

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 18 <sup>th</sup> APRIL 2016
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Community Hall
TYPE OF MEETING	: ORDINARY
PRESENT	: MR MARK THOMAS (MT)
	: MR JAMIE WILLIAMS (JW)
	: MRS LOUISA RUSSELL (LR)
	: MR MARK BETTERIDGE (MB)
	: MR IAN KITSON (IK)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	1 PARISHIONERS

## 162. Apologies

162.1 Apologies were received from Councillors Peter Giddings (TVBC) and Tim Rolt (HCC).

## 163. Public Participation

163.1 None.

## 164 Actions arising

164.1

Cllr Jamie Williams offered to investigate a bid under the Leader Fund that might provide some matched funding for new SLR equipment. JW to action. <b>Completed.</b>
A resident raised a concern regarding the debris left following a fire at an unauthorised encampment site on the Netherton Bottom road. It was agreed that the clerk should raise a request to TVBC to clear and make the site safe. DB to action. <b>Completed</b>
The clerk stated he would ask Ian Kitson to sign the declaration of acceptance of office, provide a copy of the members' code of conduct and would ensure that Ian Kitson completed his registration of members' pecuniary interests. Once those formalities were completed Ian Kitson would be able to take up his responsibilities as a parish councillor. DB/IK to action. . <b>Completed</b>
Councillors considered a request from the PCC for a donation towards the annual maintenance cost of St Peter's churchyard. Councillors agreed and approved a donation of £500. DB to action. <b>Completed</b>
16/00604/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 Road, Hurstbourne Tarrant, Andover. Mr

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S J Smith, Mr T J Cook and Denton & Co. Trustees Limited. Comment to be submitted regarding car parking arrangements. JW to Action. <b>Completed</b>
Councillor David Sullivan asked Cllr Tim Rolt to request the cutting back of vegetation and shrub growth on the east side of the A343 to Andover through Doles Wood and Bourne Park area. TR to action <b>Request was submitted to HCC Highways.</b>
The clerk asked for the approval of the grounds maintenance quote received from TVBC for the cutting and maintenance of King George V playfields and Dean Rise play area. Councillors agreed to the quote and the clerk was asked to sign and submit the agreement. DB to action. <b>Completed</b>
The clerk asked councillors to read LIAS report 1388 regarding the consultation process on Planning Changes under new legislation being introduced by the Government that would significantly alter the local planning process and the likely impact that it would have on the role of parish councils as consultees. All councillors to action. <b>Completed</b>
The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 16 <sup>th</sup> May. Councillors discussed some ideas regarding speakers they wanted to invite to the meeting. Plans would need to be finalise at the April parish council meeting. All councillors to action. <b>Completed</b>

## 165. Minutes of meeting 21<sup>st</sup> March 2016

165.1 The minutes of the Parish Council meeting of 21<sup>st</sup> March 2016 were approved and signed by the Chairman.

## 166. Declarations of interest

166.1 Cllr Jamie Williams declared a personal interest in planning application 16/00789/FULLN and took no part in that agenda item. It was agreed that Cllr Mark Betteridge would lead discussions on planning application 16/00789/FULLN which was minuted under section 169.1.

## 167. Community Speed Watch (CSW) report

167.1 Rupert Conder presented his report to the meeting. The following points were discussed and approved:

- The parish council to purchase a permanent solar powered SLR – base model was selected.
- The parish council reconfirmed it was maintaining its participation in a shared SLR service with Tangley and Vernham Dean parish councils.
- The parish council confirmed it was stopping its usage of St Mary Bourne’s mobile SLR equipment.
- Finally, 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.**

See appendix 1 for details of the report.

## 168. Correspondence

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

- 2016 countryside access small grant scheme had been opened for new bids
- PCC had written a thank you letter for the churchyard maintenance donation

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- English Rural Housing had given notice that 49 Dines Close was available to let to a person with local connections. Application deadline was 1<sup>st</sup> May
- St Mary Bourne parish council had provided a consultation copy of their proposed Neighbourhood Plan for comment. Consultation deadline was 27<sup>th</sup> May.

## 169. Planning Applications

169.1 .

