

Hurstbourne Tarrant Parish Council



MINUTES OF MEETING	: 28 th April 2014
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: PAVILION
TYPE OF MEETING	: ORDINARY
PRESENT	: MR CLAYTON DANKS (CD)
	: MRS DINAH MURDOCH (DCM)
	: MR NICK MELHUISE (NM)
	: MR JAMIE WILLIAMS (JW)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR D BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) : CLLR PETER GIDDINGS (TVBC) : RUPERT CONDER : SUSIE HOARE : JULIAN HIGGINS HCC OFFICER

183. Apologies

183.1 Apologies were received from Cllr Alan Haighton.

184. Public participation

184.1 Julian Higgins (Policy and Communications Team Leader Street Lighting Section (HCC)) provided a briefing on the HCC street lighting PFI. The replacement program in Hurstbourne Tarrant was planned for November 2014 and was expected to take about 10 days to complete. Existing street lights would be replaced on a one for one basis. New lamp standards were the same height of 5m, green in colour and would provide a white light that permits better colour recognition at night.

185. Actions arising from the previous meeting:

185.1

Replacement of 30mph sign at north end of village; Cllr Tim Rolt to action. Completed
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The PC notice board located near Dines Close was water damaged and was in need of repair. DS to action. In Progress
A parishioner's request to review pedestrian safety outside Fourwinds was discussed and it was agreed to request additional wooden bollards be installed. Cllr Tim Rolt. HCC Highways have reviewed the site and have refused the request as the footway is too narrow to install additional bollards. 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.
A meeting will be arranged of all volunteers and for the community to explain with the help of the police, the aim of Community Speed Watch Scheme and how it will operate. RC to action. Meeting on 8th May at 7.15 in the pavilion has been arranged.
St Peter's Churchyard – request for a donation towards the upkeep of the churchyard. It was agreed to place this on the agenda for the April PC meeting. See agenda item 8
Councillors were requested to provide their annual reports to the clerk for publication at the Annual Parish meeting on 19 th May. Cllrs to action. In progress.
A grounds maintenance quote of £673.07 had been received from TVBC for 2014/15 grass cutting contract. Councillors agreed to accept the quote. DB to action. Completed.
The first meeting of the flood working party would be scheduled for a Monday evening in the Pavilion – date to be confirmed shortly. DS to action. Completed..
The parish clerk was asked to submit a public notice to the parish magazine regarding sandbag collection and the council tax rebate scheme. DB to action. Completed.

186. Approval of minutes of the meeting 17th March 2014

186.1 The minutes of the Parish Council meeting of 17th March 2014 were approved and signed by the Chairman.

187. Declarations of Interest

187.1 None.

188. Community Speed Watch report

188.1 Rupert Conder presented his April CSW report.
See appendix 1 for report details.

189. Development Trust Report

189.1 Susie Hoare presented a summary of the April report to the meeting.

- A maximum TVBC grant of £25k had been secured bringing the total grant funding to £185K. A balance of £50k was needed to meet the capital funding target.
- Local fund raising efforts continue and other bids for capital grant funding were in train.

See appendix 2 for details of the report.

190. Correspondence

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

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190.2 Councillors considered a donation request from St Peter's Church for the upkeep of the churchyard.

RESOLVED: Councillors agreed that a donation of £500 would be made towards the upkeep of St Peter's churchyard

191. Planning Applications

191.1 There following planning application discussed:

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

14/00657/TREEN	17-Mar-14	Fell 3 x Large Leylandi. Thatchers Cottage The Dene Hurstbourne Tarrant Andover Hampshire SP11 0AN. Dr David Ellis. No comment.
14/00637/FULLN	19-Mar-14	Alterations to Ibthorpe House to include a single storey rear extension, erection of new plant room to the west elevation and the insertion of 1 no dormer window. Ibthorpe House Horse Shoe Lane Ibthorpe Andover SP11 0BY. Mr & Mrs Basden, No comment.
14/00638/LBWN	19-Mar-14	Internal and external alterations to Ibthorpe House to include a single storey rear extension, erection of new plant room to the west elevation and the insertion of 1 no dormer window. Ibthorpe House Horse Shoe Lane Ibthorpe Andover SP11 0BY. Mr & Mrs Basden. No comment.
14/00829/CLPN	03-Apr-14	Certificate of lawfulness for proposed - single storey rear extension. Dene Cottage The Dene Hurstbourne Tarrant Andover Hampshire SP11 0AN. Mr & Mrs Haighton. No comment.
14/00873/FULLN	11-Apr-14	Demolition of existing pavilion, new community building, air source heat pump store and other associated external works. Hurstbourne Tarrant Recreation Ground Church Street Hurstbourne Tarrant Hampshire. D Baker. No comment.
14/00933/TREEN	16-Apr-14	T1 - Holly - Reduce back to previous reduction points in order to give clearance from power cables and the road; T2 - Laburnum - Fell; T3 - Poplar - Repollard to previous reduction points. Swift Cottage Ibthorpe Andover Hampshire SP11 0BJ, Mr C Osmer. No comment

