

Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 18 th April 2011
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: CHURCH HALL
TYPE OF MEETING	: ORDINARY
PRESENT	: MR D JOPSON (DJ)
	: MRS DEBBIE MILLER (DM)
	: MR A HAIGHTON (AH)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR D BAKER (DB)
ALSO PRESENT	: CLLR PAM MUTTON (HCC) : RUPERT CONDER : REVD DAVID KEIGHLEY : CLAYTON DANKS : DENIS LOCKHART

154. Apologies

154.1 None.

155. Public participation

155.1 The Revd David Keighley provided a progress report on the refurbishment of the church hall. The purpose of the refurbishment project was to support the facilities needed to re-establish a nursery school which would be run as a private enterprise by Pauline and Tony Harris. The planned start date for the nursery was 5th September 2011. The church hall was being readied for an Ofsted premises inspection in 2 weeks time. Work in progress involved a kitchen refit, re-installing of a separate adult toilet, replacement of the lighting system and installation of electric central heating and a telephone line. Externally, garden beds would be established with safety fencing. Total cost of the project was estimated at £10k with the church providing £1k and £9k coming from private sponsorship. No funding from the parish council was required. The Church Hall would be used by the nursery on a daily basis. The hall would still remain available for hire for children's events, small public events and bookings during the evening or weekends. It was hoped to build the nursery up to a maximum of 30 children over time.

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155.2 Denis Lockhart provided notice of a charity football match planned at the King George V playing fields on Sunday 15th May at 10.30 a.m. The match was in memory of Pete Portsmouth and all proceeds would be donated to the Hampshire Autistic Society. It was hoped that all past members of the football team would support and if possible play in the charity match. Denis was also very pleased to announce that the football team had won its first Andover junior trophy.

156. Actions arising from the previous meeting:

156.1

Requested that parishioners should report details of potholes to the parish clerk who will submit a consolidated report to HCC highways and Cllr Pam Mutton for repair – DB to action - Completed
Request from Vernham Dean PC to share costs associated with the provision of Speed Limit Reminder signs in Upton. Councillors agreed to share the costs associated with carrying out a traffic survey in Upton – DB to action - Completed.
Request for financial assistance from the St Peter's PCC to renovate the church hall. It was agreed to place this request on the agenda for discussion at the next parish council meeting to be held on Monday the 18 th April – DB to action – Completed but item was withdrawn
HMRC have mandated that all parish councils must be registered and report employee PAYE and National Insurance contributions from the 6 th April 2011. – DB to action - Completed.
The following speakers were agreed and invites to the annual parish meeting on 16 th May 2011 were to be issued to Andrew Russell, Rupert Conder, Pc Martin Benton and Helen Grindley TVBC – DB to action - Completed.

157. Approval of minutes of the meeting 21st March 2011

157.1 The minutes of the Parish Council meeting of 21st March 2011 were approved and signed by the Chairman.

158. Declarations of Interest

158.1 None.

159. AGAS report

159.1 Rupert Conder presented the April AGAS report:

159.2 Please see Appendix 1 for full report details.

160. Correspondence

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

160.2 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.**

RESOLVED: 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.**

161. Planning Applications

161.1 There was one planning application discussed:

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

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11/00889/VARN	16 Apr 11	Variation of planning permission 10/00341/FULLN – Erection of a replacement dwelling with detached carport and engineering works to facilitate ground levels, drainage, driveway, parking and landscaping – Use of slate on roof. Little Foxhanger. No comment
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162. Councillors' reports:

- 162.1 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.** The clerk was asked to re-issue the outstanding invoice to the 10th Andover Scouts. – **DB to action.**
- 162.2 Councillor Alan Haighton had nothing to report.
- 162.3 Councillor Debbie Miller reported that the Crown at Upton had finally re-opened for business that afternoon. The kitchens were expected to start producing food next week. A children's Easter egg hunt would take place on Sunday 24th April in Upton. A barn owl event was being organised for the evening of 18th May in St Mary Bourne village hall where there would be a presentation on the project to install 20 barn owl boxes along the Bourne valley.
- 162.4 Councillor David Jopson had nothing to report
- 162.5 Councillor David Sullivan had nothing to report

