

Hurstbourne Tarrant Parish Council

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| MINUTES OF MEETING | : 20 th APRIL 2015 |
| TIME OF MEETING | : 7.30 p m |
| VENUE OF MEETING | : Royal British Legion |
| TYPE OF MEETING | : ORDINARY |
| PRESENT | : MR NICK MELHUSH (NM) |
| | : MR JAMIE WILLIAMS (JW) |
| | : MRS DINAH MURDOCH (DCM) |
| CHAired BY | : MR DAVID SULLIVAN (DS) |
| IN ATTENDANCE | : MR DAVID BAKER (DB) |
| ALSO PRESENT | : CLLR TIM ROLT (HCC) 9 PARISHIONERS |

175. Apologies

175.1 Apologies were received from Cllr Alan Houghton and Cllr Peter Giddings (TVBC).

176. Public Participation

176.1 Environmental Officers from TVBC explained the 'Sparkle Day' and 'Recycling Star' schemes to the meeting. There was a Sparkle Day planned for the Hurstbourne Tarrant and Vernham Dean areas on the 19th May when a crew of environmental workers would be in the area to carry out an extensive street scene clean-up operation. Officers would be available to consult with residents responding to their questions and any concerns regarding rubbish collection, street cleaning, litter picking and waste recycling. Councillors and officers also discussed the constant littering problem on the verges and lay-byes of the A343. TVBC would continue to respond to fly tipping incidents report as promptly as possible. Cllr David Sullivan thanked Dan Smyth and Gary Towerton for their presentation.

177 Actions arising

177.1

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| TVBC Environmental Service – Grounds Maintenance quote for 2015/16 for the King George V playing fields was approved by councillors. DB to action Completed |
| ROPSA – notification of an inspection of play areas was scheduled in May. Councillors agreed to ask for inspection to be deferred to August to permit work planned to install new swings in May to be completed. DB to action Requested submitted – but dropped as it involved higher costs |
| Community Litter-pick Scheme would be discussed further with TVBC environmental officers |

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| attending the next parish council meeting under the ‘Sparkle Day’ scheme agenda item. DB to action. See public participation Completed |
| It was agreed that the headteacher of the primary school would be invited to attend and present a report on the school’s recent progress and achievements. It was also agreed that we would ask the school’s permission to hold the APM and APCM meetings at the school. DCM to action. Completed |
| The clerk was asked to submit a Broadband survey response to HALC. DB to action Completed |
| Parish Council Elections: All councillors were encouraged to seek out and support additional nominations. Deadline for nomination papers was the 9 th April. All Cllrs to action. Completed It was noted that 5 candidates had been elected unopposed to the parish council. The remaining place would be filled through the Co-option process in the near future. |

178. Minutes of meeting 30th March 2015

- 178.1 The minutes of the Parish Council meeting of 30th March 2015 were approved and signed by the Chairman.

179. Declarations of interest

- 179.1 Cllr Dinah Murdoch declared a prejudicial interest in agenda item 15 The Post Office local consultation. Cllr Murdoch left the meeting and took no part in that agenda item.

180. Community Speed Watch (CSW) report

- 180.1 Rupert Conder presented his report and asked if councillors wished to continue with the scheme. Councillors agreed that the scheme should be extended for at least a further six months.

See appendix 1a for details of the report.

181 Flood Working Group

- 181.1 Rupert Conder informed the meeting that the Flood Working Group was attending a meeting with the Environment Agency on Thursday 30th April to progress the four outstanding actions that had been requested on behalf of the parish.

182. Hurstbourne Tarrant Community Centre (HTCC) report

- 182.1 Susie Hoare presented a summary of the HTCC April report to the meeting:
- The build project continues to make excellent progress and is on track for completion at the end of May.
 - Fund raising continues – through the next scheduled village events (the HBT5 Race on 2nd May, the village Quiz Night on 12th May and the Safari Supper on 17th October); as well as via private donations/pledges, and further grant funding bids – to enable us to furnish and equip the new hall in readiness for its opening for use, and to build-up reserves towards Year 1 operating costs.
 - We have been ‘shopping around’ for best deals for the priority furniture & equipment items needed whilst at the same time ensuring that these are to the required standards and specifications. We will shortly be circulating a core list with indicative target funding requirements for each item.
 - We are now able to start planning a celebration event to mark the opening of the new hall. Our current thinking is to aim for the third week in June (perhaps Sunday, 21st June – mid-summers day). We hope to be in a position to publicise the final date and details in early May.

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- Good progress continues to be made in establishing a core programme of regular activities that will take place in the new community centre when it ‘opens for business’.

See appendix 2 for details of the report.

183. Correspondence

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

- Vacancy for a village agent. Councillors agreed to place an advert in the parish magazine.
- HALC Member benefits scheme – HR service for small rural parishes at £120 pa. Councillors discussed the merits of the scheme and approved the use of the service in 2015/16. **DB to action.**

184. Planning Applications

184.1 .

