

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 18th June 2018, at 7.30pm, held at the Hurstbourne Tarrant Community Centre

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Councillors present:

Ian Kitson (IK)(Chairman),
Mark Thomas (MT)(Vice Chairman),
David Sullivan (DS)

Louisa Russell (JW)
Jamie Williams (JW)
Clerk (ME)

21. Apologies for Absence

21.1 Apologies were received from Cllr Ed Mills and Cllr Peter Giddings.

22. Public Participation

22.1 Four members of the public attended. Two residents of Ibthorpe spoke regarding their forthcoming planning application and explained that they would be willing to assist the Parish Council with any queries it might have.

23. Declarations of Interest

23.1 None.

24. Minutes of the Previous Meeting

24.1 The minutes of the Annual Parish Council meeting of 21st May 2018 were approved and signed by the Chairman as a true record.

25. Actions arising

25.1 **Horseshoe Lane traffic matters** – the clerk updated that Councillor Locke had replied, explaining that speed bumps carried many legal obligations which must be met in order for them to be installed, street lighting being one of them. A 20mph speed limit would be advisory even when signs are in use, and motorists cannot be penalised for driving at 30mph. The Horseshoe was too far from the school to qualify for '20 Is Plenty' signs. Councillor Locke stated she could explore the idea of a pavement between the two ends of the Horseshoe, with Highways officers, although a similar scheme was under consultation in Smannell with residents holding mixed opinions. Cllr Russell would report this back to the residents and their next meeting. Complete.

25.2 **Church Street parking/obstruction** – the clerk updated that Councillor Locke had stated she would ask Highways for guidance regarding double yellow lines across the vehicular access bridge in Church Street. She believed that a case could be made on the grounds of safety, as parked vehicles could cause obstruction for emergency vehicles, but that it was unlikely to be a priority, and may require funding by the Parish Council. Awaiting further update.

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- 25.3 Leaflets – the clerk updated that the Parish Council were automatically entitled to access Ordnance Survey maps as part of the Public Sector Mapping Agreement and the Aerial Photography for Great Britain Agreement. However, a Geographic Information System (GIS) is required to make effective use of this data – Councillor Williams stated he had access to a GIS. Both information leaflets and the Village Design Statement could make use of this information in the future if required. Complete.
- 25.4 Dog fouling signage – the clerk reported that a ‘no dog fouling’ sign had been given to the owners of Horseshoe Cottage. Complete.
- 25.5 Lengthsman Scheme – the clerk had submitted the Lengthsman requests although there would be a delay as the owner of the company carrying out the works was having some personal difficulties and unable to facilitate any works during June.
- 25.6 Netherton Planning application – Councillor Sullivan updated that he had visited the applicants and discussed the ‘yurt’ in the woods which breached the planning consent given by TVBC. He was not concerned about the fixture, which was made of pallets and plastic sheeting by the children, and suggested this matter was now left to TVBC to deal with appropriately if they saw fit. Complete.

26. Planning

- 26.1 18/01370/FULLN – Upton Cottage, Village St, Upton – demolition of family room and erection of drawing room and kitchen extensions and detached home office with store over – Councillor Williams explained the history of the premises and the fact that it is not listed. Visually, there would be no issue with the application, but Conservation Officer was applying ‘listed’ rules stating it is a heritage asset owing to age, character, etc. Decision: no comment.
- 26.2 18/01392/TREEN – Horseshoe Cottage, Ibthorpe – T1 Oak – fell. No comment.
- 26.3 18/01285/FULLN – Little Plough, Church St – insertion of dormer window and rooflight, removal and insertion of timber partitions, alteration to door openings. No comment.

27. Councillors’ Reports

- 27.1 Cllr Russell – a meeting was planned with the head teacher of HBT Primary regarding the cricket nets. Cllr Williams reported that he had seen wheeled nets at Penton Mewsey which were around £400-500. The clerk advised that S106 developer contribution funds were available for this purpose and that an application could be submitted for funding once a decision had been made.
- 27.2 Cllr Williams – the Village Design Statement initial meeting had been successful and the required 8 volunteers had been identified. A first meeting of that group was to be convened to progress the project.
- 27.3 Cllr Thomas – volunteers were required for the forthcoming Village Show to man the Parish Council information stand. Cllrs Sullivan, Kitson and Williams stated they would be available to assist.

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- 27.4 Cllr Kitson – updated on a meeting with Kit Malthouse MP regarding the A343 and that the police had advised that reporting of ALL accidents whether injury, non-injury, minor or serious, would highlight any potential issues regarding the road. Kit Malthouse was to enquire with the ambulance service for data.

