

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 19 <sup>th</sup> September 2016
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	HURSTBOURNE TARRANT COMMUNITY CENTRE
TYPE OF MEETING	: ORDINARY
PRESENT	: MR MARK BETTERIDGE (MB)
	: MR MARK THOMAS (MT)
	: MR JAMIE WILLIAMS (JW)
	: MRS LOUISA RUSSELL (LR)
	: MR IAN KITSON (IK)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) : CLLR PETER GIDDINGS (TVBC) : 7 PARISHIONERS

## 51. Apologies

51.1 None

## 52. Public Participation

- 52.1 A resident had some questions on the plan to increase car parking facilities on King George V Playing Fields. This was discussed under agenda item 14
- 52.2 Mr Tim Coles thanked councillors and local residents who had attended the pre-planning consultation meetings covering the proposed development plans at Upper Ibthorpe Farm. It was noted that there was a local interest in determining whether a 20mph speed limit in Horseshoe Lane could be established.
- 52.3 Two residents in Church Street asked whether development plans for 'Ponting's Yard' had been published. Their concern was to fully understand the implications for car parking in Church Street. To date no plans had been published though it was thought that new development plans were being worked up. Residents were advised to monitor

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‘Planning Tracker’ on the parish website [www.hbt.org.uk](http://www.hbt.org.uk), this would provide access to public planning information on all planning applications in the parish issued by TVBC.

## 53 Actions arising

53.1

Upton common improvements - JW to action with Upton working party. <b>Closed.</b>
The Permissive Path under the Countryside Stewardship Scheme was in place between 2002 and 2012. In 2012, the Scheme finished and permissions were not granted post the cessation of the Scheme in 2012. Cllr Mark Thomas was asked to monitor the situation. <b>Monitoring to be maintained</b>
Councillors Jamie Williams and Ian Kitson reported they had agreed to investigate car parking surface materials that could be used to provide additional parking spaces for teaching staff attending the Hbt primary school. In progress, two quotes were being drawn up. <b>Discussed under agenda item 14</b>
Financial matters – NALC had issued a new model for parish council financial regulations. Central Government had published a new Governance and Accountability guide. The Clerk was asked to review the new regulations and to bring forward any recommendations regarding financial regulation or best practise to the next parish meeting. DB to action <b>Completed – resulted in a new asset register being drawn up and the latest set of Financial Regulations would be brought to a parish council for approval.</b>
16/01536/FULLN Change of use to residential to include internal alterations to form living space, replace flat roofs with pitched roofs and new brick gables. Village Hall, Ibthorpe, Hurstbourne Tarrant, Andover. Mr S J Smith, Mr T J Cook and Denton & Co. Trustees Limited. Car parking comment to be re-submitted – JW to action <b>Completed.</b>
Councillor Louisa Russell reported that 3 quotes were being gathered for new play-area equipment and these would be presented at the next PC meeting. LR to action. <b>Carried forward to the October PC meeting.</b>
Cllr Ian Kitson reported that quotes were being gathered to improve the watering system available to allotment holders. <b>Completed.</b>

## 54. Minutes of meeting 18<sup>th</sup> July 2016

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

## 55. Declarations of interest

55.1 None

## 56. Community Speed Watch (CSW) report4

56.1 Cllr Mark Betteridge presented his latest report to councillors as follows:

- New Solar Speed Indicator Sign (SID) had been installed close to the Crescent T junction with the A343. It had been working well and had had a pleasing impact on slowing down traffic passing through the village. A request was put forward to consider a second SID device in 2017/18 budget cycle. It was felt that SID equipment was more effective in reducing traffic speeds than SLR type equipment which had been in use in recent years.
- Convex mirror and improved sightlines at the Test Way footpath crossing point of the A343 had been installed which should improve safety for pedestrians.

## 57. Correspondence

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

57.1 ROSPA inspection report of play equipment. The results of the May inspection had finally been submitted by ROSPA, it identified a number of routine maintenance tasks that required attention:

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- Teenage shelter had a protruding bolt that was unsafe,
- Post and rail fence at the entrance to the KGV playing fields was in need of repair,
- The clown rocker had a minor trip hazard that needed addressing,
- The aerial runway needed a worn link replaced,
- Dean Rise, torn goal nets should be removed or replaced.

Councillors David Sullivan and Mark Thomas would carry out the required maintenance.

