

Hurstbourne Tarrant Parish Council



MINUTES OF MEETING	: 16 th May 2011
TIME OF MEETING	: 6.00 p m
VENUE OF MEETING	: CHURCH HALL
TYPE OF MEETING	: ANNUAL PARISH COUNCIL
PRESENT	: MR CLAYTON DANKS (CD)
	: MRS DEBBIE MILLER (DM)
	: MR NICHOLAS MELHUISE (NM)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR PAM MUTTON (HCC) : CLLR PETER GIDDINGS (TVBC) : DAVID JOPSON

Note: Councillor David Jopson took the chair.

1. Election of a Chairman of the Council

1.1 Councillor David Jopson 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 Dinah Murdoch was proposed and seconded and elected unanimously to the office of vice-chairman.

3. Declarations of acceptance of office

3.1 All declarations of acceptance of office were duly signed by the Chairman, the Vice Chairman and councillors 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 2010/11:

Hurstbourne Tarrant Parish Council

- Councillor Nicholas Melhuish Planning
- Councillor Alan Haighton Highways and Transport
- Councillor Clayton Danks Speed limit reminder (SLR) and Local Business interests
- Councillor Debbie Miller Environment and Upton
- Councillor Dinah Murdoch King George V Playing Fields, Pavilion and HbT Primary School
- Councillor David Sullivan Allotments.

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. **All councillors to action.**

6. Power of Well-being

6.1 The meeting reviewed the eligibility criteria defined in the Statutory Instrument 2008 No 3095: The Parish Councils (Power to Promote Well-being) (Prescribed Conditions) Order 2008 and it was agreed by the meeting that the eligibility criteria had been met.

RESOLVED: Councillors approved unanimously that the 16th May 2011 was the 'relevant day' on which the conditions were met.

7. Subscriptions

7.1 Councillors had reviewed the 4 annual subscription payments listed below at the parish meeting held on 15th November 2010, Ref Agenda Item 11.3.

- 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 2012.

8. Review of deeds and trust investments

8.1 Councillors had reviewed their unit trust investment at the parish meeting held on 17th January 2011, Ref Item 13.1. The next investment review would be held in January 2012.

9. Apologies

9.1 Apologies were received from Councillor Alan Haighton.

10. Public participation

10.1 David Jopson reported that he had received a request to re-site or remove the green litter bin located opposite Dines Close. An alternative site had been determined and it was agreed that TVBC street scene team should be asked to consider the move or failing that make arrangements for removal the bin. **DB to action.**

11. Actions arising from the previous meeting:

11.1

Hurstbourne Tarrant Parish Council

To consider the annual donation to St Peter's church to assist with the upkeep and maintenance of the churchyard. This was discussed and Councillor Dinah Murdoch agreed to contact the treasurer of the St Peter's Church PCC to obtain a letter confirming the request. – DCM to action. Completed but no request received – DCM to carry forward.
Councillors agreed that a donation of £500 be made to St Peter's church towards the upkeep of the churchyard subject to the receipt of a request letter. - DB to action. Carried forward
Councillor Dinah Murdoch noted that the water bill for the pavilion was rather high over the last 6 month period. This was probably attributed to a water leak over the very cold winter period. She would have water meter readings taken to check that no other leaks were occurring. - DCM to action. Completed. The clerk was asked to re-issue the outstanding invoice to the 10 th Andover Scouts. – DB to action. Completed
Financial interest forms were circulated to all parish councillors for completion and return to the clerk by the next parish meeting. Carried Forward with action on DS, DCM, AH, NM & DB.
A request was made by Councillor David Jopson to put up 2 no dog fouling posters on the footpath between the village post office and Willow cottage was agreed. Councillor Pam Mutton thought that TVBC may provide the posters free of charge and would check if that was correct. PM to action. Completed. The clerk was asked to cost out the purchase of a laminator. DB to action. Completed
A draft Annual Report was reviewed. It was noted several sections were still to be submitted by councillors – DS, DCM, AH, & DM to action. Completed

12. Approval of minutes of the meeting 18th April 2011

- 12.1 The minutes of the Parish Council meeting of 18th April 2011 were approved and signed by the Chairman.

