

# Hurstbourne Tarrant Parish Council

MINUTES OF MEETING	: 30 <sup>th</sup> MARCH 2015
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Royal British Legion
TYPE OF MEETING	: EXTRAORDINARY
PRESENT	: MR ALAN HAIGHTON (AH)
	: MR JAMIE WILLIAMS (JW)
	: MRS DINAH MURDOCH (DCM)
	: MR NICK MELHUIH (NM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) 1 PARISHIONER

**Note:** This extraordinary meeting was called by the parish council chairman because the ordinary parish council meeting scheduled for the 16<sup>th</sup> March 2015 was cancelled. That meeting was inquorate and it was unable to conduct any business.

## 157. Apologies

157.1 Apologies were received from Mr Rupert Conder.

## 158. Public Participation

158.1 None.

## 159 Actions arising

159.1

It was agreed that for safety reasons a grid would be installed over the entrance to a culvert on Dene Green. DCM to action **Completed**

Councillors agreed that Cllrs David Sullivan and Jamie Williams should attend and speak at the TVBC NAPC meeting to present the parish council's views. DS & JW to action. **Completed – Application 15/00130/FULLN Coopers Barn was approved by TVBC NAPC and conditions were applied as requested by the parish council.**

Councillors were asked that any outstanding invoices or expenses should be submitted for approval at the March parish council meeting to meet the year-end financial deadline. All Cllrs to action. **Completed**

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Community Litterpick Scheme It was agreed that the agenda item should be deferred to the March parish council meeting. DB to action – <b>Completed see agenda item 13</b>
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The HCC and TVBC requests for service were discussed and Cllrs Peter Giddings (TVBC) and Tim Rolt (HCC) who provided updates on the requests and agreed to monitor their progress through to completion. PG & TR to action <b>Completed</b>
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## **160. Minutes of meeting 16<sup>th</sup> February 2015**

- 160.1 The minutes of the Parish Council meeting of 16<sup>th</sup> February 2015 were approved and signed by the Chairman.

## **161. Declarations of interest**

- 161.1 None.

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

- 162.1 Rupert Conder's written report was reviewed by councillors.  
See appendix 1a for details of the report.

## **163 Flood Working Group progress report**

- 163.1 Rupert Conder's written progress report was reviewed by councillors  
See appendix 1b for details:

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

- 164.1 Susie Hoare presented a summary of the HTCC March report to the meeting:
- The build project continues to make good progress with a planned completion at the end of May.
  - The auction of promises raised £5k and a further £9.5k of pledges have been received towards the cost of furnishing and equipping the new hall. The next scheduled village events are the HBT5 Race on Saturday 2<sup>nd</sup> May and the village Quiz Night on Tuesday the 12<sup>th</sup> May
  - Good progress has been made in establishing a core programme of regular activities that will take place in the new hall when it opens for business.

See appendix 2 for details of the report.

## **165. Correspondence**

- 165.1 The list of correspondence received during the month was read and passed to the relevant councillor.
- TVBC Planning – Public Open Space Contribution – update on project list to be submitted by 8<sup>th</sup> May 2015. **JW to action.**
  - TVBC Environmental Service – Grounds Maintenance quote for 2015/16 for the King George V playing fields was approved by councillors. **DB to action.**
  - TVBC Planning – S106 funds for Dene Green for flood prevention work has been received
  - TVBC Environmental Service – an officer will be attending next PC meeting to explain 'Sparkle Day' scheme schedule for 19<sup>th</sup> May
  - HCC – New restrictions on older person's bus passes has been announced
  - HALC – Councillors were informed about a range of member services that had been implemented by HALC on behalf of all Hampshire local councils

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- PCC – request for a donation – Councillors approved a £500 donation towards the maintenance and upkeep of the St Peters churchyard
- ROPSA – notification of an inspection of play areas was scheduled in May. Councillors agreed to ask for inspection to be deferred to August to permit work planned to install new swings in May to be completed. **DB to action.**

## 166. Planning Applications

166.1 .

