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### **Equipment breakdown does not cover loss or damage:**

- to domestic laundry, kitchen, audio visual and home entertainment equipment used in private living quarters;
- which is recoverable under any maintenance agreement, warranty or guarantee.

### **Buildings does not cover loss or damage caused by:**

- settlement, bedding down or movement of new structures or made-up ground;
- coastal erosion or a rise in the water table;
- storm or flood to gates or fences, other than lych gates;
- the building contractor to building works in progress and unfixed materials relating to a building contract.

### **Business interruption does not cover:**

- illness of or injury to any of your key personnel resulting from any medical condition known to them at the inception date of this policy, unless the condition has been without the need for any medical advice during the previous 24 months.

### **Employers' liability does not cover any claim or loss due to:**

- bodily or mental injury of any of your employees or volunteers while they are offshore;

### **Public and products liability does not cover any claim or loss due to:**

- defamation which arises out of any statement which you knew was defamatory at the time of publication;
- infringement, use, or disclosure of a patent, or any use, disclosure or misappropriation of a trade secret;
- the ownership or use of any aerial device, hovercraft, watercraft or any mechanically propelled vehicle or trailer;
- designs, plans, specifications, formulae, directions or advice prepared or given by you;
- the failure of any of your products or any service provided by you to perform its intended function or purpose;
- bodily injury directly or indirectly caused by abuse, assault, harassment, mistreatment or maltreatment.

### **Internet and email does not cover any claim or loss due to:**

- any computer virus written or created by you or any of your councillors, trustees or employees;
- any data or software unique to you.

### **Officials' and trustees' indemnity does not cover any claim or loss due to:**

- any act intended to secure a personal profit or advantage to which any insured person was not legally entitled;
- an insured person's operation or administration of any defined benefit pension scheme;
- a breach of or failure to provide professional duties or services;
- any employee's termination of employment, breach of any employment contract or employment related discrimination.

### **Commercial legal protection does not cover:**

- any claim reported more than 180 days after the insured person should have known about the incident;
- any costs and expenses incurred before the written acceptance of a claim by DAS.

### **Personal accident does not cover:**

- any injury or illness resulting from any emotional or psychiatric disorder or condition;
- any injury or illness resulting from pregnancy or any condition connected with pregnancy or childbirth.

### **Travel does not cover:**

- any person who has been advised not to travel for medical reasons or who is recovering from a serious injury or illness;
- any person who is 71 years or older at the inception date of this policy;
- any claim resulting from pregnancy or childbirth within two months before and two months after the date of delivery;
- any claim resulting from any emotional or psychiatric disorder or condition.

## **Your obligations**

Remember, your premium and insurance cover will be based specifically on the details you provide to us. So the information you give us will form a record of your unique combination of demands, needs and circumstances.

Please make sure the information you send us is complete and accurate, and inform us immediately of any changes in circumstances that may affect the services provided by us or the cover provided by your policy. This is particularly important before taking out a policy, but it also applies throughout the life of a policy.



# **HURSTBOURNE TARRANT PARISH COUNCIL**



## **Local councils and not-for-profit insurance** **Policy summary**

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### **You need to bear in mind:**

- if you fail to disclose any information material to the insurance you could invalidate the policy and claims may not be paid;
- you should read and check all insurance documents to ensure that you are aware of the cover, limits and other terms that apply;
- please be aware of all terms and conditions of your policy as failure to comply with them could invalidate it;
- in the event of a claim, you should take note of the required procedures, such as prompt notice to us of the claims, as stated in the policy documentation;
- as with any insurance, you have an obligation to take reasonable steps to mitigate any loss.

### **Policy length**

This is not an annual policy. Your policy will run on a continuous basis of insurance and will continue whilst your payments are kept up to date. You must tell us of any changes to your circumstances as described in your insurance policy and we will then have the option of amending the terms of the policy or issuing you with notice of our intention to cancel it.

### **Cancellation rights**

You may cancel the insurance by giving us 30 days' notice in writing of your intention to do so. We may cancel the insurance by giving you 30 days' notice in writing of our intention to do so.

In both cases, we will return to you the amount of premium which relates to the unexpired period, provided that no claims have been notified under the insurance. If a claim or claims have been notified, then we will only return any premium if we (and not you) are cancelling the policy. However, we will not refund any premium under £10.

### **Claims service**

If you suffer a loss and need to make a claim you should contact your insurance broker Came and Company Local Council Insurance immediately on 01256 395020. If this is not possible, then our claims team can be contacted during business hours on 0845 213 8899 (please select option one or two as appropriate). You will need to provide your policy number and full details of the claim, including the date, amount and circumstances of loss.

If you require emergency assistance in relation to substantial damage to your property then you can call us directly using our 24-hour emergency assistance number (outside of normal business hours) on 0870 241 6257. Our out-of-hours emergency assistance team operate on a pay-and-claim basis and you will need to have credit card details available as appropriate; the team will then be able to direct you to essential tradesmen, emergency loss adjusters or disaster management companies in the event of significant loss or damage. Your policy schedule will reflect if property cover is included in your policy.

