

Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 19 th JANUARY 2015
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Royal British Legion
TYPE OF MEETING	: ORDINARY
PRESENT	: MR ALAN HAIGHTON (AH)
	: MR JAMIE WILLIAMS (JW)
	: MR NICK MELHUIH (NH)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) ; CLLR PETER GIDDINGS (TVBC) : 9 PARISHIONERS

124. Apologies

124.1 Apologies were received from Rupert Conder.

125. Public Participation

125.1 Carole Ruddle, Environmental Health Manager TVBC gave a brief introduction about a pilot project to help communities promote responsible dog ownership. This was a parish council led and promoted scheme that provided publicity and information through local events such as school and local group visits, poster competition, stands at local events. TVBC were able to supply experienced guidance and information on what activities helped make a successful project that would highlight and promote responsible dog ownership.

See appendix 1a for details.

125.2 Gary Edwards gave a short presentation on the value of having a village Facebook page. Facebook was the main social media application that was already extensively use by many residents and particularly favoured by younger people. Councillors were agreed it would make a valuable contribution to improving access to information and the sharing details about local opinion, interests and events. It was agreed to set up a working party to upgrade the village website and with links to a village Facebook page and new web pages that would support the community hall.

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125.3 Will Loden on behalf of four neighbouring couples presented to parish councillors a written letter of objection to a licence application submitted by Mark Betteridge at Coopers Barn.

See appendix 1b for details

126 Actions arising

126.1

<p>Riverbed clearance: The parish council had agreed that riverbed adjacent to the access road to the parish council car park was in need of clearance and one section of the bank needed reinforcement to prevent further erosion. DS to action. A final section, from Windmill Lane to Adams Farm, there was a local initiative under consideration to fund the clearance work which was being led by Cllr David Sullivan. . Completed.</p> <p>It was agreed that for safety reasons a grid would be installed over the entrance to a culvert on Dene Green. In progress.</p>
<p>It was noted that the parish council had received the final version of the sub-lease agreement and subject to any further comments being raised by Cllr Jamie Williams and Nick Melhuish the parish council approved the sub-lease. JW & NM to action. . Completed.</p>
<p>TVBC – Pilot scheme to promote responsible dog ownership. It was agreed that councillors would invite Carole Ruddle TVBC Environmental Officer to speak on the scheme at the next parish meeting. DB to action. . Completed.</p>
<p>Hurstbourne Tarrant Facebook page: https://www.facebook.com/HurstbourneTarrant It was agreed to invite Gary Edwards to speak at the next parish council meeting. DB to action. . Completed.</p>
<p>Parish Polls – Consultation on the Government’s intentions to modernise parish poll regulations. It was agreed that Cllr Jamie Williams and the clerk would draw up a response. JW & DB to action. . Completed.</p>
<p>Questionnaire on Property Level Protection had been received from the National Flood Forum for consideration by householders affected in the 2014 flooding event. Councillors asked Rupert Conder to co-ordinate responses from affected residents. It was noted that the deadline for responses was the 19th December. RC to action. Completed.</p>
<p>Councillor David Sullivan commented that the allotments were in good condition and fully allocated. The clerk stated that allotment holders would be invoiced for 2015 plot rentals during the next month. DB to action. Completed.</p>
<p>Hurstbourne Tarrant was an existing Quality Council it was entitled to apply for free Foundation level accreditation that would last until January 2016. DB to action. . Completed.</p>
<p>Councillors completed their budget discussions and agreed a final budget plan for 2015/16 and set the precept for 2015/16 at £14,850. David Sullivan was authorised to sign and submit the precept decision notice to TVBC. – DS to action. Completed.</p>

127. Minutes of meeting 15th December 2014

127.1 The minutes of the Parish Council meeting of 15th December 2014 were approved and signed by the Chairman.

128. Declarations of interest

128.1 None.

129. Community Speed Watch (CSW) report

129.1 Rupert Conder’s written report was reviewed by councillors:

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See appendix 2a for details of the report.

130 Flood Working Group progress report

130.1 Rupert Conder's written progress report was reviewed by councillors.

See appendix 2b for details:

130.2 Mr Mike Nash gave a presentation on a comprehensive set of data, documentation and photographs that had been collected on flood events in the upper Bourne Valley. This focussed on the area stretching from Vernham Dean down to Stoke and included the Nether-ton valley bottom. It provided detailed evidence of flood events over the last 40 to 50 years and precisely documented what areas have actually experienced flooding and included local rainfall and groundwater data recorded during those events.