28. Clerk's report and correspondence

- 28.1 **To consider the grant request submitted by St Peter's Church for churchyard maintenance 2018/19** – councillors discussed the application for £600 which was an increase of £100 on last year's request. It was felt that the church was an important part of the community and the visual upkeep shouldn't just be the responsibility of the church, but to highlight that the Parish Council's own financial pressures meant that it may not be possible to continue to assist in the way it has in the past.

Resolved: unanimously agreed to grant £500 towards the churchyard maintenance for 2018/19.

- 28.2 **To consider the application for 2/3rd funding of x2 benches (Dene Green and The Crescent junc)** – councillors discussed utilising S106 developer contribution funds to purchase replacement benches around the Parish – Dene Green, The Crescent (junction with The Dene), and the western end of Horseshoe Lane by Bank Tree Farm. Also to apply for the funds to move and upgrade the noticeboard from Dean Rise to the junction of The Crescent and The Dene. Councillors agreed that the benches should be the same as those already provided for Dene Green and KGV.

Resolved: to apply for S106 funds for 3 benches and to move the noticeboard (supply and materials only – installation and upgrading to be carried out voluntarily).

The Chairman requested it be minuted that the Parish Council was grateful to Mr David Ellis and Mr Gary Edwards who kindly made and installed the new noticeboards at Dines Close and Dene Green with no charge for their labour.

- 28.3 The S106 developer contribution update was due the following week which would confirm the amounts available. From a meeting with TVBC it appeared that the contributions paid/outstanding/available were now correct.
- 28.4 Contact had been received from the Post Office regarding the provision of an outreach service. The officer dealing with this matter was due to contact the HTCC Trustees direct to discuss using the HTCC for this service.

29. Asset Register

- 29.1 Councillors reviewed the Hurstbourne Tarrant parish council asset register. The clerk was in the process of creating a photographic appendix to the written register to give a visual record of the state of various assets to assist with future upgrading/repairs. All appropriate entries had been amended to reflect the current situation. Those items marked 'poor' were either in hand (replacement benches) or being considered (replacement railings in Church Street). The decaying football goals on both KGV and Dean Rise field could be considered under S106 monies (play equipment) during the coming year. No other action necessary at this time.

30. GDPR Policy Documents

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- 30.1 Councillors had previously consulted draft documents. Resolved: to adopt the single page GDPR privacy notice, with an amendment to read that the Parish Council's policy is never to share a person's personal data, but that where sharing is necessary (for example with other agencies such as the borough or county council) the Parish Council will update that person accordingly. The amended document to be signed by the Chairman at the next meeting.

31. Performance Monitoring

- 31.1 **To review the effectiveness of the internal audit and adopt any recommendations as required to meet statutory financial obligations** - the internal audit of the 2017/18 financial accounts was completed in April. The internal auditor (Tammy King) had made no recommendations for the parish council to consider. The Annual Governance and Accountability Return was sent to the external auditors, PKF Littlejohn, on 5th June, prior to the cut-off date of 11th. The "Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return" was published on the HBT website on 6th June and on the 4 Parish noticeboards, prior to the inspection start date of 11th June, for the period which ends on 20th July.
Resolved: Councillors completed the review of effectiveness of the Internal Audit for 2017/18. Councillor Mark Thomas agreed to continue to act as the internal controller for the Parish Council in 2018/19.
- 31.2. **To appoint an internal auditor for the financial year 2018/19** - Tammy King, who internally audited the Parish Council for approximately 18 years, was no longer able to complete this task. The Hampshire Association of Local Councils had an approved list of 5 internal auditors. Their Company Secretary, Eleanor Green, supplied information regarding the internal audit and what it should encompass.
Resolved: Councillors discussed and agreed to appoint Eleanor Green of Do The Numbers Ltd as the internal auditor for the financial year 2018/19.

32. Disbursements

- 32.1 The following cheques were presented for approval:

Chq No.	Expenditure	Amount
1350	Clerk's Salary – June	£515.47
1351	HMRC	£128.87
1352	Chairman's Allowance 2018/19	£100.00
1353	Refreshments for Annual Parish Meeting 21.5.18	£ 65.25
1354	Consumables (printer cartridges)	£ 63.24
1355	Noticeboard – Dines Close	£ 77.12
1356	Noticeboard – Dean Green bus shelter	£ 38.84
	TOTAL	£988.79

33. Next Meeting

- 33.1 The next meeting of the Parish Council to be held on Monday 16th July 2018 at the Hurstbourne Tarrant Community Centre.

The meeting closed at 20:54 p.m.

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Signed..... *Chairman*

Date:.....

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