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

15/00416/TREEN	23 Feb 15	Field Maple Tree – Remove 2 limbs to respective trunks, reduce upper canopy back to tennis court fence, remove epicormic growth from trunks. Little Dale, Upton, Andover. Mrs Elizabeth Henry. <b>No comment</b>
15/00543/FULLN	13 Mar 15	Change of use of agricultural land south of cottage to garden. Rose Cottage, Upton, Andover, Hampshire. Mr & Mrs John Hobbins. <b>No comment</b>
13/01648/FULLN	21 Mar 15	Siting of 4 caravans for residential use by one family (Retrospective). The Atchen Tan Netherton Road Netherton Andover Hampshire SP11 0DN. Mr Ethan Lee An appeal has been made to the Secretary of State Appeal start date 19 Mar 2015. <b>Objection to be resubmitted incorporating new information.</b>

## 167. Councillors' reports:

- 167.1 Councillors Alan Haighton, Jamie Williams. Nick Melhuish and David Sullivan had nothing further to report.
- 167.2 Councillor Dinah Murdoch reported that Hurstbourne Primary school had undergone a snap ofsted inspection and were waiting for the results of the inspection to be announced.
- 167.3 Cllr Tim Rolt (HCC) reported that HCC Education Service was planning to carry out a study on the replacement of the temporary class.

## 168 Clerk's report

- 168.1 The clerk reported that the website working group had held its second meeting and it had shortlisted 2 potential suppliers. Meetings were being arranged for detailed discussions with those suppliers covering the scope and the design of the new website. It was hoped that a supplier recommendation would be brought to the April parish council meeting for approval.
- 168.2 The clerk outlined the sections required for the annual report for 2014.15 as follows:
- Chairman's report David Sullivan
  - Financial report David Baker
  - Planning report Jamie Williams
  - Flood Working Group report Rupert Conder
  - CSW report Rupert Conder
  - School & playing fields report Dinah Murdoch
  - HTCC report Susie Hoare
- Sections would be required by the end of April – The report would be published at the Annual Parish meeting on Monday the 19<sup>th</sup> May.

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- 168.3 The clerk outlined a substantial bureaucratic workload and associated costs that would be incurred by the parish council over the next 3 months to meet the statutory duties resulting from recent legislation:

- Adoption of new financial regulations;
- New audit arrangements for 2014/15 accounts, the Annual Return and changes to the Internal Control process;
- The implementation of Government Working Pension arrangements – staging date deadline 1<sup>st</sup> Feb 2017;
- The implementation of the Transparency Code for smaller authorities and the update of the Freedom of Information scheme to be published by 1<sup>st</sup> July 2015.

These new duties require a substantial investment, particularly for a small rural parish council, in terms of implementation effort and annual costs associated with new accounting and pension services that are necessary to meet Government data submission standards.

## 169 Community Litter-pick Scheme

- 169.1 Councillor Nick Melhuish report that an initial small group of volunteers had started work under a community litter-pick scheme. This was a self-help scheme to improve the state of verges and lay-byes along the A343 within the parish. TVBC provide free bags and grabbers for rubbish collection. It was hoped to run a twice a year clean-up campaign within the parish. It was agreed to place an advert in the parish magazine asking for more volunteers to join the scheme. Cllr Melhuish agreed to email Cllr Peter Giddings (TVBC) to request the re-instatement a green rubbish bin service in lay-byes along the A343.

- 169.2 This agenda item will be discussed further with TVBC environmental officers attending the next parish council meeting under the ‘Sparkle Day’ scheme agenda item. **DB to action.**

## 170 Agenda Planning

- 170.1 The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 18<sup>th</sup> May. Councillors discussed and agreed the draft agenda. It was agreed that the headteacher of the primary school would be invited to attend and present a report on the school’s recent progress and achievements. It was also agreed that we would ask the school’s permission to hold the APM and APCM meetings at the school. **DCM to action.**

- 170.2 The draft agenda for the Annual Parish Council Meeting (APCM) was discussed and agreed. It was noted that the Annual Return for 2014/15 would have to be added to the agenda list and that an early start of 5.30 pm on Monday 18<sup>th</sup> May would be required to complete business in good time before the start of APM meeting scheduled for 7.30 pm.