Hiscox prides itself on its fast, efficient, fair and sensible claims service, offering access to expert legal teams. It is when you make a claim that you really find out how good your insurer is and we are confident that you will not find a better service in the UK.

### **Any questions and complaints**

If you have any questions or concerns about the sale of your policy or the service offered by your broker, please speak to your insurance broker Came and Company Local Council Insurance in the first instance on 01256 395020. If you have any questions or concerns about the terms of your policy or the decisions regarding the settlement of a claim, please contact our customer relations team at:

Hiscox Customer Relations, The Hiscox Building, Peasholme Green, York YO1 7PR

Or by telephone on 01904 681 198 or 0800 116 4627

Or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com)

Our customer relations team will do all they can to put things right, but if you're still not satisfied, we'll tell you how to take your case to the Financial Ombudsman Service.

If for any reason we can't meet our obligations to you, you may be entitled to compensation. In that case, rest assured we're fully covered by the Financial Services Compensation Scheme (FSCS). For further information visit [www.fscs.org](http://www.fscs.org).

# **HURSTBOURNE TARRANT PARISH COUNCIL**

## **THE LILLIAN MURREL CHARITY**

**The Dower House  
6 Church Walk  
North Petherton  
Bridgwater  
Somerset TA6 6SE.**

Telephone: 01278 664478

6<sup>th</sup> September 2018

The Clerk to the Parish Council,  
(For the Attention of Mrs Miriam Edwards),  
Chestnut Cottage,  
The Dene,  
Hurstbourne Tarrant,  
Nr Andover,  
Hampshire SP11 0AN.

Dear Mrs Edwards,

### Lillian Murrel Charity – Appointment of New Trustee.

The Lillian Murrel Charity is a small charity formed in 1969 in Hurstbourne Tarrant having one asset, Murrel Cottage. The Charity is bound by Miss Lillian Murrel's Will which decrees there shall be three Trustees. One, the Chairman is the Vicar, the second 'a lady of the parish' is Dr Jane Jones and the third is presently myself.

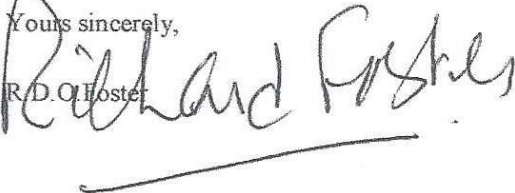
When a new Trustee is required an appropriate candidate is found and after the candidate has been found to be suitable based on the Charity Commission requirements, approval has to be obtained from the Hurstbourne Tarrant Parish Council.

I have been a Trustee for 26 years and originally lived in Hurstbourne Tarrant with my parents having a house for 46 years. I feel I must now retire and Mr Kenneth Loneygan, MBE of Little Foxhanger has kindly agreed to take over as a Trustee.

I would be grateful if you could raise this matter at the next Parish Council Meeting and ask for the Council's approval.

It would be appreciated if you could email me on 'onslowfoster@gmail.com' the outcome of the meeting and confirm the outcome by normal mail.

Yours sincerely,

  
R.D. O. Foster

**Trustees**

**The Reverend Trevor Lewis (Chairman), Dr Jane Jones, Mr Richard Foster JP  
Registered with the Charity Commission No 267412**



# **HURSTBOURNE TARRANT PARISH COUNCIL**

## **Hurstbourne Tarrant Parish Council**

**Monday 17<sup>th</sup> September 2018 – Agenda Item No 10**

### **Review of allotment expenditure**

**Decision required:** To review the allotment expenditure and agree whether any increase in tenancy rental is required.

#### **Purpose of the Review:**

As part of the audit process the Parish Council must ensure that expenditure does not exceed amounts which have been budgeted for, and to ensure that unsustainable losses are not incurred on Parish assets

#### **Background:**

Historically, the water rates charged to the Parish Council included both the allotments and the old village hall at the KGV playing fields. When the hall was demolished, and the new Community Centre was built and run by a charitable organisation, the water rates were no longer payable by the Parish Council. It took Southern Water some time to organise the transfer to Business Stream, who now provide the water for the allotments, and to that end, it has been impossible to give exact figures for expenditure on the allotment water for the last few years.

The first bill from Business Stream was not received until the end of November 2017. This was based on an *estimated* figure of usage between 1<sup>st</sup> Apr -28<sup>th</sup> Nov 2017 and was for the sum of £45.54. Back-calculations have confirmed the following figures:

Last year's usage was approximately £119, based on the first meter reading in April 2018 when the water was turned on again after the winter.

This year there has been a 63% increase in the standing charge - from £28.50 last year to £45.10, which the water supplier charges annually for the upkeep of external pipes and pumps which supply water to the allotments, plus a slight increase of 6 pence per unit of water.

Working on the meter reading taken this April, to the meter reading this August, the cost is around £227. With the unusually dry summer, this is not an unexpected increase, but does exceed the income raised from tenant rental payments. Although water consumption is likely to decrease from now on, owing to a change in the weather, and until it is turned off around the end of October, there is still likely to be an additional amount on top.

