



MINUTES OF MEETING	: 15 <sup>th</sup> DECEMBER 2014
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Royal British Legion
TYPE OF MEETING	: ORDINARY
PRESENT	: MR ALAN HAIGHTON (AH)
	: MR JAMIE WILLIAMS (JW)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: 2 PARISHIONERS

## 107. Apologies

107.1 Apologies were received from Cllr Nick Melhuish, Cllr Tim Rolt (HCC) and Mr Rupert Conder.

## 108. Public Participation

108.1 None.

## 109 Actions arising

109.1

It was agreed that for safety reasons a grid would be installed over the entrance to a culvert on Dene Green. DS to action. <b>In progress.</b>
Dene Green project: 26 Engineer Regiment Royal Engineers had accepted to work on the project with a planned start date of January 2015. A letter of dispensation had been requested and Cllr Jamie Williams offered to raise a draft. JW & DB to action. <b>Completed.</b>
A 600mm 6m HDPE pipe had been donated to the project and thank you letters had been raised. Rupert Conder requested that Mrs Judy Turley should be thanked for her support. Cllr David Sullivan offered to personally thank Mrs Judy Turley. DS to action. <b>Completed</b>
Riverbed clearance: The parish council had agreed that riverbed adjacent to the access road to the parish council car park was in need of clearance and one section of the bank needed reinforcement to prevent further erosion. DS to action. A final section, from Windmill Lane to Adams Farm, there was a local initiative under consideration to fund the clearance work which was being led by Cllr David Sullivan. DS to action. <b>In progress.</b>
A copy of the Local Emergency Plan was to be circulated by Cllr Jamie Williams. <b>Completed but</b>

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further revision of the plan was required.

## 110. Minutes of meeting 17<sup>th</sup> November 2014

110.1 The minutes of the Annual Parish Council meeting of 17<sup>th</sup> November 2014 were approved and signed by the Chairman.

## 111. Declarations of interest

111.1 None.

## 112. Community Speed Watch (CSW) report

112.1 Rupert Conder's written report was reviewed by councillors:

Community Speed Watch - Since the last PC Meeting CSW had held two vehicle speed monitoring sessions. The next session would be in January. Mr Conder would like to thank those who have helped with this scheme during the start-up year, especially Mr Gary Edwards. It was felt that, when the SID was in place it had a significant effect on reducing speed, but a more concentrated effort over several days was needed, this which would be arranged in 2015.

## 13 Flood Working Group progress report

113.1 Rupert Conder's written progress report was reviewed by councillors.

Although progress had been made in clearing some of the watercourses and drains, work was still needed to be done in HbT:

- A. To dig out the ditch by the school;
- B. To arrange for the corner of the watercourse between the school and Mr Tomlin's home to be reinforced to support the road;
- C. To dig out and complete work on the old watercourse on The Green;
- D. To install the grill at The Rank;
- E. To receive the report on the drains from HCC Highways and press for further clearance if necessary;
- F. To note that the drains under Dean Rise had been confirmed as only 2 x 375 mm, insufficient to take feed from the 600mm drain, and to request that they be upgraded;
- G. To assist the Army if necessary in the MACC Project on The Green;
- H. To continue to press for a drain from the front of the George & Dragon directly into the Bourne.
- I. A report on Flood mitigation work required in Upton was awaited.

Mr Conder thanked all the members of the Parish Council for all their work during 2014 and wished them a very happy Christmas and a happy and healthy New Year.

113.2 The clerk reported that HCC highways had completed the culvert inspection and clearance work as far down as the Vernham Street junction with the A343. A further day's work remained which would be scheduled by 22<sup>nd</sup> December.

113.3 Cllr David Sullivan confirmed that shrub clearance of the lower ditch on Dene Green had been completed and a digger was booked for 30<sup>th</sup> December to remove silt from the ditch. HCC had a plan to complete the clearance of the riverbed in front of the school, work would be scheduled when the school was closed. Plans were being developed to arrange for the corner of the watercourse between the school and Mr Tomlin's home to be reinforced to protect the access road. The riverbed from Windmill Lane to Adams Farm in Ibthorpe - a local initiative had been agreed to fund clearance work which would be scheduled shortly.