163. Clerk's report

- 163.1 ROSPA play-area safety inspections were scheduled to take place in May.
- 163.2 Financial interest forms were circulated to all parish councillors for completion and return to the clerk by the next parish meeting. **Action all elected councillors.**
- 163.3 Tammy King completed a satisfactory internal audit of the parish accounts on the 16th April. She found the accounts in order and had no comments to feedback to the parish council. She also confirmed that she was happy to act as the internal auditor for the next financial year if so appointed by the parish council.
- 163.4 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.** The clerk was asked to cost out the purchase of a laminator. **DB to action.**

164. Request for financial assistance from the St Peter's PCC to renovate the church hall.

- 164.1 This item was withdrawn by Revd David Keighley.

165. Agenda Planning – finalise agendas for:

- Annual Parish meeting agenda was agreed. Speakers confirmed so far were Pc Martin Benton, David Jopson and a TVBC community planning officer.

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- Annual Parish Council meeting agenda was adjusted to reduce the number of routine business agenda items to allow the more time to properly install the newly elected parish councillors. It was agreed to start this meeting at 6.00pm.

166. Financial reporting for 2010/11:

166.1 David Baker briefly presented the results of the internal audit carried out by Tammy King on the 16th April 2011.

166.2 Councillors approved the following:

RESOLVED: Approve the terms of reference for internal audit.

RESOLVED: Councillors completed the review of Effectiveness of the Internal Audit and agreed to adopt the recommendations made to improve its effectiveness.
Councillor Dinah Murdoch agreed to continue to act as the internal controller for the parish council - **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 arising from the internal audit.

RESOLVED: Approved the financial report for 2010/11.

RESOLVED: Approved the setting up of a chairman's allowance of £100.00 in 2011/12

167. To review and approve the draft Annual Report

167.1 A draft Annual Report was reviewed. It was noted several sections were still to be submitted by councillors – **DS, DCM, AH, & DM to action.**

RESOLVED: Subject to sections being completed, approved the draft Annual Report for publication at the Annual Parish meeting on 16th May 2010.

168. Next meeting and forward plan update

168.1 The **Annual Hurstbourne Tarrant Parish Council** meeting will be held on Monday 16th May 2011 in the **Church Hall** at **6.00 p.m.**

168.2 Forward plan agenda items:

- Election of Chairman and election of Vice-chairman
- Declarations of Office
- Councillors' responsibilities in 2010/11
- Annual update of register of interests
- To appoint an internal auditor for 2010/11

To be followed by the **Annual Parish** meeting at **7.30 pm.**

169. Disbursements – 18th April 2011.

169.1 The following cheques were presented for signature:

	Number	Payee	Amount	
	790	D R Baker	Clerking fees	£ 159.22
	791	HMRC	PAYE	£ 39.60

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792	SLCC	Subscription fee	£	72.00
793	HALC	Conference fee	£	48.00
794	Southern Water	Allotments	£	16.08
795	HALC/SLCC	Subscription Fee	£	231.00
796	Southern Water	Pavilion	£	279.37
797	Southern Electric	Pavilion	£	376.88
798	Murdoch Farms Ltd	Maintenance	£	159.00
799	St Peter's PCC	Churchyard donation	£	500.00 *

Note * subject to minute 160.2

Total authorised: **£1881.15**

David Sullivan gave a formal vote of thanks to Councillors David Jopson and Fliss Davis for all their work and support to the parish council and wished them both well in the future.

Meeting closed at 8.40 p.m.

Signed.....
Chairman

Date:.....

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Appendix 1.