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

16/00789/FULLN	08 Apr 16	Installation of swimming pool and paved surround. Windmill Farm, Windmill Lane, Hurstbourne Tarrant, SP11 0DQ. Ms Elizabeth Strange. <b>No comment.</b>
16/00846/FULLN	13 Apr 16	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. <b>Comment. JW to action</b>
16/00893/TREEN	18 Apr 16	T1 Lime – Crown reduce to standing pollard to the same height as the house guttering. Rookery House The Hill Hurstbourne Tarrant. Mr James Bennett. <b>No comment.</b>

## 170. Councillors' reports:

- 170.1 Councillors Louisa Russell, Mark Betteridge David Sullivan and Ian Kitson had nothing further to report.
- 170.2 Councillor Mark Thomas reported that footpath 13 had been cleared of a fallen tree. The next volunteer working party day was set for Saturday 7<sup>th</sup> May. The second goal mouth on the playing fields had been levelled and re-seeded. A temporary goal mouth may be installed to allow repairs to consolidate. Parish council recorded a vote of thanks to Adam Lonsdale for providing new wood chippings for the aerial runway and wooden climbing frame. Cllr Thomas had drawn up a template for an emergency contact list to hold details of first responder skills/equipment.
- 170.3 Councillor Jamie Williams reported that there should be additional S106 monies being collected by TVBC for release on parish project work. 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.**

## 171 Clerk's report

- 171.1 The clerk reminded councillors that their contributions to the annual report were needed by the 30<sup>th</sup> April. **All cllrs to action.**
- 171.2 ROSPA safety inspection of play areas was scheduled to take place in May.
- 171.3 BT had provided notice of the removal of the redundant public phone box located between Swift Cottage and Chapel House.
- 171.4 Internal audit had been successfully completed on 16th April. Tammy King had approved the accounts for 2015/16. No risks or recommendations were raised by the auditor. The public inspection of the accounts had been set for the period 20<sup>th</sup> June – 29 July 2016. The parish council thanked Tammy King for her kind support.
- 171.5 Road scalplings had been delivered to Dene Green and work would be planned to make good the rutted track

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171.6 Parish website had been upgraded again providing a new clean and crisp presentation of web pages.

## **172 Agenda Planning – finalise agendas**

172.1 The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 16<sup>th</sup> May. 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.**

## **173 Annual Review of the Asset Register**

173.1 The asset register was reviewed and councillors agreed the asset listing was accurate.

173.2 Councillors then accepted the asset listing and the valuations used for insurance purposes were correct and completed the annual audit of the asset register.

## **174 Performance Monitoring 15/16 and financial reporting for Year End:**

174.1 The clerk presented a paper on the effectiveness of the internal audit. Councillors discussed and approved the following:

**RESOLVED:** Councillors completed the review of effectiveness of the Internal Audit for 2015/16. Councillor Mark Thomas agreed to continue to act as the internal controller for the parish council in 2016/17 – **MT to action.**

**RESOLVED:** Approved the terms of reference of the internal audit for 2016/17.

174.2 The clerk presented the financial report for 2015/16 and councillors discussed and approved the following:

**RESOLVED:** Approved the financial report for 2015/16.

174.3 Discuss and approved the allocation of a chairman's allowance for 2016/17

**RESOLVED:** Approved the setting up of a chairman's allowance of £100.00 in 2016/17.

## **175 Annual Return for 2015/16**

175.1 The clerk presented a summary of the internal audit carried out by Tammy King on the 16<sup>th</sup> April and reviewed Sections 1, 2 and 4 of the Annual Return for 2015/16 with members. Councillors discussed and approved the following:

**RESOLVED:** the following list of resolutions were agreed:

175.2 To approve the Annual Governance Statement in section 1 of the Annual Return and to accept any recommendations or actions put forward by the internal auditor. Councillors approved the Clerk and the Chairman signing section 1 of the Annual Return.

175.3 To agree that the statement of accounts contained in section 2 of the Annual Return represented fairly the financial position of the Council.

175.4 To approve the council's accounts and approved the Responsible Financial Officer and the Chairman signing section 2 of the Annual Return.

175.5 Section 4 of the Annual Return 2015/16 – Annual internal audit report. To note Section 4 of the Annual Return together with any comments, recommendations arising from the internal audit was completed.

## **176 Next meetings and forward plan update**

176.1 The Hurstbourne Tarrant **Annual Parish Council meeting** will be held on Monday 16<sup>th</sup> May 2016 in the Community Hall at 6.00 p.m.

Forward plan agenda items:

- Election of Chairman and Vice-chairman

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- Declarations of acceptance of Office
- Councillors' responsibilities in 2016/17
- Annual update of register of interests
- To appoint an internal auditor for 2016/17

176.2 The Hurstbourne Tarrant **Annual Parish meeting** will be held on Monday 16th May 2016 in the Community Hall at 7.30 p.m.

## 177. Disbursements – 18<sup>th</sup> April 2016.

177.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1190	D R Baker	Salary Apr	£ 131.38
1191	HM Revenue & Customs	PAYE	£ 87.60
1192	HALC	Affiliation fees	£ 235.00
1193	HALC	NALC levy	£ 43.00
1194	HALC	HR Service	£ 180.00
1195	HPFA	Subscription	£ 40.00
1196	SLCC	Subscription	£ 77.00
1197	TVBC	Dog bin service 2015/16	£ 238.03

**Total authorised      £ 1,032.01**

It was agreed to update the bank details regarding authorised signatories follow changes in councillor membership. **DB to action.**

Meeting closed at 8.55p.m.

