

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 21 <sup>st</sup> MARCH 2016
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: COMMUNITY HALL
TYPE OF MEETING	: ORDINARY
PRESENT	: MR MARK BETTERIDGE (MB)
	: MR MARK THOMAS (MT)
	: MRS LOUISA RUSSELL (LR)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) : CLLR PETER GIDDINGS (TVBC) 8 PARISHIONERS

## 147. Apologies

147.1 Apologies were received from Cllr Jamie Williams and Mr Rupert Conder

## 148. Public Participation

- 148.1 Mr Steve Bull representing the interests of Mr and Mrs Colquhoun regarding their planning application 16/00504/FULLN Old Plough Church St. He presented details of the proposed changes to the rear of the property. Photographs and plans were provided for councillors to review. Mr Bull answered questions raised by councillors. The clerk read out a written recommendation from Councillor Jamie Williams (Planning portfolio holder) that recommended 'No comment' on the application. Councillors accepted and approved the no comment recommendation.
- 148.2 A resident raised a concern regarding the debris left following a fire at an unauthorised encampment site on the Netherton Bottom road. It was agreed that the clerk should raise a request to TVBC to clear and make the site safe. **DB to action.**

## 149 Actions arising

149.1

Cllr Jamie Williams offered to investigate a bid under the Leader Fund that might provide some matched funding for new SLR equipment. JW to action. **Carried forward.**

The Test Valley Resilience Forum on Saturday 27th February, 9.30 am at Longstock Village Hall. Cllr Mark Thomas agreed to attend and Cllrs DS & JW were asked to provide brief on the parish emergency plan. MT,

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DS & JW to Action <b>Completed.</b>
Planning actions: 16/00013/FULLN - Comment to be submitted regarding car parking arrangements. JW HP786475 Land Registry - JW to pass details onto the landowner 16/00326/FULLN - JW to summarise planning application and e-mail councillors with the details, councillors will then make their decision 16/00332/FULLN - JW to summarise planning application and e-mail councillors with the details, councillors will then make their decision. <b>Completed.</b>
The new community hall sign posts were waiting to be installed. Councillors agreed they would fund the installation cost. Cllr DS agreed to commission the work. DS to action. <b>Completed.</b>
Councillors agreed that the vacancy should be advertised on the village website. DB to action. <b>Completed.</b>

## **150. Minutes of meeting 15<sup>th</sup> February 2016**

- 150.1 The minutes of the Parish Council meeting of 15<sup>th</sup> February 2016 were approved and signed by the Chairman.

## **151. Declarations of interest**

- 151.1 None.

## **152 The co-option of a new parish councillor**

- 152.1 Councillor David Sullivan reported that the following nominations for co-option had been received:

The two candidates were:

Emma J Clarke, Riverside Cottages, Church Street, HbT SP110AX.

Ian D Kitson, 2 Dean Rise, HbT SP110DA.

The chairman invited the councillors present at the meeting, to cast a simple written vote for the candidate of their choice. The parish clerk performed the count and declared the votes were tied. The chairman was asked to use his casting vote. Cllr David Sullivan thanked Emma Clarke for standing for co-option and stated that he felt that Ian could represent an area of the village previously without any representation on the parish council.

Ian D Kitson was then duly declared as the new co-opted member of the parish council.

The clerk stated he would ask Ian Kitson to sign the declaration of acceptance of office, provide a copy of the members' code of conduct and would ensure that Ian Kitson completed his registration of members' pecuniary interests. Once those formalities were completed Ian Kitson would be able to take up his responsibilities as a parish councillor.

**DB/IK to action**

## **153. Community Speed Watch (CSW) report**

- 153.1 Rupert Conder had presented his apologies and was unable to attend the meeting. He had confirmed there was no CSW business to report at this month's meeting.

## **154. Hurstbourne Tarrant Community Centre (HTCC) report**

- 154.1 Susie Hoare presented a summary of the HTCC March report to the meeting:

Key points were:

- We are on target in terms of our income and expenditure forecast for the first year of operation of the centre (1 July 2015 – 30 June 2016).

