



MINUTES OF MEETING	: 17 <sup>th</sup> NOVEMBER 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	: CLLR TIM ROLT (HCC) : 3 PARISHIONERS

## 92. Apologies

92.1 Apologies were received from Councillors Nick Melhuish and Clayton Danks.

## 93. Public Participation

93.1 Mark Betteridge submitted a short written statement clarifying his Premises License application.  
See appendix 3 for details.

## 94 Actions arising

94.1

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>Grid was ready for installation.</b>
Cllr David Sullivan outlined the proposed scheme to manage access and provide car parking whilst the community hall was being built. Cllr D Sullivan agreed to discuss the arrangements with the primary school head-teacher. DS to action. <b>Completed.</b>
The parish clerk was asked to re-visit the Police and Crime Commissioner's Scheme to awards grants for CSW schemes and to see if funds could be secured towards the purchase of a mobile SID equipment. DB to action. <b>To be reviewed after 6 month CSW trial.</b>
Councillor Jamie Williams reported drains in Upton and the painting of slow road signs were still outstanding. Cllr Tim Rolt (HCC) was asked to chase up HCC Highways on the items. TR to action. <b>Completed.</b>
Alan Haighton reported that the gully in Upton still needed to be cut to permit ground water to enter

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the system more easily. . TR to action. **In progress.**

The temporary parking arrangements on the edge of the playing fields approaching the back of the school were going to require some protective covering of the grass surface during the winter months. Cllrs Jamie Williams and David Sullivan agreed to meet to assess the situation and request quotations for plastic protective mesh. JW & DS to action. **Closed.**

A meeting was planned on Thursday 23 October with the Environment Agency and their advice would be sought on the river Swift riverbed clearance. **Completed.**

## 95. Minutes of meeting 20<sup>th</sup> October 2014

- 95.1 The minutes of the Annual Parish Council meeting of 20<sup>th</sup> October 2014 were approved and signed by the Chairman.

## 96. Declarations of interest

- 96.1 None.

## 97. Community Speed Watch (CSW) report

- 97.1 Rupert Conder presented his latest report to councillors:

Two CSW sessions had been held in the last month where 15 and 14 vehicles were recorded as exceeding 35mph and had their details were reported to the police.

See appendix 1a for full details of report

## 98 Flood Working Group progress report

- 98.1 Rupert Conder presented a progress report to councillors following the latest flood working group meeting on the Dene Green.

**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.**

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.**

- 98.2 **Riverbed clearance:** the section of riverbed from Murrle to the school had been cleared. HCC with volunteer parish support, had agreed to clear the section along-side the school. 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.**

- 98.3 Cllr Tim Rolt (HCC) reported that HCC highways was still reviewing video footage of the main culvert system and that roadside gullies in the village had been cleared. It was also noted that HCC highways now had a policy of no longer maintaining white lines markings opposite to property entrances.

- 98.4 A meeting was held with the Environment Agency on 23<sup>rd</sup> October where they were briefed on the flood mitigation works that were being carried out by the parish.

- 98.5 A copy of the Local Emergency Plan was to be circulated by Cllr Jamie Williams. **JW to action.**

See appendix 1b for full details of the flood working group meeting held on 23<sup>rd</sup> October.

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

- 99.1 Susie Hoare presented a summary of the HTCC November report to the meeting:
- Bat migration had been completed and the pavilion had been demolished;
  - Ground-works for the new community centre had been completed and service connections had been made;
  - Next phase was to raise the external walls and roof structure;
  - Discussions with the Winchester Diocese Board of Finance (WDFB) continued;
  - Fund raising and grant applications continued for the fitting out of the new building;
  - Work had commenced on the necessary organisational arrangements and management systems for the operation of the new centre.

See appendix 2 for details of the report.

## 100. Correspondence

- 100.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- A request from TVBC to site a local recycling facility in the parish was considered by councillors, however, they were not aware of any support among residents for such a system and that there was no appropriate site available.