## 171 HALC Rural Broadband Provision – Survey request

- 171.1 Councillors discuss the content of the survey request letter from Stephen Lugg HALC executive and provided information on broadband performance within the parish. The clerk was asked to submit a survey response **DB to action.**

## 172 Parish Council Elections on the 7<sup>th</sup> May – Progress report

- 172.1 Cllr David Sullivan reported that some progress was being made to find new candidates to stand at the parish council elections in May – to date three parishioners had expressed

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an interest. All councillors were encouraged to seek out and support additional nominations. Deadline for nomination papers was the 9<sup>th</sup> April. **All Cllrs to action.**

## 173 Next meetings and forward plan update

173.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 20<sup>th</sup> April 2015 in **the HbT Royal British Legion** at 7.30 p.m.

Forward plan agenda items:

- Performance Monitoring 14/15 and YE financial report
- Finalise agendas for the Annual Parish and the Annual Parish Council meetings

## 174. Disbursements – 30<sup>th</sup> March 2015.

174.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1102	D R Baker	Salary March	£ 131.38
1103	HM Revenue & Customs	PAYE	£ 87.60
1104	HbT Royal British Legion	Room hire	£ 20.00
1105	HALC	Annual Conference	£ 72.00
1106	Murdoch Farms Ltd	Maintenance Dec/Mar	£ 120.00
1107	SLCC	Membership fee	£ 77.00
1108	D R Baker	Consumables	£ 212.03
1109	TVBC	Grounds maintenance	£ 621.68
1110	HbT Royal British Legion	Room hire	£ 20.00
1111	Tangley PC	SLR hire cost 2015.16	£ 407.50
1112	TVBC	Dog bin service 2014.15	£ 234.14
1113	St Peters Churchyard	Maintenance donation	£ 500.00

**Total authorised      £ 2503.33**

Meeting closed at 8.45 p.m.

Signed.....

*Chairman*

Date:.....

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## Appendix 1a

### **Hurstbourne Tarrant Community Speed Watch Report to Parish Council March 2015**

We held one session on 24th February and have been deploying each day, except Sunday for the last weeks. Up until Saturday since we started the Speed Watch scheme we have reported to the police over 142 vehicles exceeding 35 mph in the village and have been deployed for 21 hours. It is quite obvious that, when the Speed Indicator Device is set up, most drivers do slow down, but it will need a frequent and continuing effort to establish that, if you drive through Hurstbourne Tarrant, you will “come to the attention of the police”!

I would like to report that the wooden bollards on the East Side near Four Winds have been replaced, but they have been sited further back from the kerb by about 3 inches and therefore do not provide so much protection for pedestrians waiting to cross the road..

I should remind the Council that there are six road matters outstanding, namely:

1. Installation of the Anti-skid surface in The Square.
2. Installation of two further bollards in The Square.
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. The HbT speed limit sign near the Londis shop needs to be repaired.