## **HURSTBOURNE TARRANT PARISH COUNCIL**

The current annual income from rent is £180. A full plot (of which there are 3) is charged at £20 per annum, and a half plot is £10. Having made enquiries with other parish councils in the county, they are all generally charging about double these amounts.

There have been no increases in the allotment rentals for our Parish Council since January 2014. In light of the increase in standing charges and water usage fees, it would not seem unreasonable to double the plot rents to £20/£40 respectively. An income of £360 would cover any unforeseen increases in consumption owing to dry weather, and also leave a surplus to cover the installation of further water saving devices and any improvements or upkeep, as well as covering the shortfall in the previous years.

Although the allotments are a Parish asset, the only beneficiaries are those who rent plots. It should not fall to the remainder of the electorate to fund something which is not of benefit to the community as a whole.

### **Recommendation:**

To increase the allotment rental to £20/£40 per annum from January 2019 and for the Parish Council to research and install any appropriate and affordable water-saving devices.

### **Attachments:**

none

## **HURSTBOURNE TARRANT PARISH COUNCIL**

**Monday 17<sup>th</sup> September 2018 – Agenda Item No 11**

### **Installation of new dog waste bin (red), Dolomans Lane, Ibthorpe**

**Decision required:** To consider the purchase and installation of a new dog waste bin and include this within the current monthly collection scheme by Test Valley Borough Council.

#### **Purpose of the Review:**

To decide whether the purchase, installation and emptying of a new dog waste bin is a cost-effective use of public money and will be worthwhile investment.

#### **Background:**

Earlier this year various complaints were made to the Parish Council regarding the excessive amount of dog mess along Dolomans Lane including bagged waste being left along the pathway and thrown into the undergrowth. In May, a trial bin was installed by the Parish Council, with a notice attached. The bin has been emptied a number of times by Councillor Thomas and has proved to be a worthwhile exercise as it has been very well used and the amount of mess along the Lane has decreased. At this year's Hurstbourne Tarrant Village Show, the Parish Council canvassed members of the public to gauge interest in various suggested projects. This idea was in the top 6 voted for.

Test Valley can provide and install a new bin on Doloman's Lane as follows:

Materials - £247.50

Installation - £86.70

Emptying - £5.75 per visit

(All prices plus VAT)

The Parish Council pays for the 3 bins (2 on KGV and one at Dean Rise recreation ground) to be emptied once a month. This will add an extra £69 (plus VAT) to the annual bill for this service.

I have enquired as to whether the Parish Council could install the bin, but the recommendation is that the Borough do this as part of the provision, to ensure it is done to the correct method and standard.

#### **Recommendation:**

To purchase a new dog waste bin for Dolomans Lane to continue to encourage dog owners to clear up after their dogs and keep the lane clean and hygienic for other users, including residents with access. To agree to add the bin to the monthly collection rota by TVBC.

#### **Resources and cost implications:**

## **HURSTBOURNE TARRANT PARISH COUNCIL**

The Parish Council has spent very little on projects during this financial year to date. As this is a project supported by the community, the cost could be justified from the projects budget.

### **Attachments:**

Photos of trial bin along Dolomans Lane.



### **Dolomans Lane**

#### **Temporary Dog Bin Trial**

To assess whether a bin for dog waste would be of value at this location, the Parish Council will be monitoring usage of this temporary one over the next two months.

If it is shown that a bin could lead to a reduction in dog waste being left in this area, we will invest in a permanent 'Red Bin' which will be regularly emptied by Test Valley Borough Council.

If you wish to make a comment/suggestion on this matter, please email the Parish Clerk - [theparishclerk@hbt.org.uk](mailto:theparishclerk@hbt.org.uk) or telephone 07815 082326.

#### **Fly Tipping**

Please do not dump garden waste and other rubbish/litter along Dolomans Lane.

Thank you.

**Hurstbourne Tarrant Parish Council**

# **HURSTBOURNE TARRANT PARISH COUNCIL**

## **Hurstbourne Tarrant Parish Council**

**17<sup>th</sup> September 2018**

### **Disbursements**

The following cheques are presented for approval:

<b>Cheque No.</b>	<b>Expenditure</b>	<b>Amount</b>
1361*	Clerk's Salary – August	£515.34
1362	Clerk's Salary - September	£515.54
1363	HMRC - August & September	£257.60
1364	Came & Company - insurance renewal fee	£762.09
1365	Business Stream – allotment water charge	£362.30
1366	PKF Littlejohn - external audit 2017/18 fee	£240.00
1367	Kitson Recycling Ltd - x3 benches	£1,216.80
1368	September newsletter printing	£49.99
1369	Kitson Recycling Ltd - hire of topper for Dene Green	£57.60
	<b>TOTAL</b>	<b>£3,977.26</b>

**\* Cheque No. 1361 was authorised by the Chairman on 8/18 and signed by two authorised signatories**

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