192. Councillors' reports.

192.1 Councillors Nick Melhuish, David Sullivan and Clayton Danks had nothing further to report.

192.2 Councillor Jamie Williams requested approval to attend a planning seminar on 22nd May at a cost of £30. Councillors approved the training request. Cllr Williams raised a concern on the behalf of Upton residents about a dangerous pothole located by the triangle in the centre of Upton. Cllr Tim Rolt confirmed that HCC Highways had the repair in plan but it would be included a much more substantial repair to the roadway through Upton following the winter flood damage. Repairs were also in plan to address

flood damage on the Netherton Road, the A343 through Hurstbourne Tarrant and Church Street.

- 192.3 Cllr Dinah Murdoch reported that the resurfacing of the parish car park had been completed. An urgent repair job was approved by Cllrs Murdoch and Sullivan to enable the work to be completed in time for the HbT Multi-terrain 5k race held on 26th April. The race was a great success, achieving a record number of entrants and raising funds for the community hall.

193. Clerk's report

- 193.1 The Royal British Legion confirmed that the parish council could hold its meetings at the Legion once the pavilion had been demolished.
- 193.2 The internal audit of the 2013/14 financial accounts had been successfully completed. The auditor Tammy King was prepared to stand for appointment as the internal auditor for the 2014/15 accounting period.
- 193.3 NALC had published new model of Financial Regulation in April. That new set of Financial Regulations would be brought to the June PC meeting for adoption. **DB to action.**
- 193.4 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 PG to action.**

194. Agenda Planning -

- 194.1 The agenda for the Annual Parish Meeting on Monday 19th May was finalised.

195. Financial reporting for year end 2013/14

- 195.1 David Baker presented the financial report for 2013/14 and details of the internal audit carried out by Tammy King on the 22nd April 2014.
- 195.2 Councillors agreed the following actions:
- RESOLVED:** Approved the terms of reference of the internal audit for 2014/15.
- RESOLVED:** Councillors completed the review of effectiveness of the Internal Audit for 2013/14. Councillor Dinah Murdoch agreed to continue to act as the internal controller for the parish council in 2014/15 - **DCM to action.**
- RESOLVED:** Agreed that the statement of accounts contained in section 1 of the Annual Return fairly represented the financial position of the Council.
- RESOLVED:** Approved the council's accounts and agreed to the Responsible Financial Officer and the Chairman signing section 1 of the Annual Return.
- RESOLVED:** Approved the Annual Governance Statement and agreed to the Parish Clerk and the Chairman signing section 2 of the Annual Return.
- RESOLVED:** Noted section 4 of the Annual Return together with any comments or recommendations made by the internal auditor.
- RESOLVED:** Approved the financial report for 2013/14.
- RESOLVED:** Approved the setting up of a chairman's allowance of £100.00 in 2014/15.

196. Annual Report

- 196.1 Councillors reviewed and approved the draft Annual Report. It was noted that reports from Cllrs Alan Houghton and Jamie Williams were still required. **AH & JW to action.**

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197. Annual update of Asset Register:

197.1 The asset register was reviewed and councillors agreed the asset listing was accurate. Councillors then accepted the asset listing and the valuations used for insurance purposes were correct and completed the annual audit of the asset register.

198. Next meeting and forward plan update

198.1 The next **Hurstbourne Tarrant Annual Parish Council** meeting will be held on Monday 19th May 2014 in the **Pavilion** at **6.00 p.m.**

Forward plan agenda items:

- Election of Chairman and election of Vice-chairman
- Declarations of Office
- Councillors' responsibilities in 2014/15
- Annual update of register of interests
- To appoint an internal auditor for 2014/15

Note: The parish council meeting would close by 7.00 pm, to be followed by the **Annual Parish** meeting of the electorate at 7.30pm.