## 101. Planning Applications

- 101.1 There following planning application discussed:

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

14/02429/FULLN	22 Oct 14	Erection of timber garden shed. Highford House, 1 Windmill Lane, Ibthorpe, Andover. Mr Christopher Marshall. <b>No comment.</b>
14/02344/FULLN	29 Oct 14	Amended plan showing location of new porch Two storey extension and replacement of front porch. 7 Hillside, Upton, Andover, Hampshire. Mr & Mrs P Taylor. <b>No comment.</b>
14/01814/TREEN	01 Nov 14	T1 (Ash) – Remove all epicormic growth encroaching over fence, remove stubs to suitable pruning points left from previous pruning to leave a single stem. Boundary Line of 3 and 4 The Rank, Hurstbourne Tarrant, Andover. Mr Paul Willmer. <b>No comment.</b>
14/02529/TREEN	08 Nov 14	Sycamore – reduce by 30% and remove one rubbing branch; Horse Chesnut – reduce by 30%; Prunus – Reduce height by about 3m (about 30% of total). Valentines, The Dene, Hurstbourne Tarrant. Mrs Jane Holloway. <b>No comment.</b>

## 102. Councillors' reports:

- 102.1 Councillor Alan Haighton had nothing further to report.
- 102.2 Councillor Dinah Murdoch reported that the zip wire had been repaired.
- 102.3 Councillor Jamie Williams reported that some residents had expressed concern over the Premises License application proposed by Mark Betteridge. Both Cllr Jamie Williams and Mark Betteridge had clarified the process for such a license application and Mark Betteridge had submitted a written statement to the parish council defining his plans in more detail. See appendix 3.

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102.4 Councillor David Sullivan gave further details on his proposal for the clearance of the section of riverbed from Windmill Lane to Adams Farm in Ibthorpe and how a local funding initiative could be considered by the riparian owners and local residents.

## 103. Clerk's report

103.1 The Clerk had nothing to report.

## 104 Budget Planning 2015/16

104.1 A budget statement for 2015/16 was presented by the clerk:

The Parish Council had run tight budgets over the last ten years - the 2014/15 precept was £9,750 (Band D £27.00) tax base 361, compared to an average precept of £14,820 (Band D £41.05) measured against similar sized parish councils within a tax base range of 350-385 households. Hurstbourne Tarrant PC was facing a substantial rise in its precept to run a balanced budget over the medium term financial period covering the next 2/3 years.

### Expenditure pressures:

There were three main project costs that the council needed to take into consideration:

1. Flood mitigation works estimated at a likely cost of £4500 to be spread over each of the next three years;
2. Increased expenditure on road safety and traffic calming measures within the parish estimated at £800 pa;
3. The cost of parish council elections in 2015 estimated at £1200.

### Income pressures:

Loss of interest income from long term investment redeemed in 2014 @ £825 pa;  
Loss of transitional grant from TVBC following tax base change implemented in 2013/14 from 385 to 361 households @ £377 pa.

Councillors were invited to consider a proposal to raise the Hurstbourne Tarrant precept to £14,850 - an increase that would bring the parish up to the 2014/15 average TVBC precept level/ Band D rate levied by similar sized parishes. This would generate a demand for a £14 annual increase for Band D tax payers in 2015/16.

104.2 Councillors reviewed the subscriptions that would fall due for payment in the next financial year 2015/16.

**RESOLVED:** Councillors approved those subscriptions for payment in the 2015/16.

104.3 The clerk's salary was reviewed and agreed for 2015/16.

**RESOLVED:** Councillors approved a nil increase in the clerk's salary for the financial year 2015/16 be set using the national pay scale LC1 SCP 24 @ £10.949/hour as recommended in national pay scales published on 1st April 2013.

## 105 Next meetings and forward plan update

105.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 15<sup>th</sup> December 2014 in **the HbT Royal British Legion** at 7.30 p.m.

Forward plan agenda items:

- Budget setting for 2015/16 – to finalise budget plan, projects and a three year rolling financial plan.