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

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| 15/00730/TREEN | 08 Apr 15 | T1 Hawthorne tree nearest the road to have upper crown reduced approximately 35% & branch overhanging Thatch to be removed. T2 Hawthorn tree adjacent to T1 to have lowest LH limb crown reduced by approximately 30%. T3 Elder tree top be pollarded to approximately 6'. As described by Thomas Owen, Woodland Management & Arboriculture. Hawthorn House, The Dene Hurstbourne Tarrant Hampshire SP11 0AS. Mr Kate Walbyoff. No comment |
| 15/00734/CLPN | 08 Apr 15 | Certificate of proposed lawful development for a single story rear extension and a double story extension above the existing kitchen to the rear. 3 Dines Close Hurstbourne Tarrant Hampshire SP11 0BE. Mr Lenardt Havenga. No comment |
| 15/00815/TREEN | 15 Apr 15 | Fir – Fell. Swift Cottage Ibthorpe Andover Hampshire SP11 0BJ. Mr Edward Cox. No comment |
| 15/00677/LBWN | 18-Apr-15 | Installation of removable flood barriers on existing door frame inside porch. Longdene Cottage, The Dene, Hurstbourne Tarrant, Andover. Mr Ian Culley No comment |

185. Councillors’ reports:

185.1 Councillors Dinah Murdoch and Nick Melhuish had nothing further to report.

185.2 Councillor Jamie Williams reported that a footpath near Rushmore farm was in need of clearance. It was agreed to report the request to HCC countryside management. **DB and JW to action.**

185.3 Councillor David Sullivan commented that he would also liaise with Helen Levy with regard to the footpath at Rushmore farm. Cllr Sullivan had attended a meeting with TVBC and Helen Levy to progress the dog management scheme. A school presentation and poster competition had been set up and there would be an information stand at the school fete and flower show events. It was hoped that Vernham Dean would be joining the scheme.

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185.4 A resident present at the meeting asked if the allotments could be tidied up as rubbish was accumulating along one of the boundary margins. Cllr Sullivan agreed to make a site inspection. **DS to action.**

185.5 Cllr David Sullivan thanked retiring councillors Nick Melhuish and Alan Houghton for the support they had provided to both the parish council and residents of Hurstbourne Tarrant.

186 Clerk's report

186.1 The clerk reminded councillors that their contributions to the annual report were needed by the 30th April. **All cllrs to action.**

186.2 The clerk reported that the website working group had made good progress and an initial list of 6 potential suppliers had been whittled down to 2. Detailed discussions with the 2 shortlisted suppliers determined that both companies were capable of meeting the parish website requirements. Councillors agreed to accept Hugo-Fox as the supplier for the website upgrade as it offered the lowest cost solution and the supplier had been endorsed by HALC to all HCC parish councils.

186.3 The clerk reported that there had been a minor violation of the transparency code publication requirements as none of the supporting agenda papers for the April parish council meeting had been published on the website 3 days before the meeting date.

187 Agenda Planning – finalise agendas

187.1 The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 18th May. Councillors discussed and agreed the final agenda. The Headteacher had kindly agreed to present at and host the Annual Parish Meeting at the primary school starting at 7.30 pm on Monday 18th May.

187.2 The clerk confirmed that the agenda for the Annual Parish Council Meeting would have one additional agenda item to accept the internal auditor's report and to complete the Annual Return for 2014/15. Meeting would be held at the primary school starting at 5.30pm on Monday 18th May.

188 Financial reporting for year end 2014/15:

188.1 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 2014/15. Councillor Dinah Murdoch agreed to continue to act as the internal controller for the parish council in 2015/16 - **DCM to action.**

RESOLVED: Approved the terms of reference of the internal audit for 2015/16.

188.2 The clerk presented the financial report for 2014/15 and councillors discussed and approved the following:

RESOLVED: Approved the financial report for 2014/15.

RESOLVED: Approved the setting up of a chairman's allowance of £100.00 in 2015/16.

189 Annual review of the Asset Register

189.1 The asset register was reviewed and councillors agreed the asset listing was accurate. Note: The clerk reported that there were 3 major changes made to the asset listing. The pavilion building and contents had been removed from the asset list following the

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- demolition of the pavilion in October 2014. The long term investment in M & G Unit Trust shares had been redeemed and removed from the list.
- 189.2 Councillors then accepted the asset listing and the valuations used for insurance purposes were correct and completed the annual audit of the asset register.

191 Post Office – Local Consultation

Note Cllr Murdoch left the meeting.