ACTION GROUP AGAINST SPEEDING THROUGH HURSTBOURNE TARRANT (AGAS) REPORT TO THE PARISH COUNCIL APRIL 2010

1. Keep a good look out for potholes – they're getting bigger, especially on the side of the some of the narrow country roads! Please report the more serious ones to David Baker who will inform Test Valley.
2. Site Meeting. The site meeting with Paul Garrod the Assistant Service Manager, Traffic Management (Area West) was held on 6th April, David Sullivan attended on behalf of the Parish Council. We discussed the possible siting of two traffic islands at the North end of the village. Unfortunately, unless the road is widened, which may put the cost of the project beyond any funds which might be allocated to it; it is unlikely that these traffic islands can be sited in the most beneficial place. Nevertheless a road traffic engineer will investigate this further. The aims of the traffic islands are to make:
 - a. A safer crossing place for school children and bus passengers crossing the road between the bus stops especially in the dark of the morning and evening.
 - b. Drivers more aware of school children and those waiting for the bus who stand virtually in the road on the bus stop outside Hawthorne House.
 - c. A focus for drivers that pedestrians are likely to be in the area.
 - d. A constraint on those drivers who insist on accelerating for Provost Hill when it comes into sight around the bend from the village centre.
 - e. An obstacle and deterrent for those drivers that insist on overtaking in that area which has led to several accidents in the recent past.
 - f. It safer for drivers heading in the direction of Newbury who would like to turn right into the lay-by opposite or into the garage.
 - g. A constraint on vehicles entering the village at speed from Newbury.
 - h. It safer for persons/cars exiting drives onto the A343.
3. We also discussed the following:
 - a. The construction of a path from the Bus Shelter to the Garage/shop. Since the service station/garage has opened a larger shop, it has become quite popular for local residents to walk to. During dry weather, many residents walk across The Green, but during wet/snowy weather, most walk along the road. This is dangerous as the traffic is fast moving. Paul Garrod agreed that a pathway from the Bus Shelter to the Garage would reduce the danger significantly and said that he would get the project assessed.
 - b. Bus Stop opposite the Bus Shelter on the A343. As some vehicles mount the kerb to drive inside other vehicles turning onto the hard standing by the bus shelter, we have recommended, and Paul Garrod agreed, that a bollard be installed to give those waiting at the bus stop better protection.

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- c. Safe Routes to School crossing of A343. Paul Garrod agreed to have this crossing point looked at again with the possibility of pushing out the kerb on the South East side of the crossing and taking in a similar amount on the North West side.
 - d. Installation of three Gladiator bollards at the Upton Lane/A343 Junction. It was agreed that these may not now be required and are not shown on the current plans. They may be reconsidered after adjustments to the Safe Routes to School crossing.
 - e. Installation of a timber bollard on the South East side of the school crossing. This work is on hold until the adjustments to the Safe Routes to School crossing have been considered.
 - f. Pavement over the bridge. Although the construction of a pavement on the A343 bridge over the River Swift is on the Community Aspirations database, the road width may yet prevent it being built.
 - g. Hampshire Community Anti-Speeding Scheme. The Hampshire Police have advised that they are prepared to train members of the public who would be prepared to monitor and report speeding within speed limited areas. We have since been informed that the Parish would have to pay £2,500 for the equipment and £250 for each person to be trained. We will continue to seek a way of providing funds to assist communities who are prepared to do the police's work for them; Paul Garrod said that it is unlikely that HCC would be able to do so.
4. Re-routing Lorries. No further incidents have been reported that would warrant writing to the firm of any lorry coming through HBT.
- a. Co-op Lorries. It should be noted that the Co-op has now taken over the Megashed on Andover Airfield from the developers. Co-op lorries visiting the Megashed site are banned from using the A343 except for local deliveries. It is important that we all keep a watch to ensure that Co-op lorries do not flout this ban. Please report the Registration number, date, time and direction of any Co-op lorries coming through HBT on the A343 to me (01264 736346).
 - b. Lorries driving too fast would also be grateful if residents would let me know of incidents of lorries driving too fast through HBT, if possible with Registration numbers, the date and time, so that firms can be asked to redirect their lorries to routes more appropriate to their size. If residents are concerned about traffic through the village please will they contact me if they are prepared to write to such firms.
- a. RSC 07 Apr 11