Mr Nash suggested that a detailed level of local flood information would be useful to residents when confronted with insurance companies in determining flood risk and agreeing home insurance premium levels.

The Parish Council and Flood Working Group asked that a vote of thanks be recorded in the minutes for the generous support provided by John Hobbins and James Painter in resourcing both heavy equipment and some labour to enable flood mitigation work to be completed around the parish. The Parish Council would also like to acknowledge a small but highly motivated group of volunteers who have supported the flood prevention work. All parishioners should be aware that as of the result of the efforts of these few splendid individuals they have saved the parish an estimated cost approaching £10,000.

131. Hurstbourne Tarrant Community Centre (HTCC) report

131.1 Susie Hoare presented a summary of the HTCC January report to the meeting:

- Building work continued with roof trusses, insulation, roof coverings and windows and doors being installed. The building will be made watertight very shortly.
- Leasing legal documentation has been approved and signed off and registration with the Land Registry will be completed in the next few weeks.
- Fund raising continues to provide equipment and an operating reserve for the community hall.
- Andrew Russell has stood down from his role as chairman of the HTCC and Susie Hoare has agreed to act as chairman through the build phase of community hall project.

See appendix 3 for details of the report.

132. Correspondence

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

- Monthly EA groundwater reports have shown that water levels were tracking the long term average for the time of year in the Bourne Valley.
- TVBC S106 developer contribution monies of £4.8k for new swings and £13.8K towards new changing room facilities have been released to the parish council.
- The village website was in need of both hardware and software upgrade and this had presented the opportunity in 2015 to implement a new village website with improved links to a village Facebook page and community hall web pages.

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133. Planning Applications

133.1 There following planning application discussed:

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

14/02896/LBWN	06 Jan 15	Internal alterations to convert cottage from two dwellings to one dwelling and re-roofing to slate tiles. Yew Tree Cottage, Ibthorpe Road, Hurstbourne Tarrant, Andover. Mr John Bentley. No comment.
14/02930/LBWN 14/02929/FULLN	06 Jan 15	Single storey rear extension and replacement of existing roof lights with dormer windows to existing rear wing, internal alterations to provide access to proposed kitchen and new toilet facilities at ground and first floor (including the removal of an existing en-suite bathroom). Four Winds, The Square, Hurstbourne Tarrant, Andover. Mr & Mrs David & Hannah Thomas. No comment.
15/00002/TREEN	07 Jan 15	T1 - Ash reduce in height and width by no more than 30% to leave a natural shape. T2 Magnolia - crown raise over track to no more than 5m. T3 - Prunus spp. – Fell. The Old House Ibthorpe Andover Hampshire SP11 0BJ. Mr A Barrett. No comment.
15/00030/TREEN	14 Jan 15	T1, T2 - Limes, Crown reduce by no more than 30%. Thin by 10%. Hurst Lodge The Dene Hurstbourne Tarrant Andover Hampshire SP11 0AH. Mr Michael Bateman. No comment.

134. Councillors' reports:

- 134.1 Councillors David Sullivan, Alan Houghton and Dinah Murdoch had nothing further to report.
- 134.2 Councillor Jamie Williams reported that the salt bin at the entrance to Lockes Drove had been damaged by a vehicle and was in need of repair. Cllr Tim Rolt was asked to action.
- 134.3 Councillor Nick Melhuish raised the issue of littering in the lay-byes and along the A343. The clerk stated that a request for service had been submitted about 10 days earlier. Lay-byes had been cleared but were already in need of further attention. TVBC had advised that a full litter pick along the A343 would take some weeks to organise. Two parishioners and one councillor volunteered their time to carry out a local litter pick.

135. Clerk's report

- 135.1 The clerk asked for the parish council's approval to go out to tender for the upgrading of the village website which was agreed. The clerk would work with Tricia Andrews, Gary Edwards and a member of the HTCC to scope the work required and to obtain quotes.
DB to action.

136 Performance Monitoring – 2014/15 Q 3 Report

- 136.1 The clerk presented the 3Q 2014/15 financial reports and confirmed that the bank reconciliation report and bank statements had been reviewed by the council's internal controller and had been signed off as a true record as required by the revised financial regulations. A list of variances of budget vs actual figures was presented to councillors.

RESOLVED: Councillors agreed that no remedial action was required.