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- The hall has been used extensively in the first nine months' of its operation and a high volume of forward bookings for both events and regular activities are scheduled for the remainder of 2016. Many of the bookings have stemmed from 'word of mouth' recommendations from those who have used the hall, pro-active promotion by ourselves and the fact that children's parties and the many other events already held in the hall are in turn 'spawning' new booking requests from guests. The new community centre page on the village web site is increasingly being quoted by users as a source of information about the hall's facilities.  
See appendix 1 for full details of the report.

## 155. Correspondence

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

- Councillors considered a request from the PCC for a donation towards the annual maintenance cost of St Peter's churchyard. Councillors agreed and approved a donation of £500. **DB to action.**
- The parish council has been requested to consider whether it was going to organise an event to celebrate the event of the Queen's 90<sup>th</sup> birthday. Councillors agreed that it did not have the capacity to organise an event and it wanted to avoid any possible conflict with the primary school fete which was scheduled for the following weekend.
- Councillor Mark Thomas had attended a Resilience Forum on Community Emergency Planning and presented a summary of the workshop to the meeting. For the time being, councillors agreed that no further action would be taken to expand the flood prevention plan into an emergency plan. It was noted that it would be useful to compile a list of vulnerable people in the parish. See appendix 2 for details of the report.
- Hampshire and Isle of Wight (HIOW) Devolution plan (a partnership of 19 bodies in HIOW). The clerk had attended a briefing session chaired by HCC where it was clear at the macro level that the Devolution plan for HIOW was in disarray. It appeared that their plan was under threat of rejection by the Government because the HIOW had refused to consider an elected mayor. A counter plan had been very recently submitted by a Solent partnership consisting of Portsmouth, Southampton and intervening town councils which had received approval in principle as it contained an elected mayor for the Solent partnership area. Also, given the impact of the very recent budget announcement that the education responsibilities and their education budgets would be taken away from Local Education Authorities and transferred to central Government for implementation into a countrywide school academy system. It was clear there was no Devolution plan in place for Hampshire and it was now running late in the process. A second presentation was provided by Swindon Borough Council, giving an example of devolution at a more local level, detailing their approach to devolving services to parish councils. Services being considered were grass cutting, gully cleaning, litter picking, fly tipping, street cleaning, footpaths and bridleways, hedge and shrub maintenance, bus services, community transport and street lighting. The process was being driven on voluntary basis by parishes pushing to take over services or accepting clear but reduced funding levels for those defined local services. A four year funding transition process had been agreed. It was clear whatever devolution process was finally put in place all parish councils would face the same significant challenge – accept lower levels of service or look to taking on the burden of funding and or using community voluntary resources to deliver local services. That challenge would be hardest felt in small rural parishes.

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## 156. Planning Applications

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

16/00504/FULLN	04 Mar 16	Demolition of single storey lean-to extension and erection of part single-storey, part two-storey extension; associated alterations to existing building. Old Plough, Church St, Hurstbourne Tarrant, Hampshire Mr & Mrs F Colquhoun. <b>No comment</b>
16/00547/TREEN	05 Mar 16	T1 Prunus sp – Remove. The Old House, Ibthorpe, Andover Mr Andrew Barrett. <b>No comment.</b>
16/00604/FULLN	12 Mar 16	Change of use to residential to include internal alterations to form living space, replace flat roofs with pitched roofs and new brick gables. Village hall, Ibthorpe Road, Hurstbourne Tarrant, Andover. Mr S J Smith, Mr T J Cook and Denton & Co. Trustees Limited. <b>Comment to be submitted regarding car parking arrangements. JW to Action.</b>
16/00326/FULLN	19 Mar 16	Application: Change of use of land from agricultural to residential and erection of detached double garage with gravel driveway/area for parking and turning. Tree Tops, Lockes Drove, Pill Heath, Andover. Mr and Mrs J Bass. <b>To be determined by TVBC committee on 31<sup>st</sup> March 5.30pm</b>
16/0063/FULLN	19 Mar 16	Installation of 2 screened dipole antennas, 1 600mm diameter dish antenna, an equipment cabin and ancillary works including 2 GPS antennas attached to proposed cabin, meter cabinet, overhead cable gantry and support poles. Land to the rear of Laramie, Lockes Drove, Pill Heath Hampshire. Arqiva Ltd. <b>No comment.</b>