13. Declarations of Interest

- 13.1 None.

13 Correspondence

- 13.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- A donation request was received from Victim Support. The clerk was asked to write to Victim Support to determine what level of support had been provided within the parish over the last year and to report back to the next parish council meeting. **DB to action.**

14 Planning Applications

- 14.1 There had been no planning applications received by the council since the April PC meeting.

15 Councillors' reports:

- 15.1 Councillor Debbie Miller reported that there had been several complaints raised about the placement of the Speed Limit Reminder pole on the South side of Upton. It was agreed that Councillors Clayton Danks, Debbie Miller and David Jopson would make a

Hurstbourne Tarrant Parish Council

site inspection to determine if any improvements could be considered. **CD, DM & DJ to action.**

- 15.2 Councillor David Sullivan reported that the allotments were in excellent shape and were a real credit to their tenants and the village. It was agreed to ask the annual village fete committee to consider an award for the best kept allotment. **DS to action.**
- 15.3 Councillor Alan Haighton was unable to attend the meeting but had asked that his thanks to Rupert Conder for all his support on road safety improvements be minuted.
- 15.4 Councillor Nicholas Melhuish asked if the parish council was aware of the Community Payback Scheme where individuals carry out community service sentences of supervised work on small social projects such as litter picks, scrub clearance and basic decoration or repair of community property. It was agreed that this initiative was worthy of further investigation. Councillors were asked to consider what projects could be put forward and the clerk was asked to determine the process required to submit an application to the scheme. **Councillors & DB to action.**
- 15.5 Councillor Dinah Murdoch asked when improvements to the access road to the parish car park were going to be progressed. It was agreed to get a quote to repair the potholes. **DCM to action.** Quotes would be requested to carry out the piling necessary to provide a passing point on the access road. **DS, DCM & DB to action.** Councillor Debbie Miller would contact the Environment Agency to determine the consent process necessary to carry out such works. **DM to action.**

16 Clerk's report

- 16.1 There was a statutory deadline of Thursday 2nd June for election expense forms to be returned to TVBC, **this must include nil returns. All councillors to action.**
- 16.2 The clerk confirmed the cost associated in purchasing an A4 laminator and materials was £95.00 pounds. The purchase was approved and the clerk was authorised to make the purchase. **DB to action.**

17 To appoint an internal auditor for 2011/12

RESOLVED: Councillors agreed to appoint Tammy King as their internal auditor for the financial year 2011/12. It was further agreed to donate £25 gift voucher as a token of the parish council's appreciation of the time she had kindly volunteered to carry out the internal annual audit for 2010/11.

18 Next meeting and forward plan update

- 18.1 The next Hurstbourne Tarrant Parish Council meeting will be held on Monday 20th June 2011 in the Church Hall at **7.30 p.m.**
- 18.2 Forward plan agenda items:
- Annual update of Asset Register
- 18.3 The next **Annual Parish Council meeting and Annual Parish meeting** will be held on Monday 14th May 2012 in the Church Hall.

19 Disbursements – 16th May 2011.

- 19.1 The following cheques were presented for signature:

Number	Payee	Amount
Hurstbourne Tarrant Parish Council Draft Minutes		April 2011 to March 2012

Hurstbourne Tarrant Parish Council

800	D R Baker	Clerking fees	£	159.22
801	HMRC	PAYE	£	39.60
802	Village Hall	Hire Charges Apr-Jun	£	60.00
803	Murdoch Farms Ltd	Maintenance	£	132.00

Total authorised: **£390.82**

Meeting closed at 6.55 p.m.

Signed.....

Chairman

Date:.....