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Overall spending during to date was in line with budget plans. However a year end deficit of £4k / £5k was now forecasted arising from unplanned project expenses in 2014/15 associated with resurfacing the parish car park, flood mitigation and road safety measures. These project expenses would be drawn down from reserves.

137 Annual review of regular contracts

- 137.1 Annual review of regular contracts – in 2014/15 there had been 3 regular contracts in excess of £1,000 pa that required review. Following discussion it was agreed that the insurance contract had been re-tendered in September 2013 and no further action was required. The Clerk's salary had been reviewed and approved at the November 2014 parish council meeting. For the one remaining maintenance contract on the pavilion no further action was required following the demolition of the pavilion in October 2014.

RESOLVED: Councillors approved that no further action on contracts in excess of £1000 pa was required for the year 2015/16.

138 Annual review of the financial statement

- 138.1 The clerk presented the financial statement to councillors and explained that 2014/15 had been an unusual year to date with a large inflow and outflow of funds related to both planned and unplanned project work to replace swings, improve the parish car park, flood mitigation and the demolition of the old pavilion. The year-end outlook was for a deficit of £4K to £5k in year leaving reserves at about £14k to carry forward into the next financial year.
- 138.2 The parish council holds reserves in support of three main objectives:
- The funding of major capital projects;
 - Contingency funds for unplanned or emergency expenses incurred within the current financial year;
 - Sinking funds for cyclical expenses incurred within the rolling 3 year financial plan.
- 138.3 Use of S106 and CIL grant funding: Councillors agreed a list of community projects that would be put forward to TVBC for consideration for any additional developer contributions were:
- Road safety improvements
 - Play area equipment and informal recreation facilities
 - Playing field and sports equipment
 - Improvements to public footpaths such as access or signage
 - Flood and ground water mitigation work

DB to action.

139 Next meetings and forward plan update

- 139.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 16th February 2015 in **the HbT Royal British Legion** at 7.30 p.m.

Forward plan agenda items:

- HCC/TVBC requests for service – quarterly progress report on correspondence log

140. Disbursements – 19th January 2015.

140.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1093	D R Baker	Salary November	£ 131.38

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1094	HM Revenue & Customs	PAYE	£	87.60
1095	HbT Royal British Legion	Room hire	£	20.00
1096	HTCC	S106 payment	£	13,837.29
1097	Fields in Trust	2015 membership fee	£	50.00

Total authorised £ 14,126.27

Meeting closed at 8.55 p.m.

Signed.....

Chairman

Date:.....

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Appendix 1a

Working with Parish Councils to promote Responsible Dog Ownership

This is a targeted pilot scheme to promote responsible dog ownership in up to four parishes within the Borough. The pilots are used as a means of engaging with those communities and enabling parish councillors and residents to become actively involved and pro-active.

To be effective and sustainable, work promoting responsible dog ownership needs to engage the wider community. TVBC only has a single Animal Welfare Officer, whose role covers many aspects of animal welfare – strays, fouling, nuisance, welfare and licensing. Therefore he can only have a limited impact in a geographically large borough like Test Valley but through engaging more effectively with communities and in particular, parish councils we can pool resources and expertise to tackle the problem.

Some work has already been done; either through Community Dog Fouling Patrols or through a presentation to meetings, with a number of Parish Councils in the past, to assist them “tackle” the irresponsible dog owners in their areas. The Animal Welfare Officer has also attended events and attended school assemblies. This assistance has been given but this involvement has always been at the request of the parish council or school, has been ad hoc and not part of a continuous programme for the community. This new initiative aims to provide longer term support and a co-ordinated approach, focussed on the needs of a specific community.

The initiative involves the Animal Welfare Officer briefing and working with the parish councils, preparing news items and providing instruction, direction and support to those parish councillors or other residents who may agree to become involved in championing responsible dog ownership and linking with schools and community groups.

It is proposed that the pilots run for a year and the project will then be evaluated. Its success will be measured in terms of the following criteria;

- Community participation and parish council involvement
- Resident satisfaction
- Reduction in animal welfare complaints

If successful, consideration may be given to extending the initiative to other Parish Councils and it would be at this stage that additional publicity and promotion could be required.

The Valley Park Parish Council pilot has progressed well giving a “model” of how such a scheme could be implemented.

