

MINUTES OF MEETING	: 19 <sup>th</sup> May 2014
TIME OF MEETING	: 6.00 p m
VENUE OF MEETING	: PAVILION
TYPE OF MEETING	: <b>ANNUAL PARISH COUNCIL</b>
PRESENT	: MR ALAN HAIGHTON (AH)
	: MR JAMIE WILLIAMS (JW)
	: MR NICHOLAS MELHUISH (NM)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) : 1 PARISHIONER

Note: Councillor Alan Haighton took the chair.

## **1. Election of a Chairman of the Council**

- 1.1 Councillor Alan Haighton opened the meeting and asked councillors for nominations for the office of chairman of the parish council. Councillor David Sullivan was proposed, seconded and elected unanimously to the office of chairman.

Note: Councillor David Sullivan then took over as chairman of the meeting.

## **2. Election of a Vice Chairman of the Council**

- 2.1 Councillor David Sullivan asked councillors for nominations for the office of vice-chairman of the parish council. Councillor Jamie Williams was proposed, and seconded and elected unanimously to the office of vice-chairman.

## **3. Declarations of acceptance of office**

- 3.1 Declarations of acceptance of office were duly signed by the Chairman and Vice Chairman and returned to clerk for counter signature and filing.

## **4. Councillors' responsibilities**

- 4.1 The following portfolio responsibilities were allocated to Councillors for the duration of the municipal year 2014/15.
- Councillor Nicholas Melhuish A343 Project safety improvements

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- Councillor Alan Haighton Highways and Transport
- Councillor Clayton Danks Speed limit reminder (SLR), Local Business interests and village website
- Councillor Jamie Williams Planning, Upton and Pill Heath
- Councillor Dinah Murdoch King George V Playing Fields and Pavilion
- Councillor David Sullivan Allotments and Environment.
- Cllrs David Sullivan & Nick Melhuish Flood action project management.

## 5. Annual update of the register of interests

- 5.1 Councillors were reminded that any updates to the register of interests should be completed and signed and returned to the clerk. **JW to action.**

## 6. Subscriptions

- 6.1 Councillors had reviewed and approved the 4 annual subscription payments listed below at the parish meeting held on 18<sup>th</sup> November 2013, under the Budget Setting Agenda Item 12.3 for 2014/15.
- Fields in Trust (previously known as the National Playing Fields Association)
  - Hampshire Playing Fields Association
  - Hampshire Association of Local Councils
  - Society of Local Council Clerks

Annual subscriptions would be next reviewed in November 2014 as part of the budget cycle.

## 7. Review of deeds and trust investments

- 7.1 Councillors had reviewed their unit trust investment at the parish meeting held on 20<sup>th</sup> January 2014, under Agenda Item 14.1. It was noted that the new community hall build project was planned to start in October 2014. Councillors agreed and were resolved that the M&G Unit Trust holding of 34,603 shares should be sold to allow the capital to be released into the build fund by October 2014 as part of the parish council's £25k commitment to the build project. **DCM & DS to action.**

## 8. The appointment of an internal auditor for 2014/15

**RESOLVED:** Councillors agreed to appoint Tammy King as their internal auditor for the financial year 2014/15.

## 9. Apologies

- 9.1 Apologies were received from Cllr Clayton Danks.

## 10. Public participation

- 10.1 None.

## 11. Actions arising from the previous meeting:

- 11.1

The PC notice board located near Dines Close was water damaged and was in need of repair. DS to action. <b>In progress.</b>
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Councillors were requested to provide their annual reports to the clerk for publication at the Annual Parish meeting on 19 <sup>th</sup> May. Cllrs JW & AH to action - <b>In progress.</b>
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The clerk reported that 3 street green waste bins (Upton triangle and 2 in Ibthorpe) had been removed or stolen and they needed replacement. Cllr Peter Giddings to action. **Request submitted.**

It was noted that the 2 existing bollards on the near-by pedestrian crossing point had been damaged and needed replacement. Cllr Tim Rolt was actioned to raise the request. **Request submitted.**

## 12. Approval of minutes of the meeting 28th April 2014

12.1 The minutes of the Parish Council meeting of 28th April 2014 were approved and signed by the Chairman.

## 13. Declarations of Interest

13.1 None.

## 14. Hurstbourne Tarrant Community Centre (HTCC) Report

- 14.1 Susie Hoare presented a summary of the HTCC May report to the meeting.
- HTCC were continuing to work to raise the remaining £50k of capital funding required for the build project through additional grant applications, village fund raising events and pledges;
  - Finalised detailed specifications and drawings that satisfied building regulations would be completed in the next month and would act as the tendering basis for contracts with building contractors;
  - Actions were being carried out to finalise all the necessary aspects of the 125 year lease;
  - Three additional bat surveys were required by Natural England in support of the application for a bat licence in readiness for the demolition of the pavilion in October 2014;
  - Amended planning approval decision was expected from TVBC on 6<sup>th</sup> June 2014 and the approval of a HTCC landscaping plan by TVBC was in progress.

See appendix 1 for details of the report.

## 15. Correspondence

Note Cllr Dinah Murdoch joined the meeting.