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## 114. Hurstbourne Tarrant Community Centre (HTCC) report

114.1 Susie Hoare presented a summary of the HTCC December report to the meeting:

- Work was progressing well on the current phase of the build project;
- The building contractor was optimistic that he could make up time lost to-date due to weather and materials lead times;
- Discussions with the Winchester Diocese Board of Finance have finally been completed and agreement on a sub-lease had been achieved;
- The process of submitting grant funding applications to ‘kit out’ the community centre continued.
- A renewed fund-raising drive would be put in place after the Christmas break.

It was confirmed that the ‘kit-out’ cost and operating reserve for year 1 was estimated at £30k.

114.2 The clerk stated that he had received confirmation from TVBC that the proposal to allocate £13.8k of S106 developer contribution monies to the community centre build project had been unanimously approved.

114.3 It was noted that the parish council had received the final version of the sub-lease agreement and subject to any further comments being raised by Cllr Jamie Williams and Nick Melhuish the parish council approved the sub-lease. **JW & NM to action.**

See appendix 1 for details of the report.

## 115. Correspondence

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

- HCC - Footpath priority cutting list 2015 – councillors discussed and agreed a programme of maintenance for 2015;
- TVBC – Pilot scheme to promote responsible dog ownership. It was agreed that councillors would invite Carole Ruddle TVBC Environmental Officer to speak on the scheme at the next parish meeting. **DB to action.**
- Community Challenge fund – small grant scheme up to £5,000 – The new grant scheme was discussed by councillors and several opportunities within the parish were identified;
- Hurstbourne Tarrant Facebook page:

<https://www.facebook.com/HurstbourneTarrant>

It was agreed to invite Gary Edwards to speak at the next parish council meeting. **DB to action.**

- Parish Polls – Consultation on the Government’s intentions to modernise parish poll regulations. It was agreed that Cllr Jamie Williams and the clerk would draw up a response. **JW & DB to action.**
- Questionnaire on Property Level Protection had been received from the National Flood Forum for consideration by householders affected in the 2014 flooding event. Councillors asked Rupert Conder to co-ordinate responses from affected residents. It was noted that the deadline for responses was the 19<sup>th</sup> December. **RC to action.**
- Victim Support – a request for a donation was considered and declined.

## 116. Planning Applications

116.1 There following planning application discussed:

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

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14/02696/TREEN	26 Nov 14	Row of previously pollarded Limes trees – return to previous pollard points, rolling consent for 10 years; pruning of fruit trees to promote fruit production; crown thin 1 x Fir by 30%, crown lift trees constituting a hedge on rear boundary (Acer, Yew, Conifer and Privet) to 5m above ground level. Waylands, Ibthorpe Road, Hurstbourne Tarrant. Mr Jon Tacey. <b>No comment</b>
14/02820/VARN	05 Dec 14	Variation of condition 3 (concerning materials for the plant room) of 14/00638/LBWN (Extension and alterations) as it is not intended to build the plant room. bthorpe House, Horseshoe Lane, Ibthorpe, Andover. Mr & Mrs Basden. <b>No comment.</b>
14/02890/VARN	05 Dec 14	Variation of condition 3 (concerning materials for the plant room) of 14/00637/FULLN (extension and alterations) as it is not intended to build the plant room. Ibthorpe House, Horseshoe Lane, Ibthorpe, Andover. Mr & Mrs Basden. <b>No comment</b>

## 117. Councillors' reports:

- 117.1 Councillor Alan Haighton had nothing further to report.
- 117.2 Councillor Dinah Murdoch had nothing further to report.
- 117.3 Councillor Jamie Williams reported that the Bluebell Farm development was now ensuring that mud on the road near Lockes Drove was being regularly cleared. Slow road signs had been completed by HCC and a full safety assessment was planned in Upton. Cllr Williams asked for a vote of thanks be recorded in the minutes for the prompt action taken by local police responding to a local crime incident.
- 117.4 Councillor David Sullivan commented that the allotments were in good condition and fully allocated. The clerk stated that allotment holders would be invoiced for 2015 plot rentals during the next month. **DB to action.**

## 118. Clerk's report

- 118.1 The Clerk reported that the current Quality Parish and Town Council Scheme would expire on the 31<sup>st</sup> January 2015. A new scheme – The Local Council Award Scheme would be launched on the 6<sup>th</sup> January 2015. As Hurstbourne Tarrant was an existing Quality Council it was entitled to apply for free Foundation level accreditation that would last until January 2016. **DB to action.** It was noted with regret that further qualification under the new scheme was considered to be far too resource intensive for a small rural parish council to justify.