- 191.1 Councillor David Sullivan presented details of the Post Office's Local Consultation on the proposed move of the village post office facility to Clayton Country Cars Ltd (the Londis Shop). The new location would offer the same range of post office services over a wider range of opening hours. Its location was away from the centre of the village was regarded as less desirable, however, it probably represented the best opportunity to retain post office facilities within the village as a whole. Opposing the change would probably mean losing the Post Office. Councillors discussed and agreed to support the move but requested a comment should be made on the need to improve vehicular access and parking arrangements. **DS & JW to action**

190 Next meetings and forward plan update

- 190.1 The Hurstbourne Tarrant Annual Parish Council meeting will be held on Monday 18th May 2015 in **the Hurstbourne Tarrant Primary School** at 5.30 p.m.

Forward plan agenda items:

- Election of Chairman and Vice-chairman
- Declarations of Office
- Councillors' responsibilities in 2015/16
- Annual update of register of interests
- To appoint an internal auditor for 2015/16

- 190.2 The Hurstbourne Tarrant Annual Parish meeting will be held on Monday 18th May 2015 in the **Hurstbourne Tarrant Primary School** at 7.30 p.m.

191. Disbursements – 20th April 2015.

191.1 The following cheques were presented for signature:

| Number | Payee | Expenditure | Amount |
|--------|--------------------------|-----------------|----------|
| 1114 | D R Baker | Salary April | £ 131.38 |
| 1115 | HM Revenue & Customs | PAYE | £ 87.60 |
| 1116 | HbT Royal British Legion | Room hire | £ 20.00 |
| 1117 | HALC | Membership Fees | £ 264.00 |
| 1118 | HALC | HR service | £ 120.00 |
| 1119 | HPFA | Membership Fee | £ 40.00 |
| 1120 | Murdoch Farms Ltd | Maintenance Apr | £ 72.00 |

Total authorised £ 734.98

Meeting closed at 8.45 p.m.

Signed.....

Chairman

Date:.....

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Appendix 1a

Hurstbourne Tarrant Community Speed Watch Report to Parish Council April 2015

We have just collected the Speed Indicator Device and will shortly be arranging our next sessions. Experience has shown that most volunteers are only willing to monitor traffic for about an hour, so we will be limiting the time for each deployment in future.

Last September SMB PC agreed to charge HbT PC £400 for **25 sessions per year**. This equated every six months to 12.5 sessions amounting to 31.25 hours, and we would invoice at £200 every six months. We have used 22.1 hours minus 5 hours (5 hours trial paid for earlier in 2014 - £60). SMB Parish Clerk has agreed that we have 14.15 hours of credit.

Does the Parish Council wish to carry on supporting this scheme? When we have used up what you have paid for, we must decide whether to carry on, if so SMB will send us an invoice for £200 for 12.5 sessions (= 31.25 hours).

Rupert Conder

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Appendix 2

Hurstbourne Tarrant Community Centre (HTCC)

Update to the Parish Council: 20th April, 2015

- On the building project, first fix work is complete, and second fix and exterior works are progressing well. Final decoration work is due to commence in mid-May and overall, the project has now more or less caught up on lost time. Thanks are due to our building contractor, JF Building Ltd, for going that extra mile to make this happen.
- A number of parishioners have kindly volunteered to help with testing e.g. the hearing loop and acoustic damping systems once installed as well as putting in place the PA system.
- All TVBC planning conditions have been discharged, and provided there are no further delays in materials delivery or unforeseen circumstances, we should meet the target completion date of end May, 2015.
- Fund raising continues – through the next scheduled village events (the HBT5 Race on 2nd May, the village Quiz Night on 12th May and the Safari Supper on 17th October); as well as via private donations/pledges, and further grant funding bids – to enable us to furnish and equip the new hall in readiness for its opening for use, and to build-up reserves towards Year 1 operating costs.
- We have been ‘shopping around’ for best deals for the priority furniture & equipment items needed whilst at the same time ensuring that these are to the required standards and specifications. We will shortly be circulating a core list with indicative target funding requirements for each item.
- On the assumption that building works will be completed at the end of May, and provided we can raise sufficient funds to do the core ‘kitting out’ of the hall, we are now able to start planning a celebration event to mark the opening of the new hall. Our current thinking is to aim for the third week in June (perhaps Sunday, 21st June – mid-summers day). We hope to be in a position to publicise the final date and details in early May.
- Good progress continues to be made in establishing a core programme of regular activities that will take place in the new community centre when it ‘opens for business’.
- In parallel, and now that the new building is well on its way to completion, our next priority is to get in place the necessary management and organisational arrangements for the operation of the hall, including applying for a premises licence, recruiting caretaking/cleaner assistance, and seeking volunteers to help with the management and marketing of the hall.
- As part of the parish council project to upgrade the village web site, a draft ‘mapping’ of the marketing content for the community hall has been produced, including the facility to book the hall online, and it is hoped that development work on the new site can start at the beginning of May.

*The HTCC Team,
20th April, 2015*