- 15.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- The HCC Countryside Access – Paths to Partnership meeting Thursday 3<sup>rd</sup> June would be followed up by Cllr Jamie Williams. **JW to action.**

## 16. Planning Applications

16.1 The following planning applications were discussed.

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

14/01043/LBWN	07 May 14	Internal alterations to remove and infill partition walls to form kitchen and utility rooms. Maltings, Ibthorpe, Andover, Hampshire. Mr & Mrs R Baker. <b>No comment.</b>
14/01127/LBWN	16 May 14	Removal of plaster and replacement with plaster, replacement of sitting room concrete floor with limecrete and flagstones and replacement of existing skirting boards with varnished oak. Chestnut Cottage, The Dene, Hurstbourne Tarrant, Andover. My Gary Edwards. <b>No comment.</b>

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## 17. Councillors' reports:

- 17.1 Councillor Jamie Williams reported that some residents had raised concerns over the development taking place at the Old Dryer Barn. It was agreed that Cllr Williams would liaise with the development project manager. **JW to action.** Cllr Williams re-emphasised the importance of the TVBC business grant fund of £245k available to businesses that had sustained losses during the winter floods.
- 17.2 Councillor Dinah Murdoch reported that the King George V playing fields needed an additional grass to be arranged. **DB to action.**
- 17.3 Councillors Alan Houghton, Nick Melhuish and David Sullivan had nothing to report.

## 18. Clerk's report

- 18.1 The clerk reported that the external auditor had raised concerns over the legal structure that controlled the management of the parish council's investment of unit trust shares. See Minute 7.1.
- 18.2 It was noted that Rebecca Richards had been appointed as the Hurstbourne Tarrant Village Agent. Rebecca would be introducing herself at the Annual Parish meeting that followed the meeting.

## 19 Flood Working Party Report

- 19.1 Councillors received and discussed the working party flood report. It was agreed that:
- Action 2 – a formal request to HCC Highways to conduct a survey of all culverts was required. **Cllr Tim Rolt to action;**
  - Action 17 – Community questionnaire would be implemented. Clerk to print out 350 copies of the questionnaire. **DB to action.** Working party would make arrangements for house to house delivery. **Working Party to action;**
  - Action 23 – Send a letter to TVBC regarding the building regulation in old properties to have to lower the level of existing ground floors to provide increase head-room. **JW to action.**

## 20. Next meetings and forward plan update

- 20.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 16th June 2014 in the Pavilion at 7.30 p.m.

Forward plan agenda items:

- To agree and adopt a set new set of Financial Regulations

- 20.2 The next Annual Parish Council and Annual Parish meetings will be held on Monday 18th May 2015 in the Church Hall.

It was noted that 2015 was an election year for all parish councillors.

## 21. Disbursements – 19th May 2014.

- 21.1 The following cheques were presented for signature:

Number	Payee		Amount
1039	D & D Plant hire	Pavilion car park	£ 120.00
1040	D R Baker	Salary April	£ 131.38
1041	HM Revenue & Customs	PAYE	£ 87.60
1042	D R Baker	Scats Voucher	£ 25.00
1043	Murdoch Farms Ltd	Maintenance May	£ 138.00

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Total authorised                      £ 501.98

Meeting closed at 7.15 p.m.

Signed.....

*Chairman*

Date:.....

# Hurstbourne Tarrant Parish Council

## *Appendix 1*

### **Hurstbourne Tarrant Development Trust Update to the Parish Council: 19<sup>th</sup> May, 2014**

Our update to the Parish Council meeting on 28<sup>th</sup> April, 2014, summarized the position regarding funding, including the latest capital grant award to the project. Other grant funding 'bids' are in train and we continue to work on raising capital funds through village fund raising events and activities, as well as exploring the potential for private donations or pledges to secure the balance of around £50k needed to meet our current capital funding target.

Provided we can be confident that we will reach sufficient target funding levels by July, and subject to amended planning approval, we can start construction of the new Centre in October this year.

To this end, work also continues on the very many other actions needed to enable us to proceed with building the new Centre. For example:

- **Finalising detailed specifications & drawings to satisfy building regulations:** work is progressing well on this front with a view to securing final quotes and to form the basis for contracts with a building contractor or project manager.
- **Lease agreement:** actions continue on finalising the 125 year lease of the land currently occupied by the pavilion and associated car park by the Parish Council as trustee of the King George's Field Trust to the Development Trust.
- **Application for a licence to disturb the bats:** as anticipated, a further three surveys are required by Natural England. These will take place on 15<sup>th</sup> May, 29<sup>th</sup> May and 12<sup>th</sup> June and the results incorporated into the existing application to Natural England for a licence to disturb the bats in readiness for the demolition of the pavilion and the start of construction works on the new centre in October.
- **Amended planning approval:** we should have a decision on this from TVBC on 6<sup>th</sup> June 2014.
- **Landscaping plan:** approval of a landscaping plan by TVBC is a pre-requisite before the pavilion can be demolished and building works on the new centre can begin. We have now established with TVBC key requirements, included 'approved' planting lists, and work is progressing on producing the plan.
- **Village communications:** as well as the regular monthly project updates via the parish council minutes, the parish magazine, email, the project web site and on village notice boards, we have arranged to lay on an information display at the School Fayre on 7<sup>th</sup> June and at the Flower Show on 19<sup>th</sup> July. The display will include the drawings and elevations as well as an artist's illustration for the new Community Centre. Parishioners' have already been notified that these are available to view on the project web site at [http://www.hbt.org.uk/NewVillageHall\\_design.htm](http://www.hbt.org.uk/NewVillageHall_design.htm) as well as in hard copy format via Andrew Russell or Susie Hoare.

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