## 157. Councillors' reports:

157.1 There no were no further reports from parish councillors.

157.2 Councillor Tim Rolt reported back on work items completed by HCC Highways:

- A343 milestone had been re-instated near Bourne Park
- A343 gullies near Bourne Park had been cleared
- A343 road surface on the bridge in The Square had been repaired
- Work to clear gullies on the A343 between Londis and the Provost hill lay-bye had been outstanding but following the gullies being redefine as 'weir kerbs' work has now been scheduled.
- Councillor David Sullivan asked Cllr Tim Rolt to request the cutting back of vegetation and shrub growth on the east side of the A343 to Andover through Doles Wood and Bourne Park area. **TR to action**

## 158 Clerk's report

158.1 The clerk reported that.

The clerk outlined the sections required for the annual report for 2015.16 as follows:

- Chairman's report David Sullivan
- Financial report David Baker
- Planning report Jamie Williams
- CSW report Rupert Conder
- HTCC report Susie Hoare

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- Sections would be required by mid April – The report would be published at the Annual Parish meeting on Monday the 16<sup>th</sup> May.
- 158.2 A £500 grant had been received from Cllr Tim Rolt (HCC) towards the purchase of a permanent solar Speed Limit Reminder sign. Cllr David Sullivan thanked Cllr Tim Rolt for his support.
- 158.3 All allotment plots had been let for 2016 and rents had been paid by tenants.
- 158.4 The clerk asked for the approval of the grounds maintenance quote received from TVBC for the cutting and maintenance of King George V playfields and Dean Rise play area. Councillors agreed to the quote and the clerk was asked to sign and submit the agreement. **DB to action.**
- 158.5 The clerk asked councillors to read LIAS report 1388 regarding the consultation process on Planning Changes under new legislation being introduced by the Government that would significantly alter the local planning process and the likely impact that it would have on the role of parish councils as consultees. **All councillors to action.**

## 159 Agenda Planning

- 159.1 The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 16<sup>th</sup> May. Councillors discussed some ideas regarding speakers they wanted to invite to the meeting. Plans would need to be finalise at the April parish council meeting. **All councillors to action.**
- 159.2 The draft agenda for the Annual Parish Council Meeting (APCM) was discussed and agreed.

## 160 Next meetings and forward plan update

- 160.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 18<sup>th</sup> April 2016 in the Community Hall at 7.30 p.m.  
Forward plan agenda items:
- Performance Monitoring 15/16 and YE financial reporting
  - Annual review of the asset register
  - Finalise agendas for the Annual Parish and the Annual Parish Council meetings

## 161. Disbursements – 21st March 2016.

- 161.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1179	D R Baker	Salary Mar	£ 131.38
1180	HM Revenue & Customs	PAYE	£ 87.60
1181	Mark Thomas	KGV turf repairs	£ 75.00
1182	Steve Mills	Sign posts install	£ 85.00
1183	HTCC	Room hire 2016/17	£ 290.00
1184	Tangley PC	Shared SLR service 2016/17	£ 425.00
1185	D Sullivan	Diesel fuel cost	£ 12.60
1186	D R Baker	Replacement printer	£ 94.99
1187	D R Baker	Consumables	£ 131.34
1188	HALC	Clerks' update course	£ 42.00
1189	St Peter's Churchyard	Maintenance grant	£ 500.00

**Total to be authorised        £ 1874.91**

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Meeting closed at 8.55 p.m.

Signed.....  
*Chairman*

Date:.....