## 106. Disbursements – 17<sup>th</sup> November 2014.

106.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
	Hurstbourne Tarrant Parish Council Draft Minutes		May 2014 to Apr 2015

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1079	Southern Water	Pavilion Apr-Oct	£	170.70
1080	Southern Water	Allotments Apr-Oct	£	95.06
1081	D R Baker	Salary November	£	131.38
1082	HM Revenue & Customs	PAYE	£	87.60
1083	R & I Mew	Drain Grid	£	67.50
1085	HbT Royal British Legion	Room hire	£	20.00
1086	Murdoch Farms Ltd	Nov maintenance	£	234.00

**Total authorised      £ 806.24**

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 November 2014**

Since the last PC meeting we have continued to run Community Speed Watch sessions on a fortnightly basis. There are now five sites approved by the Police at the bus shelter, at Deane Rise in Mr Antelme's lay-by, outside the George & Dragon and at the West end of Ibthorpe. At the last two we do not expect to "catch" anyone. On 28th October we recorded 15 vehicles exceeding 35mph and on 11th November a further 14; their details have been passed to the Police. There will be one more session before Christmas.

## **Appendix 1b.**

### **HURSTBOURNE TARRANT & UPTON FLOODING WORKING GROUP REPORT TO THE PARISH COUNCIL NOVEMBER 2014**

#### **Abbreviations:**

FWG ... Flooding Working Group  
HbT ... Hurstbourne Tarrant  
MACC ... Military Aid to the Civil Community  
PC ... Parish Council  
POC ... Point of Contact

1. Ground Water level. Reports in the last few days, following recent rainfall indicate that the ground water table is more than a metre above its level at this time last year.
2. Dene Green Project
  - a. I am pleased to report that 26 Engineer Regiment Royal Engineers stated that the MACC project on Dene Green "is something they are looking to take on". However January 2015 is the earliest time that they could undertake it, which does have implications if there is flooding any earlier than there was this year. In view of the significant benefits of having the Army do the work, on behalf of the FWG I agreed that we are prepared to take this risk, so that the plant aspect of the project can be scheduled and a squadron of Royal Engineers nominated to effect it.
  - b. 26 Engineer Regiment has asked for a letter of dispensation from our Parish Council Flood Action Group (on headed paper), agreeing specifically, that the land owner gives us permission to dig on their land and that the Parish Council accepts responsibility if anything goes wrong. They also asked for a formal permit to dig/statement of known hazard procedure to be attached to the dispensation letter. I have passed this request to Mr Baker. I have sent the plan of the public utilities on The

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- Green to the Royal Engineer and a copy of the HCC email from Torosay Peebles of 30 Oct stating that “The maintenance of this watercourse will not require consent from Hampshire County Council. Please make sure that during the works the other watercourses (ditches or pipes) are not obstructed or removed.”
- c. We have had three other quotations to undertake the work should it become impossible, due to currently unscheduled military operational commitments, for the Royal Engineers to do it. The firms who have submitted these quotations will be notified shortly of the current situation.
  - d. I am most grateful to Dean Stephens ( a resident of Vernham Dean) , who works for David Wilson homes, for arranging with Simon Thatcher and Nick Fryer of DR Groundworks Ltd of Lake Court Hursley for their generous donation by the supply and delivery of a 600mm 6m HDPE pipe, which is suitable for the culvert under the Dryer Track. Cllr Dinah Murdoch has kindly agreed that it can be stored in the area of the Dryer barns until it is required. I have drafted a letter of thanks for the Parish Council to send to Mr Stephens, Simon Thatcher and Nick Fryer and have emailed them myself already.
  - e. Mr David Baker has submitted an application for Section106 funding. You are reminded that this would be limited to £2518.68 to improve the drainage on Dene Green and thereby make it useable during the winter months.
  - f. Community Self-Help hedging project. Subsequent to the completion of the mACC Project we are planning to plant hedging alongside A343 between the pavement and the ditch as a safety measure to prevent children falling into the ditch, especially when it is in flood.
  - g. Community Self-Help ditch clearance project. As soon as the rest of the deciduous trees have discarded their leaves, it is requested that the old water course between the gravel pits and The Rank drain be cleared and the ditch from the back of Garage to the gravel pits improved. It is clear that a tractor hedge-trimmer is needed to clear the bank and as much of the water-course as possible so that the manual effort can be more efficiently directed.
  - h. Grid. We are awaiting the installation of a grid to be placed over the entrance to the drain by The Rank.
3. Watercourse clearance. The watercourse between Murrle Cottage and the School has now been cleared. Although it may not seem as necessary to have the area between the footbridge into the George V playing fields and the road bridge to the Parish Council parking area dug out, as neither the road nor the school was flooded as a result of the height of the water in that part of the river; there is concern that the un-dug stretch of the watercourse may act as a sluice and cause the flow to back-up and flood cottages upstream. The school's HCC Property Service Manager has been asked to follow up on this matter.