199. Disbursements – 28th April 2014.

199.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1028	D R Baker	Salary April	£ 131.78
1029	HM Revenue & Customs	PAYE	£ 87.20
1030	HALC	Subscription fees	£ 261.00
1031	Tangley PC	SLR Costs 2014	£ 395.00
1032	Murdoch Farms Ltd	Apr Maintenance	£ 132.00
1033	Southern Water	Allotments Oct-Mar	£ 13.18
1034	Southern Electric	Pavilion Jan-Mar	£ 458.64
1035	D Sullivan	Pavilion roof	£ 126.79
1036	HPFA	Annual subscription	£ 40.00
1037	St Peter's Churchyard	Maintenance donation	£ 500.00
1038	Southern Water	Pavilion Dec Apr	£ 52.92

Total authorised £ 2,198.51

Meeting closed at 8.45 p.m.

Signed.....

Chairman

Date:.....

Appendix 1.

COMMUNITY SPEED WATCH (CSW) REPORT TO THE PARISH COUNCIL FOR April 2014

The flooding in Hurstbourne Tarrant has distracted the effort being made to set up the Community Speed Watch scheme; however, as the water has receded the average speed of traffic through the village has increased and is now back to its usual illegal level.

So far twenty individuals have volunteered their time to help support the Scheme of which I have received twelve completed application forms which have been collected by our Police Community Support Officer.

A training session advised by the Police to cover legal aspects, Health & Safety and how to operate the system will be arranged for volunteers once the applications have been processed. We will then be ready to run the trial.

Appendix 2:

Hurstbourne Tarrant Development Trust Update to the Parish Council: 28th April, 2014

We notified the Parish Council in March that the project had been awarded a grant of £150k from Hampshire County Council's Community Buildings Capital Fund. In addition, two smaller capital grants totalling £10k from other grant bodies had been secured, bringing the total grant funding at that time to £160k.

We have now heard from Test Valley Borough Council that we have been awarded the maximum grant sum of £25k from their Community Asset Fund, bringing total grant funding already secured to £185k.

Taken together with funds raised locally (including a private donation of £10k and £50k from the proceeds of the sale of the Church Hall), capital funds raised to-date amount to £482k against the target of around £530k based on current working assumptions.

This leaves a balance of around £50k needed to meet our current capital funding target. To this end, as well as continued local fund raising efforts, other bids for capital grant funding are in train.

Work also continues on the very many other actions needed to enable us to proceed with building the new Centre. For example:

Amended planning approval: The application for amended planning approval was submitted to TVBC on 9th April. We should know the results of this process at the beginning of June. We are drawing attention in our current round of project updates to the village that the detailed drawings and elevations as well as an artist's illustration for the new Community Centre have been published on the project web site at http://www.hbt.org.uk/NewVillageHall_design.htm and that a paper copy is available to view via Andrew Russell or Susie Hoare. These incorporate key suggestions received from within the village, as well as expert advice on achieving best value in terms of capital costs and operating sustainability. **Landscaping plan:** We have started the process of preparing a landscaping plan. Approval of this by TVBC is a pre-requisite before the pavilion can be demolished and building works on the new centre can begin. **Application for a licence to disturb the bats:** Although we had hoped to secure a licence in April, we are still awaiting a response from Natural England. In addition to previous survey work, which was updated by an additional bat inspection on 17th February this year, we understand now that it may be necessary to undertake three further bat surveys over a four-week period between mid May and mid June. If this is the case, we will need to revert to our fall back plan of disturbing the bats at the very beginning of October, followed immediately by demolition of the pavilion and the start of construction works on the new centre. The County Ecologist has been updated on the current situation, and the indications are that he will nevertheless support our planning application to TVBC. Whilst moving the bats in April would have had some advantages, it is not crucial. Doing it in early October instead has its own benefits.

Finalising detailed specifications & drawings to satisfy building regulations: work is in progress 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 preparing 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

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Development Trust. 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 this year.

Finally, we are pleased to inform the Parish Council that we have now been registered as a Charitable Incorporated Organisation (CIO) by the Charity Commission with the same purpose as the Hurstbourne Tarrant Development Trust. The name of our charity is the Hurstbourne Tarrant Community Centre (HTCC) and our new charity registration number is 1156307. There are many advantages to doing this, not least that it simplifies legal arrangements e.g. in entering into a lease agreement with the Parish Council, as well as streamlining future management and operational processes once the new Centre is built.

The Development Trust Team