The key achievements so far have been;

- Nomination of a local champion to liaise with the Council
- Articles in News Letters and on the Website
- Test Valley BC attendance at a Community Events
- Assembly Presentations by the Animal Welfare Officer at the local primary Schools
- Community involvement in identifying dog fouling/dog issues in the Parish
- Relocation of litter/dog bins and signage to serve these “black spots”
- Poster competition for local primary school children – designing a poster which can be used as a bespoke sign within the parish
- Judging of the competition winners by the community
- Awarding of prizes at the School assemblies – media opportunities

Carole Ruddle Environmental Health Manager TVBC

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Appendix 1b

10th January 2015

Dear Members of Hurstbourne Tarrant Parish Council

We, the undersigned, wanted to formally register our concerns and objections to recent developments at Betteridge's Brewery, Coopers Barn, The Dene, Hurstbourne Tarrant, Hants, SP11 0AG. We are all direct neighbours of Coopers Barn and have already suffered undue impact through the establishment of a microbrewery without the relevant planning permission.

We would like to make it known that we have registered our objections with Test Valley Licensing department regarding the recent application for a premises license at Coopers Barn. We have objected because granting such a license would be in contravention of the licensing objectives of ensuring public safety and the prevention of public nuisance.

- The brewery premises lack sufficient parking provision to cope safely with increased traffic volumes that would arise from a premises license. We have already seen Mr Betteridge's own vehicles parked on the main road, preventing safe and convenient access to neighbouring properties.
- The lack of parking and turning provision at Coopers Barn would prevent vehicles being able to leave the property in a forward gear, thus creating further risk to public safety.
- Since the establishment of the micro brewery at Coopers Barn there has been a significant public nuisance to neighbouring properties through odour, noise and light. This would clearly increase with the granting of a premises license which could lead to increased activities until 11pm up to six days a week.
- We do not believe that a premises license should be granted to someone who has clearly ignored planning control by installing a fully commercial venture before applying for planning. We do not believe this displays the fit and proper behaviours expected of someone who could be granted a license.

In addition, we would like to register our concern that Coopers Barn is currently in violation of planning control as confirmed by the Test Valley Borough Council Enforcement officer in November 2014. We confirm that it is our intention to object to any planning application by Coopers Barn in respect of this violation.

Yours sincerely

Leopold and Patricia Antelme
Bramble Bank

William and Caroline Loden
Maple Ridge

Jamie and Emma Risso-Gill
The Old Forge

Jeff and Jenny Smith
Squirrels

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Appendix 2a

Hurstbourne Tarrant Community Speed Watch Report to Parish Council January 2015

We have reported the details of 83 vehicles to the police to date. As the long dark mornings and short afternoons make it difficult to record vehicle numbers and the cold or wet weather make it less attractive for volunteers, we have suspended further sessions until February.

Although these following do not come within the remit of CSW, I would like to remind the Council that there are five road safety matters outstanding, namely:

1. Installation of the Anti-skid surface in The Square.
2. Replacement of the wooden bollards on the East Side near Four Winds and installation of two further bollards.
3. Installation of an HGV kerb between Four Winds and Mr Antelme's house.
4. Build-out of the East side of the pavement to link with the Southern central traffic-splitter island near the Garage.
5. 40 mph buffer zones at each end of HbT on the A343.

RC

Appendix 2b

HURSTBOURNE TARRANT & UPTON FLOODING WORKING GROUP REPORT TO THE PARISH COUNCIL JANUARY 2015

1. Water levels. Water started to run in the Bourne at about the average date of previous years. We were fortunate that we had a relatively dry December; nevertheless the ground water table is continuing to rise and is estimated to be more than a metre above its level at this time last year.
2. Dene Green Project
 - a. I am still awaiting a start date from 26 Engineer Regiment Royal Engineers. The 600mm pipe is stored ready for installation. I have passed the amended letter of dispensation to our Parish Clerk to be redirected to the Commanding Officer from our Parish Council Flood Action Group.
 - b. The three other quotations to undertake the work are "on ice" in case it become impossible for the Royal Engineers to do it.
 - c. I have not heard whether the Parish Council will receive Section106 funding for the work to improve the drainage on Dene Green and thereby make it useable during the winter months.
 - d. Community Self-Help hedging project. When the MACC Project is done, we are planning to plant hedging alongside A343 between the pavement and the ditch as a safety measure.
 - e. Community Self-Help ditch clearance project. A significant amount of work has been done by a small working party to clear and dig out the old water course between the back of the Garage and The Rank drain. I am extremely grateful to all the volunteers who gave their time and did some back-breaking effort especially Cllr David Sullivan, Cllr Jamie Williams, Mr Gary Edwards, Mr David Ellis and Mr Greg England. There is, however, still some clearance work to do behind the Garage and the ditch between the Dryer Track and the Rank still needs to be dug out. If the MACC project is delayed, it may be necessary to dig out the old watercourse between the front of the Garage and the gravel pits.