Signed.....

*Chairman*

Date:.....

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## Appendix 1

### Hurstbourne Tarrant Community Speed Watch Plan for Speed Indicator Device 2016

The speed of traffic in Hurstbourne Tarrant (HbT) is still a significant problem and caused adverse comment at most village social events. Excessive speed endangers the children, pedestrians and other road users in our village. It is an ongoing problem which the Parish Council has tried over the last ten years to mitigate by the introduction of several traffic calming measures.

One of the traffic calming measures has been to trial the introduction of a Community Speed Watch Scheme (CSW) with the aim of increasing the awareness of drivers passing through our village of their speed by displaying it on a Speed Indicator Device (SID) accompanied by a smiley face if under 30 mph and a frown if in excess of the speed limit. CSW volunteers have trialed the recording of vehicle details of those exceeding the speed limit and have forwarded them to the police.

During 2015, HbT CSW trialed a SID, which was on loan from St Mary Bourne (SMB) Parish Council. The SMB CSW scheme was suspended for a time because the members of the scheme were no longer prepared to suffer abuse from drivers they reported for exceeding the speed limit in their village. HbT CSW did not suffer in the same way because most of those exceeding the speed limit in HbT have not been local villagers. When the SID was displayed there was a marked decrease in the speed of traffic in the immediate area before and beyond the location; however the work involved in organising when to have the SID, fetching it from and returning it to SMB, charging it, organising the manning, setting up the SID, collecting and inputting the data has proved onerous. Unfortunately we have got no feedback from the police. Nevertheless it was felt that the reduction in the speed of traffic when the SID was deployed was sufficient to recommend that a SID be purchased for permanent display with solar power. Reports of vehicle details of those exceeding the speed limit could still be generated if required, but much of the benefit would still be gained even when it is not being "manned".

We have reviewed two quotations (which may have been circulated to HbT Parish Council) for the supply of a solar powered SID. The cheaper option appears to meet our specification, but the other one has some quite attractive additional features. Regardless of these, it was recommended that the Parish Council should now endeavor to raise funds to purchase the cheaper option.

It may be possible to cover the cost by:

- a. The cancellation of the agreement to use the SMB Parish Council SID.
- b. A grant of £1,000 from HCC Councillor Tim Rolt (£500 already received).

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- c. A grant from TVBC Council Asset Fund.
- d. As a last resort, the agreement with VD and other parish councils to share the Speed Limit Reminder signs (SLRs) could be cancelled; however it would be preferable to continue this agreement.

On the advice of the police, the optimum effect on reducing the speed of traffic should be achieved by moving the SID every two or three weeks to one of our other sites. We have five poles which are used on a rotational basis for mounting the SLRs when it is HbT's turn to have them. These are sited:

- a. By the Dene Green bus shelter on the A343 facing North.
- b. At Dean Rise on the A343, where it could face traffic from North or South
- c. By the bridge over the Swift on the A343 facing South.
- d. In Ibthorpe near the bridge facing North West.
- e. In Upton at the South entrance facing South East.

The principle speeding problem in HbT is traffic on the A343. It is recommended that the SID should be deployed to achieve most impact on the poles "a" and "b" for much of the time and SLRs located, when our "turn", on the other poles. Data captured with the test SID indicated that at sites "c", "d" and "e" few vehicles were travelling in excess of 35 m.p.h. mainly due to the road restrictions at those points.

## Recommendation for the HbT CSW Scheme

### Organisation.

We feel that the scheme should have a Parish Councillor supervising at least ten volunteers, split into five teams of two or three, as two persons are required to move the SID and solar panel.

### Procedure.

1. The Supervisor should issue a list to all of the teams of the sites and dates to which the SID is to be moved. He should coordinate the roster with that of the SLRs.
2. Each team would "adopt" a nearby pole and be responsible for collecting the SID and solar panel from the previous site, fixing it to "their" pole in accordance with an agreed roster and monitoring its security during the period that it is mounted on "their" pole.
3. If the Supervisor or team decides that it may "encourage" drivers to observe the speed limit by monitoring the speed of traffic and reporting infringements:
  - a. At least an hour before deploying: telephone the Police on 101 and report where, when and for how long the team will be deployed; e.g. "Community Speed Watch will be deploying a team to monitor the speed of traffic in Hurstbourne Tarrant on the A343 by the bus

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shelter from 11.00 a.m. for 30 minutes.” The police need to know in case there is an incident with, for example, an irate driver!

- b. Members of the team are to be issued with hi-viz yellow jackets for their own safety.
- c. A record of the details of vehicles exceeding the speed limit by at least 5 mph should be recorded on the attached form.
- d. At the end of the session the form should be taken to the Police station in Andover.
- e. A note of the number of vehicles reported and the highest speed should be sent to the supervisor for information.

Rupert Conder