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4. Drain Plans. We are still awaiting a report on and the plans of the drains.
5. George & Dragon drain. We have had no feedback on the feasibility of installing a new drain from the front of the George & Dragon public house into the river.
6. Upton. Jeffrey Rooke has asked Cllr Tim Rolt for assistance to get the drains in the valley road cleared as they remain blocked with the debris carried during the floods earlier this year. Every time it rains now there is flooding on the road at the bottom of our drive. The drain at the bottom their drive has been reported to HCC, but HCC closed the same problem which was reported in September although the drain remains clearly and visibly blocked. I understand that residents have taken precautions to protect their properties against further flooding; however, the main problem relates to flooding of the road for which they are still awaiting the EA Report.
7. Village Emergency Plan. It is felt that the HbT Emergency/Incident Plan developed by Cllrs David Sullivan and Jamie Williams should be placed on the Parish Council website so that, in the event of an Emergency or Incident, residents have access to it, which is what other villages have done.

RC

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## *Appendix 2*

### **Hurstbourne Tarrant Community Centre (HTCC)**

#### **Update to the Parish Council: 17<sup>th</sup> November, 2014**

- Site preparations started as planned on Monday 15<sup>th</sup> October, the bats were migrated successfully from the pavilion roof on 20<sup>th</sup> October, and the pavilion demolished on 21<sup>st</sup> October.
- Groundworks and excavations are now complete, water supply connection made, foul and stormwater drainage installed and the beam and block floor completed. All of this work has been carried out in accordance with the programme despite difficult weather conditions.
- Work has now started on the next 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.
- HTCC is managing the overall build project and holds regular progress meetings with the building contractor. Our Contract Administrator is certifying at each stage of the building process that the work has been completed in accordance with the drawings and specification, and is also providing the required CDM (health and safety compliance) services.
- There are of course many dependencies relating to the overall timetable for completing building works (weather, availability of materials and so on), but the current target date for completion remains the 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 are progressing, but still not finalised. We are doing everything we can to address outstanding issues and assuming these can be resolved, hope that the required WDBF authorisation for the Church Charity contribution will be confirmed in November/December.
- 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.
- In addition, work has begun on establishing the necessary organisational arrangements and management systems for the operation of the centre once built.
- In the new year, we will start the process of building-up a schedule of activities to take place in the new Centre when it ‘opens for business’. This will involve working closely with user groups in the village, as well as external organisations, voluntary groups etc who may wish to book the Centre to run e.g. clubs, classes and so on.

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

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## Appendix 3

### Written statement submitted by Mark Betteridge:

Personal licence has been held for 9 years.

Premises License required to sell beer to the public on site for on or off sales.

Aims for the license is to be able to:

- a. Provide occasional brewery tours and beer tastings;
- b. Sell bottles of beer to the public for off sales;
- c. Support village activities and fund raising when requested.

Principles for licensing – the four objectives:

1. The prevention of crime and disorder;
2. Maintenance of public safety;
3. The prevention of public nuisance;
4. The protection of children from harm.

My license application will be posted on the window of my house and will also be published in the parish magazine according to the law.

Little change from that which occurs now is envisaged.

The aim is to be able to let people who show an interest in a small brewery to take away bottles and to taste beer having been given a guided tour.

There is no application for music, recorded or live, late night refreshment, wrestling nor pole dancing!

Examples: Conservative party meeting on 21<sup>st</sup> Nov and USA visit on 26<sup>th</sup> Nov.