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- f. Grid. We are awaiting the installation of a grid to be placed over the entrance to the drain by The Rank.
 3. Watercourse clearance. The watercourse between the A343 bridge all the way to the road bridge to the Parish Council parking area has been dug out.
 4. Bank reinforcement. There is a concern that, unless the bank on the corner between the road bridge to the Community Centre and Mr Tomlin's house is reinforced, a vehicle may accidentally fall into the Bourne. Responsibility for doing this work is unclear.
 5. Drain Plans. We are still awaiting a report on and the plans of the drains. I have seen that the pipe capacity is restricted at Dean Rise to 2 x 375mm [2209 sq cm], when the feeder drain of 600mm has a capacity of 2827 sq cm. This restriction may cause the pavement to lift to the North of it again if the head pressure is too great, which could result in the A343 flooding again.
 6. George & Dragon drain. We have had no feedback on the feasibility of installing a new drain from the front of the George & Dragon public house into the river.
 7. Upton. Jeffrey Rooke has asked Cllr Tim Rolt for assistance to get the drains in the valley road cleared as they remain blocked with the debris carried during the floods earlier this year. Every time it rains now there is flooding on the road at the bottom of our drive. The drain at the bottom their drive has been reported to HCC, but HCC closed the same problem which was reported in September although the drain remains clearly and visibly blocked. I understand that residents have taken precautions to protect their properties against further flooding; however, the main problem relates to flooding of the road for which they are still awaiting the EA Report.
 8. Village Emergency Plan. It is felt that the HbT Emergency/Incident Plan developed by Cllrs David Sullivan and Jamie Williams should be placed on the Parish Council website so that, in the event of an Emergency or Incident, residents have access to it, which is what other villages have done.
- RC

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Appendix 3

Hurstbourne Tarrant Community Centre (HTCC) Update to the Parish Council: 19th January, 2015

- Following the Christmas break, work is progressing on the current phase of the build project. The roof trusses were delivered on 8th January and are currently being installed. Once installed, the gable ends will be completed, after which roof insulation, roof coverings and windows and doors will be put in place. At that point, the building will be weathertight and work can proceed on the next phase of the project – first fix mechanical and engineering (M&E) and carpentry works, plastering and floor screeding.
- Some two weeks' have been lost due in particular to hard frosts and spells of heavy rainfall. In addition, the marked upturn in the building industry has resulted in longer lead times for delivery of materials.
- The building contractor remains optimistic that he can make up the time lost to-date due to weather and materials delivery lead times, and whilst there are of course many dependencies relating to the overall timetable for completing building works, he is still aiming to meet the current target date of end of May next year.
- The legal documentation required to enable the contribution from the Church Hall sale proceeds to be realised has been approved and signed by the Parish Council as head landlord, by HTCC and by the Church Hall Trustee. The Winchester Diocese Board of Finance (WDBF) signature is expected imminently following which registration with the Land Registry can be completed.
- A renewed fund-raising drive has started to meet e.g. the cost of furniture and equipment for the new building and to build-up reserves towards Year 1 operating costs. Key activities include village fund raising events (starting with the Auction of Promises on 4th March, the HBT 5 Multi-terrain Race on 2nd May and the Quiz Night on 12th May); submitting further bids for grant funding; seeking private donations or pledges; and approaching local companies for contributions e.g. for new trees and plants as specified in the landscaping scheme approved by TVBC.
- In addition, work is now in progress on establishing the necessary organisational arrangements and management systems for the operation of the centre once built.
- We have also started the process of establishing a core programme of regular activities that will take place in the new community building when it 'opens for business'. This will be done in close liaison with user groups in the village, as well as external organisations, voluntary groups etc who may wish to book the Centre to run e.g. clubs, classes and so on. A tariff of hire charges will be published in the next few weeks'. Charges will be comparable with other community halls in the neighbourhood.
- Now that the new building is well on its way to completion, we look forward to receiving further offers of help from parishioners – whether this be in the form of helping with fund-raising activities, volunteering time / expertise in the running and marketing of the new community hall, making offers of help in-kind, e.g. curtain-making, grounds maintenance – and so on.

*The HTCC Team,
16th January, 2015*