## **DS & MT to action.**

- 57.2 Affordable Housing poster and guides had been received and councillors agreed to publish the information on parish notice boards and website. **DB to action.**  
Latest offering by English Rural Housing – 1 bed house in Dines Close available for rent £94.63 per week, priority will be given to any applicant with a local connection.
- 57.3 Website training – the clerk agreed to contact HugoFox to see if individual training sessions could be arranged for ‘digital champions’ to enable them to managed sections of the village website. **DB to action.**
- 57.4 Cherry tree outside 1 Dines Close – a request has been submitted to Aster Housing to fell and remove the dead tree.
- 57.5 During the summer break 3 substantial fly tipping events were reported to TVBC and resolved with local landowners having to bear the costs of removal. This is expected to become a major issue for many local authorities as local spending cuts leads to increased charges and permit requirements on residents wishing to use civic recycling facilities.
- 57.6 A request was made for the parish council to provide public toilets in the parish.  
Note: Local authorities have discretionary powers but not a duty to provide public conveniences. Section 20 of the Local Government (Miscellaneous Provisions) Act 1976.
- 57.7 The parish council had received 2 complaints:
- Noise nuisance of low flying military helicopters
  - Royal British Legion (RBL) – noise complaints and potential abuse of licencing hours
- Both these complaints fall under the remit of TVBC. Residents were encouraged to maintain logs of incidents (dates and times) as this was essential information to any investigation process. An application for a TENS licencing agreement by the RBL to TVBC was expected. Cllr Mark Betteridge agreed to approach the TVBC licencing officer to determine if the parish council would be consulted on the matter. **MB to action.**

## **58. Planning Applications**

58.1 There following planning application discussed:

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

16/01503/FULLN	22 Jul 16	Installation of 16 solar energy panels on garage roof (retrospective). Medlands Farmhouse, Church St, Hurstbourne Tarrant Andover. Mr Denis and Mrs Ann Lockhart. <b>Consented</b>
16/01838/TPON	02 Aug 16	T1 Mature Ash – reduce lateral limbs by up to 30% over two public footpaths, reduce canopy of tree by 2m. Maple ridge, The Dene, Hurstbourne Tarrant. Mrs Caroline Lodden. <b>Consented</b>
16/01951/LBWN 16/01950/FULLN	18 Aug 16	Single storey extension. Greenfields, Upton, SP11 0JP. Ms Rosanna Hay. <b>Consultation extension requested – not thought to be in Hurstbourne Tarrant parish.</b>
16/02071/VARN	31 Aug 16	To vary Condition 2 of 16/01161/FULLN (Demolition of single

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		storey lean-to extension and erection of single-storey extension and associated alterations) to allow for two rooflights rather than the one approved. Old Plough Church Street Hurstbourne Tarrant SP11 0AX. Mr And Mrs F Colquhoun. <b>No comment.</b>
16/02085/VARN	31 Aug 16	To vary Condition 2 of 16/01162/LBWN (Demolition of single storey lean-to extension and erection of single-storey extension and associated alterations) to allow for two rooflights rather than the one approved. Old Plough Church Street Hurstbourne Tarrant SP11 0AX. Mr And Mrs F Colquhoun. <b>No comment.</b>
16/02114/FULLN	02 Sep 16	New pitched roof over existing flat roof side extension. 2 Blagden Cottages, The Dene, Hurstbourne Tarrant, Andover. Mr and Mrs Andrew Balfour. <b>No comment.</b>
16/02090/FULLN 16/02091/LBWN	03 Sep 16	Erection of outbuilding for air source heat pump and new ground floor to existing dwelling incorporating underfloor heating. Little Thatch, Pill Heath Cottage Lane, Hurstbourne Tarrant, Andover. Mr and Mrs Gary Hudson. <b>No comment.</b>
16/02145/TREEN	07 Sep 16	T1 Prunus – Fell. Land Adjacent To Willow Cottage Ibthorpe Road Hurstbourne Tarrant Andover Hampshire SP11 0BD. Mrs Izzy McLaughlen. <b>Consultation extension requested.</b>
Email	13 Sep 16	Request for support for a change of use to the former Hurstbourne Tarrant Village Hall by Tim Cook. <b>Noted, but would wait for notification to be issued by TVBC planning.</b>
16/02097/TREEN	17 Sep 16	T1 Eucalyptus – reduce to previous cut points, crown lift lowest limbs over lawn by 3m. T2 Oak – crown reduce by up to 30%. Oakdale House, The Dene, Hurstbourne Tarrant. Mr Adam Lonsdale (agent). <b>No comment.</b>
16/02146/TREEN	17 Sep 16	T1 Hawthorn – Crown lift to 5m, reduce tip weight of major lower lateral limb by 30% (3m). T2 Ash – fell. G1 Cypress – crown raise to 5m. The Old Police House, The Dene, Hurstbourne Tarrant. Mr Simon Hooley. <b>No comment.</b>

## 59. Councillors' reports:

- 59.1 Councillors Louisa Russell, Mark Betteridge, Ian Kitson and David Sullivan had nothing to report.
- 59.2 Councillor Mark Thomas reported that he was continuing to monitor the situation regarding the cessation of the Permitted Path Scheme. A stile at the top of Hurstbourne Hill was in need of repair. **MT & IK to action.** A lapsed permissive path behind Esseborne Manor was blocked by a large fallen tree. Cllr Ian Kitson offered to approach the landowner's contact to determine how best to resolve the blockage. **IK to action.** Cllr Thomas reported that one of the goal mouths on KGV playing field was in need of further repair. **MT to action.** Cllr Thomas reported that a 3<sup>rd</sup> incident of vandalism to the teenage shelter had occurred. Finally, Cllr Thomas report that the next community volunteer day was being planned for morning of Saturday 29 October.
- 59.3 Councillor Jamie Williams reported that the riverbed outside the primary school had been trimmed. A new source of post and railings had been identified at a cost of £38 per metre that would be a suitable replacement in Church Street.
- 59.4 Cllr Tim Rolt (HCC) reported that he had surveyed and submitted a detailed report to Hampshire Highways regarding the sub-standard surface dressing that had been applied to the road between Hurstbourne Tarrant and Vernham Dean. During the summer break

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HCC highways had addressed most of the deficiencies that had been identified by Cllr Rolt in his report.

