

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Councillor I Kitson

Clerk: Mrs M Edwards
Tel: 01264 736677
Email: theparishclerk@hbt.org.uk
Web: www.hbt.org.uk

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 15th October 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

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 17th September 2018.
5. **Actions arising** from previous minutes (for information only)
 - Lengthsman to be asked to top Dene Green & level the soil in the ditch, strim FP 21 opp Rookery Farm, strim Church St riverbed and tidy the long bed along the HTCC fenceline. **ME to action.**
 - Public Open Spaces Audit by TVBC had omitted to add Dene Green. **ME to action.**
 - Dene Green security/access - research costings for dragon's teeth and swing arm gate for next meeting. **ME to action.**
 - Allotment risk assessment - tenants to be spoken to regarding poor state of sheds ; beech hedge and ash tree annual growth near entrance to be cut back during winter months. **IK to action.**
 - Firework notice - to produce a generic request to residents to advise the PC of any outdoor firework parties at any time of year, so preventative action could be taken for animals and livestock. **ME to action.**
6. **Planning Applications** - To review details of planning applications received and to agree what actions should be taken.
 - **18/02560/FULLN** – The Old Police House, The Dene, HBT - replace single storey rear extension and conservatory with a two-storey extension to provide kitchen/dining/living area with bedrooms above along with erection of car port and pergola.
 - **18/02575/CPLN** – Foxrock, Ibthorpe Rd, HBT - certificate of proposed lawful development for loft conversion including rooflights and windows.
 - **18/02512/FULLN** - Little Plough, Church St, HBT - insertion of dormer window and rooflight, removal and insertion of timber partitions, alteration to door openings.

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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.
9. **Performance Monitoring – 2Q 2018/19 Financial Report** - To review and to accept the financial report for Q2 2018/19 and to agree any actions required.
10. **Replacement Councillor** - to discuss the vacancy which TVBC has confirmed can be filled by co-option
11. **Annual review - Risk register** – To carry out the annual review and to accept any changes or updates as necessary.
12. **Annual review of Standing Orders & Financial regulations** - To carry out the annual reviews and to accept any changes or updates as necessary.
13. **Project Register** – To discuss, prioritise and agree the capital projects that the parish council wishes to take forward into the 2019/20 budget planning cycle
14. **Disbursements** – To review and authorise monthly payments
15. **Next meeting – Monday 19th November 2018** and to receive any forward plan updates or agenda items.
 - Budget setting for 2019/20 – budget plan, projects and to review the three year rolling financial plan;
 - To review the Clerk's salary for 2019/20;
 - To review annual subscriptions for 2019/20.



10th October 2018

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Mr I Kitson
Clerk: Mrs Miriam Edwards
Chestnut Cottage, The Dene, Hurstbourne Tarrant, SP11 0AN
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MINUTES OF ORDINARY PARISH COUNCIL MEETING

Monday 17th September 2018, at 7.30pm, held at the Hurstbourne Tarrant Community Centre

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Councillors present:an Kitson (IK)(Chairman),
Mark Thomas (MT)(Vice Chairman),
David Sullivan (DS)
Louisa Russell (JW)
Jamie Williams (JW)
Clerk (ME)
County Councillor Kirsty North (KN)

48. Apologies for Absence

- 48.1 No apologies were received. The Chairman announced that Councillor Ed Mills had tendered his resignation as a Parish Councillor.

49. Public Participation

- 49.1 Six members of the public attended including 3 members of the Village Design Statement Working Party. Andrew Russell gave a verbal update to councillors regarding the progress of the Village Design Statement.

50. Declarations of Interest

- 50.1 There were no declarations of interest made.

51. Minutes of the Previous Meeting

- 51.1 The minutes of the Parish Council meeting of 16th June 2018 were approved and signed by the Chairman as a true record.

52. Actions arising

- 52.1 **RoSPA inspection of play areas** - Cllrs Kitson & Thomas had made some repairs to play equipment on KGV, in line with suggestions from the RoSPA report. Complete.

53. Planning

Councillors discussed the following planning applications which had expired prior to the meeting, but had been dealt with by Councillor Williams:

- 53.1 **18/01934/FULLN** – Fern Cottage, Church St, HBT - two storey and single storey side and rear extensions following demolition of existing single storey extension - No Comment
53.2 **18/01942/FULLN** – Foxrock, Ibthorpe Rd, HBT - single storey extension and loft conversion - No Comment
53.3 **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 - No Comment

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- 53.4 **18/02100/FULLN** - Rhiwlas, The Dene, HBT - addition of painted sand and cement render and composite cladding - No Comment

54. Councillors' Reports

- 54.1 Cllr Thomas
- the first meeting of the Hurstbourne Tarrant Community Fund had been held on 20th August with discussion around forming a constitution. The next meeting was due to be held on 19th September, so he would update member of the Council at the next PC meeting.
 - a mower/topper had been hired and Dene Green tidied up as well as the undergrowth around the edge of the KGV field. The Lengthsman to be asked to top the Dene Green once more before the end of the growing season (ME to action).
 - a reminder was given that the Parish Harvest Festival service followed by lunch was arranged for Sunday 7th October and there were various collection points for food items. This had all been advertised in the Parish magazine, social media and noticeboards.
 - autumn working party - it was felt that as various tasks had been completed recently by volunteers and the Lengthsman, whether there was a need for the annual autumn tidying session. Councillor Williams pointed out that often rubbish would come out of the hedges once cut. Consideration would be given to arranging a working party later in the year if felt it was necessary.
- 54.2 Councillor Jamie Williams wished to thank all those involved with organising Messy Church on Sunday 16th September at the HTCC, which was another regular and successful event helping to bring the community together.