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## Appendix 1b

### **HURSTBOURNE TARRANT & UPTON FLOODING WORKING GROUP** **REPORT TO THE PARISH COUNCIL MARCH 2015**

1. Water levels. As ground water levels are now dropping, it is considered that there is little likelihood of flooding in the village this year.
2. Dene Green Military Aid to the Civil Community [MACC] Project
  - a. Representatives of 26 Engineer Regiment Royal Engineers carried out a site survey in February and are compiling an environmental impact survey to assess the effect that the work will have on those up and down stream. Equipment and plant has been earmarked. I understand that they are now only waiting for a liability register to be signed before work can begin.
  - b. Timing. I have not yet had a proposed start date for the work. As the concrete used in the culvert under the Dryer Track will take several days to harden properly, I have discussed dates with Cllr Dinah Murdoch and will hope to get the work done when it is least inconvenient to her and her tenants. She has said that May would be okay and I have passed this on to the Army.
  - c. The three other quotations are still "on ice" in case it becomes impossible for the Royal Engineers to do the work.
  - d. David Baker has informed me that Test Valley Borough Council has approved the S106 funding for the Green project and that £2,518.68 will be transferred to the Parish Council shortly.
  - e. Community Self-Help hedging project. When the MACC Project is complete, we intend to plant hedging and possibly trees alongside A343 between the pavement and the ditch as a safety measure. This should not make mowing any more difficult as it will probably be impossible to mow that strip to the North of the Dryer Track once the ditch is dug.
  - f. Community Self-Help ditch clearance project. Some tidying up is still needed to burn the cut brush and remove a large stash of broken glass.
  - g. Grid. The grid has been placed over the entrance to the drain by The Rank, but is not secured. It is felt that it should be fixed so that it cannot be removed easily.
3. Drain Plans. We are still awaiting a report on and the plans of the drains. There remains a concern that the 618 sq cm restriction under Dean Rise may be sufficient to 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.
4. 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.
5. Upton. Nothing to report.
6. Village Emergency Plan. It is felt that the village Emergency/Incident Plan should be made known to all residents, so that they can assist in the event of an Emergency or Incident.

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## Appendix 2

### Hurstbourne Tarrant Community Centre (HTCC)

Update to the Parish Council: 30<sup>th</sup> March, 2015

- On the building project, roof insulation and roof coverings, first fix internal and external lighting cabling and small power installations, carpentry, plumbing and heating systems is now complete as is floor screeding throughout the building. All windows (including the roof 'lantern') have been fitted, plaster boarding and wall plastering are complete and the installation of external doors is nearing completion. In addition, work is well advanced on laying the pavers surrounding the hall and for the terrace on the playing field side of the building, as well as on laying turfs.
- Second fix mechanical and electrical works, carpentry and plumbing is scheduled to start this week and the installation of the induction hearing loop and floor coverings will begin in April.
- Progress has been made on raising funds to furnish and equip the new hall and to build-up reserves towards Year 1 operating costs. Just over £5k was raised via the well-attended village 'Auction of Promises' and a further £9.5k (including Gift Aid) from private donations, leaving an indicative target figure of £22k to be raised through the next scheduled village events (the HBT5 Race on 2<sup>nd</sup> May and the village Quiz Night on 12<sup>th</sup> May); as well as via private donations/pledges, and further grant funding bids.
- The target figure is indicative because we are 'shopping around' for best deals for the priority furniture & equipment items needed whilst at the same time ensuring that these are to the required standards and specifications.
- Good progress has been made in establishing a core programme of regular activities that will take place in the new community centre when it 'opens for business'. In addition to bookings for parish council meetings and cubs and scouts, expressions of interest have already been registered for regular bookings (e.g. for yoga classes, ladies body-tone classes, teen-circuits, first aid classes) as well as for events in 2015 such as e.g. a wedding reception, private parties, children's parties and so on. The tariff of hire charges (which will be comparable with other community halls in the neighbourhood) and associated terms & conditions of hire will be published later in the next few weeks'.
- As part of the parish council project to upgrade the village web site, a draft 'mapping' of the marketing content for the community hall has been produced, including the facility to book the hall online. The currently proposed HallMaster booking software package (which is approved by ACRE) includes the facility for invoicing, payment tracking and reporting.
- We continue to issue regular monthly updates on the project via e-mail, the parish magazine, the project web site etc including photographs showing a 'snapshot' of progress on the building works, and are receiving increasingly enthusiastic and positive feedback from within the village about progress on building works and associated communications.
- 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,  
30<sup>th</sup> March, 2015*