## 60. Clerk's report.

60.1 The external auditor's report was reviewed by the clerk. Councillors noted that the external audit had been completed satisfactorily. The external auditor had issued no comments or recommendations to the parish council.

**RESOLVED:** Councillors resolved that the Annual Return for 2015/16 had been approved and accepted by the parish council.

## 61 Annual review of insurance policy

61.1 David Baker presented details covering 4 quotes for the renewal premium for the parish council's insurance policy due on 29th September 2016. Following work done on updating asset information and establishing a full asset register the clerk put forward a number of adjustments to level of cover under the following categories of insurance:

- Play equipment new value £40K old value (£28),
- Gates & fences £9k (£0k),
- Sports surfaces £25k (£15k),
- Office contents £3k (£2k),
- General contents £1k (£4k).

**RESOLVED** – Councillors agreed to accept the level of cover as specified in the renewal documentation for 2016/17 and to enter into a 3 year agreement that offered a further 5% discount. Councillors approved the renewal of the insurance policy at an annual premium of £702.01 under the Hiscox policy. **DB to action.**

## 62 Providing notice of firework parties

62.1 The clerk requested permission to place the annual advertisement in the parish magazine asking that all firework parties planned within the parish should be notified to the parish council. This would allow for local farm owners to move livestock to safe locations where necessary. Councillors agreed the request. **DB to action.**

## 63 New play area equipment

63.1 It was agreed to carry this agenda item forward to the next PC meeting on 17<sup>th</sup> October 2016. **LR to action.**

## 64 Car parking surface materials

64.1 Councillor Ian Kitson presented details of the costs involved for a suggested scheme to improve parking specifically for the use of the Primary School staff in an area of 400m<sup>2</sup> of the playing field between the tennis court and the existing community centre car park. Quotes ranged between £7,887 and £8,256 excluding VAT.

64.2 A resident asked two questions:

- Had the Trustees of King George V playing fields or Fields in Trust been approached, considered or approved the scheme?
- Had TVBC been approached to determine if planning permission would be needed?

64.3 Councillor David Sullivan responded by stating the parish council was at the early stage of assessing the viability of the project. No permissions had been sort to date. Given the scale of the costs of the project it was thought that the project was unlikely to proceed. It was noted that HTCC had a number of safety and amenity concerns about the proposed

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scheme. Cllr Sullivan thanked Cllr Kitson for his work on the scheme and asked for costings report to be held on file. Cllr Sullivan asked for an agenda item at the next parish meeting be tabled to review all the current and new projects under consideration by the council in preparation for the next budget planning cycle which was set for the November parish council meeting. **DB to action.**

## 65 Community Challenge Fund

65.1 Mr Gary Edwards briefed the meeting on the progress made by the flood focus group since 2014. The results of an Environment Agency level study were expected to be published in the next quarter. Once this key data was released, flood mitigation work could be planned and costed and the necessary funding could be sourced. It was noted that funds may not be drawn from the Community Challenge Fund as it was hoped that other more appropriate sources of funding would be identified. Mr Gary Edwards offered to keep the parish council briefed on progress. **GE to action.**

## 66 Next meetings and forward plan update

66.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 17<sup>th</sup> October 2016 in the Hurstbourne Tarrant Community Centre at 7.30 p.m.

Forward plan agenda items:

- Performance Monitoring – 2016/17 Q 2 report
- Annual review of Health & Safety – Risk assessments
- Annual review - Risk register, Standing Orders & Financial regulations
- Review of current and new project plans covering 2016-2018 period.

## 67. Disbursements – 19<sup>th</sup> September 2016.

67.1 The following cheques were presented for signature:

<b>Number</b>	<b>Payee</b>	<b>Expenditure</b>	<b>Amount</b>
1209	D R Baker	Salary Aug	£ 131.38
1210	HM Revenue & Customs	PAYE	£ 87.60
1211	D R Baker	Salary Sept	£ 131.38
1212	HM Revenue & Customs	PAYE	£ 87.60
1213	TVBC	Grounds Maintenance	£ 348.17
1214	BDO LLP	Annual audit fee	£ 120.00
1215	PlaySafety	ROSPA inspection	£ 159.60
1216	Andover Garden Machinery	Strimmer	£ 305.29
1217	Came & Company	Insurance premium	£ 702.01

**Total authorised      £ 2073.03**

Meeting closed at 9.02p.m.

Signed.....

*Chairman*

Date:.....