55. Clerk's report and correspondence

- 55.1 The external auditor's report was reviewed by the clerk. Councillors noted that the external audit had been completed satisfactorily and the external auditor had issued no comments or recommendations to the Parish Council.
RESOLVED: Councillors resolved that the Annual Governance and Accountability Return for 2017/18 had been approved and accepted by the Parish Council.
- 55.2 A letter had been received regarding the change of a change of trustee for the Lillian Murrel Charity, from Richard Foster to Kenneth Lonergan MBE of Hurstbourne Tarrant.
RESOLVED: Councillors agreed to the change of trustee as suggested above.
- 55.3 Thanks to be minuted, to Rosie Arkley who again donated bulbs to be planted around the village, and to Yvonne Hill, Miranda Arnold and Laura Bell who helped deliver the Parish Council newsletter.
- 55.4 The Public Open Spaces audit conducted by TVBC had been received and circulated to councillors. There were no comments or feedback except for adding Dene Green to the list. ME to action.
- 55.5 The Lengthsman was to be asked to top Dene Green, level the soil in the ditch at the north end of Dene Green, strim the footpath opposite Rookery Farm off the A343 (FP21), strim the riverbed along Church Street from the school to Lower Farm, and tidy the long bed along the HTCC fenceline.
- 55.6 A parishioner had suggested fencing Dene Green to graze it, and therefore keep it tidy, and installing security bollards to ensure there was no unlawful access/incursion. Councillors felt that it was impossible to fence and graze owing to the shape of the Green and access required across Footpath 9, but that security measures may be feasible. Clerk to research costings for the next Parish Council meeting.

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56. Annual review of insurance policy

- 56.1 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 including public liability. For 2016/17 the Parish Council had entered a new 3-year cycle of insurance and 4 quotes were obtained. At that time, 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. No adjustments to the level of cover were required this year, as no major projects had been undertaken since the last insurance policy update.

RESOLVED: Councillors agreed to accept the level of cover as specified in the renewal documentation for 2018/19 and to accept the Hiscox quotation offering best value administered by our preferred supplier Came & Company for an annual premium of £762.09

57. Allotments

57.1 Annual review of Health & Safety – Allotments risk assessment

Cllr Ian Kitson presented the allotment risk assessment report to the meeting. The report's recommendations were discussed and accepted.

RESOLVED: Councillors reviewed the risk assessment report on the allotments and noted the actions required.

57.2 Review of allotment expenditure and tenancy rental

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. The clerk prepared a report outlining expenditure, and increases in water rates, during a particularly hot and dry summer. There had been no increase in the allotment rentals since January 2014.

RESOLVED: To increase the allotment rental to £20/£40 (half/full plot) per annum from January 2019, in line with other Parish Councils in Hampshire, and to research and install any appropriate and affordable water-saving devices.

58. Dog waste bin, Dolomans Lane

- 58.1 A trial bin had been sited on the lane just past Mount Cottage, since May 2018. It had proved successful, having been well used. It was emptied by Cllr Thomas on a regular basis. A quote for a fixed red bin had been obtained from TVBC, at nearly £350, plus an additional monthly cost for emptying at the same time as the other 3 red bins in the Parish. Councillors agreed that the cost was not viable at this time and were happy to continue to monitor and empty the grey bin until further notice. A new sign was to be produced to request only dog waste was put in the bin.

59. WW1 memorial

- 59.1 A meeting had taken place with the HBT Royal British Legion Committee regarding turning the patch of Parish Council land at the bottom of Dines Close into a Centenary Garden. The RBL were supportive of this idea. Although the Centenary was to mark the end of the Great War in 1918, the garden would be used as a memorial for all conflicts since, and those involved, who not only lost their lives, but to those who also bravely fought to ensure continued freedom.

RESOLVED: Councillors agreed to use the patch of land as a Centenary Garden, creating an entrance off the Ibthorpe Road, installing a bench, planting, and inviting donations in the future to assist with purchase of a stone memorial.

60. Providing notice of firework parties

Distribution: Cllrs: I Kitson ; M Thomas ; D Sullivan ; L Russell ; J Williams;

Borough Cllr: P Giddings ; **County Cllr:** K North

Copies to; website: www.hbt.org.uk

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- 60.1 The clerk requested permission to place the annual advertisement in the parish magazine and on social media, 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. Councillor Sullivan stated that most animal and livestock owners would be aware of possible fireworks around 5th November, New Year's Eve, etc, but that notification of events outside these times would be of use. Councillors agreed the request.

61. Disbursements

- 61.1 The following cheques were presented for approval:

Cheque No.	Expenditure	Amount
1361*	Clerk's Salary – August	£515.34
1362	Clerk's Salary - September	£515.54
1363	HMRC - August & September	£257.80
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
TOTAL		£3,977.46

62. Next Meeting

- 62.1 The next meeting of the Parish Council to be held on Monday 15th October 2018 at the Hurstbourne Tarrant Community Centre.

The meeting closed at 20.20 p.m.

Signed..... **Chairman**

Date:.....