# Hurstbourne Tarrant Parish Council

## Appendix 1

### Hurstbourne Tarrant Community Centre (HTCC)

Update to the Parish Council: 21<sup>st</sup> March, 2016

- We are on target in terms of our income and expenditure forecast for the first year of operation of the centre (1 July 2015 – 30 June 2016).
- The hall has been used extensively in the first nine months' of its operation and a high volume of forward bookings for both events and regular activities are scheduled for the remainder of 2016. Many of the bookings have stemmed from 'word of mouth' recommendations from those who have used the hall, pro-active promotion by ourselves and the fact that children's parties and the many other events already held in the hall are in turn 'spawning' new booking requests from guests. The new community centre page on the village web site is increasingly being quoted by users as a source of information about the hall's facilities.
- As well as the wide variety of regular classes and activities already held in the hall, a new After School Club is planned to start during term time on a trial basis after the Easter Holidays on Wednesdays from 3.00 pm – 6.00 pm, with the possibility that this might be extended to run on both Wednesdays and Thursdays with effect from the Autumn term.
- The table tennis demonstration session that took place in February in conjunction with the Andover Table Tennis Association (ATTA) provided the opportunity to test interest in holding future table tennis sessions in the hall on a regular basis. Two full size table tennis tables have kindly been donated to the hall by parishioners, and an additional table can be made available by ATTA. The session was well received and we are now organizing with ATTA to schedule in two sessions a month with effect from May 2016.
- Overall, the indicative pattern of usage of the hall as reported at the December Parish Council Meeting is still 69% for regular bookings and 31% for events – a ratio that is in line with other successful halls that we have looked at.
- Booking management continues to work well although it is still a highly time consuming activity, particularly since pre and post booking 'customer care' is such an important part of the role for the future prosperity of the community centre.
- We are awaiting the release of the full beta version of the online booking system being developed by HugoFox and will be closely involved in its usability testing prior to its release.
- To-date, user feedback in person and via e-mail from those who have used the centre has been extremely positive – both on the centre and its facilities, and on the booking process and customer care.
- A detailed schedule of building maintenance tasks, including the extensive responsibilities for the health and safety aspects of running the hall, is in place. These tasks are divided into those activities that must be routinely undertaken on a weekly, monthly, quarterly or annual basis (e.g. fire safety tests, equipment checking, plant servicing etc); and those tasks which although needing to be undertaken on a regular basis, can be carried out at a time convenient to volunteers (litter picking, exterior sweeping etc).
- A pool of voluntary support is gradually being built up, but more is needed to help with the operational and maintenance aspects of the building. Very many thanks are due to the Parish Working Party who did such an excellent job of sweeping the pavers and the car park delineation lines in February.
- There is a 'wish list' of additional equipment needed for the centre, for example, a projector and screen suitable for both showing films and giving presentations in the hall. These items will be purchased as funding becomes available.

*The HTCC Team,  
21<sup>st</sup> March, 2016*

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## Appendix 2

### Footpaths Report March 2016

- No issues to report
- Goal net installed on football pitch

### Community Resilience Workshop – 27<sup>th</sup> February 2016

#### Community Emergency Action Plan

In extreme conditions such as heavy snow and flooding, there is a possibility that the emergency services may not be able to reach the scene immediately. In such circumstances, the initial response may rely entirely on local people. To co-ordinate such activity, some councils have formulated a Community Emergency Plan to help their community to prepare for an emergency and reduce its impact. The idea is that local communities may know about particular hazards and problems that affect an area, be aware of individuals who might need assistance in an emergency, and have access to people, resources or buildings that allow them to respond more effectively to specific incidents.

#### Examples of what a plan might include:

- Nominated points of contact for emergency services and local authority
- Detail of communication channels
- Register of specialist skills in community – eg first aid
- Knowledge of vulnerable residents and requirements
- Arrangements for short term shelter if required
- Initial response guides and trigger points for likely scenarios

#### Questions for Parish Council:

- Should HBT have a Community Emergency Action Plan ?
- If so, how and in what timeframe ?

M Thomas  
March 2016