## 119 Annual review of Hurstbourne Tarrant FOI publication scheme

- 119.1 The clerk introduced the item and recommended that no changes to the Hurstbourne Tarrant publication scheme were required. There had been two additions to the documentation listed under the publication scheme:
- The new set of Financial Regulations adopted by the parish council on.
  - 2014 Flood report
- 119.2 Councillors noted the additions had been made to the listed publication.

## 120 Annual review of Hurstbourne Tarrant Complaints procedure

- 120.1 The clerk introduced the item and recommended that no changes to the Hurstbourne Tarrant complaints procedure were required. It was noted that no formal complaints had been registered with the parish council during the last year.

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**RESOLVED:** Councillors reviewed the complaints procedure and agreed the current complaints procedure was fit for purpose.

## 121 Budget Planning 2015/16

121.1 Councillors agreed a budget for 2015/16 and to set the 2015/16 precept at £14,850.

**RESOLVED:** Councillors completed their budget discussions and agreed a final budget plan for 2015/16 and set the precept for 2015/16 at £14,850. David Sullivan was authorised to sign and submit the precept decision notice to TVBC. – **DS to action.**

## 122 Next meetings and forward plan update

122.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 19<sup>th</sup> January 2015 in **the HbT Royal British Legion** at 7.30 p.m.

Forward plan agenda items:

- Financial report for Q3 2014/15;
- Annual review of regular contracts;
- Annual review of investments.

## 123. Disbursements – 15<sup>th</sup> December 2014.

123.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1087	D R Baker	Salary November	£ 131.38
1088	HM Revenue & Customs	PAYE	£ 87.60
1089	D R Baker	Consumables	£ 467.95
1090	HbT Royal British Legion	Room hire	£ 20.00
1091	HALC	Course fee	£ 36.00
1092	R Scull	Pollard ash trees	£ 40.00

**Total authorised      £ 782.93**

Meeting closed at 8.35 p.m.

Signed.....

*Chairman*

Date:.....

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## *Appendix 1*

### **Hurstbourne Tarrant Community Centre (HTCC) Update to the Parish Council: 15<sup>th</sup> December, 2014**

- Work is progressing well on the current phase of the build project. which is to build to wall plate level, and then to make the building weathertight, i.e install roof timbers, roof insulation, roof coverings, and windows and doors.
- Approximately 85% of the brick & flint and block work is complete, all lintels are in, the steels have been erected and the gable ends are two-thirds complete. Delivery of the roof trusses is expected in the first week of January and once installed the gable ends will be completed, after which roof insulation, roof coverings and windows and doors will be put in place.
- Some days have been lost due in particular to hard frosts affecting progress on brickwork. In addition, the marked upturn in the building industry is affecting lead times for delivery of materials. For example, it had been anticipated that the roof trusses would be delivered prior to Christmas, but delivery time is now the first week in January.
- The building contractor is optimistic that he can make up the time lost to-date due to weather and materials delivery lead times, and whilst there are of course many dependencies relating to the overall timetable for completing building works, he is still aiming to meet the current target date of end of May next year.
- Discussions with the Winchester Diocese Board of Finance (WDBF) as custodian trustee of the Church Hall Charity regarding the promised contribution of £100k from the Church Hall sale proceeds have finally been completed. The next step is for the Parish Council to approve the associated legal framework and for WDBF to formally approve the 'grant'. All being well, this should be completed in January 2015. Payment of the funds to HTCC will be phased in accordance with the achievement of key milestones on the building works. It should be noted that HTCC has had to bear the legal costs (solicitors' fees, land registry fees etc) associated with securing the Church Hall Charity contribution.
- 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 as we move forward to help fund 'kit' for the new Centre and to build-up reserves towards Year 1 operating costs.
- A renewed fund-raising drive will be put in place after the Christmas break.

*The HTCC Team,  
14<sup>th</sup> December, 2014*