

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Mr I Kitson
Clerk: Mrs Miriam Edwards
Chestnut Cottage, The Dene, Hurstbourne Tarrant, SP11 0AN
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MINUTES OF ORDINARY PARISH COUNCIL MEETING

Monday 19th November 2018, at 7.30pm, held at the Hurstbourne Tarrant Community Centre

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Councillors present:

Ian Kitson (IK)(Chairman),
Mark Thomas (MT)(Vice Chairman),
David Sullivan (DS)

Clerk (ME)
Borough Councillor Peter Giddings (PG)

78. Apologies for Absence

- 78.1 Apologies were received from Cllr Jamie Williams, Cllr Louisa Russell and County Councillor Kirsty North.

79. Public Participation

- 79.1 Eight members of the public attended. One member of the public spoke about their recently submitted planning application which had not been forwarded to the parish council at that point by the Borough Council but would be considered at the December meeting.

80. Declarations of Interest

- 80.1 There were no declarations of interest made.

81. Minutes of the Previous Meeting

- 81.1 The minutes of the Parish Council meeting of 15th October 2018 were approved and signed by the Chairman as a true record.

82. Actions arising

- 82.1 Lengthsman to be asked to top Dene Green & level the soil in the ditch, strim FP 21 opp Rookery Farm, strim Church St riverbed and tidy the long bed along the HTCC fenceline. **Church St riverbed & long bed at HTCC complete. Dene Green still to be topped. ME to chase Lengthsman.**
- 82.2 Dene Green security/access - research costings for dragon's teeth and swing arm gate for next meeting. Mr Alasdair Murdoch to be contacted regarding the proposals. **Separate agenda item for discussion during meeting. See minute no. 89.**
- 82.3 Allotment risk assessment - tenants to be spoken to regarding poor state of sheds ; beech hedge and ash tree annual growth near entrance to be cut back during winter months. IK to action. **To be completed on 24th November by volunteers.**

83. Co-option of new Parish Councillor

- 83.1 One application for the vacancy had been received. TVBC had confirmed that councillors could co-opt a new councillor.

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- 83.2 **RESOLVED:** Councillors unanimously agreed to co-opt Mr John Partridge as a parish councillor.

84. Planning Matters

- 84.1 18/02704/FULLN – **Willow Cottage, Ibthorpe Rd, HBT** - erection of single storey rear extension to provide an extended kitchen and utility, reinstate fireplace and removal of partition to create a family bathroom - amendments had been made and the planning officer at TVBC had accepted the plans which would negate the matter having to be taken to planning committee. No comment by the Parish Council.
- 84.2 18/02823/FULLN – **Horseshoe Cottage, Horseshoe Lane, Ibthorpe** - replacement barn - the proposal was only 4m to ridge which was lower than the existing structure and whilst the barn was proposed to be enlarged slightly, the impact would be negligible and was likely to fit well in the location as the existing barn was similar. The barn would be clay tiled rather than part thatched and there were no local objections. No comment.
- 84.3 18/02789/LBWN - **2 & 3 Marine Terrace, The Dene, HBT** - replacement of four windows on the rear elevation - the windows being replaced were modern and had no impact. No comment.
- 84.4 18/02737/TREEN - **The Old Malt House, Horseshoe Lane, Ibthorpe** - fell x1 Robinia - no comment.
- 84.5 18/00936/FULLN - **Bourne Park Estate, HBT** - change in original application to reposition and reorientation of the proposed dwelling, garage and residential curtilage to the west of that previously proposed. The Parish Council supported the original application in April and as the changes are in line with the suggestions of the Borough Council in an attempt to secure consent, the Parish Council should continue to support.
- 84.6 18/02828/FULLN - **Parsonage Farm, HBT** - internal alterations to farmhouse, reinstatement of window to rear elevation, replace brick link with glazed link to hunting lodge, external horizontal cladding on hunting lodge with openings for glazed doors and changes to levels, greenhouse and landscaping works to rear and side gardens. Very little external impact. No comment.
- 84.7 Complaints had been received regarding the recent installation of a mobile home at 2 Rookery Cottage, The Hill, HBT, and subsequent parking issues which have caused problems for lorries on the A343 travelling south. Test Valley Planning Enforcement had advised that they were investigating the matter.

85. Councillors' Reports

- 85.1 The Chairman congratulated Cllr Thomas and the clerk for winning the award for best local council newsletter at the Hampshire Association of Local Councils' AGM. Cllr Kitson also wished to thank all who were involved in the Remembrance Day commemorations, including volunteers who helped to create the Centenary Garden, and those members of the community who attended the blessing by Rev Trevor Lewis on 3rd November. He also updated that a wreath had been laid at the War Memorial in St Peter's Church on behalf of the Parish Council during the service of remembrance on 11th November.
- Cllr Kitson also wished to give a reminder of the official opening of the Family Shopper convenience store in HBT, at 11am on Thursday 29th November, drawing attention to the importance of supporting this vital community asset.

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86. Clerk's report and correspondence

- 86.1 TVBC had been contacted after a complaint was received by a resident near to the RBL, concerning the noise generated by the glass recycling bank. The Borough had provided full details of recycling options, and where these could be sited. There was no charge for any recycling banks and they could be sited on a trial basis and removed within a week if there were concerns, complaints or issues. Cllr Giddings explained that TVBC did not have the financial resources to kerbside collect glass. Cllr Thomas pointed out that there were plenty of other recycling facilities nearby such as Enham and St Mary Bourne, and queried whether complaints were received about these facilities. A member of the public present at the meeting confirmed he used the RBL glass recycling regularly, which meant he didn't have to drive further afield. **Action: Clerk to enquire at HBT convenience store regarding siting of facility there, and to research complaints at other sites.**
- 86.2 The clerk reported that a donation of £45 from the Chairman's allowance had been made to the RBL for the poppy crosses which were placed in the Centenary Garden.
- 86.3 A grant of £500 had been received from Test Valley Community Services for the Village Design Statement.
- 86.4 The Post Office had still not progressed the option of an outreach service in HBT. The new shop owner had confirmed he was unable to facilitate this at present owing to the layout of the store.

87. SLR maintenance contract

- 87.1 Councillors considered the new maintenance contract for the 2 shared Speed Limit Reminder devices with Tangley and Vernham Dean Parish Councils. TVBC would no longer be providing this service but had confirmed that they were supportive of Simon Nightingale, who had been contracted by them for the previous 2 years, providing the existing services at the same cost but on an independent, self-employed basis.
- 87.2 **RESOLVED:** Councillors agreed to accept the contract supplied by Simon Nightingale for continued maintenance of the shared SLRs.

88. Swifts funding

- 88.1 A request had been received by the HTCC trustees to consider funding 6 months of the Swifts group HTCC hire charge which had been privately funded by benefactors up to and including the January 2019 payment. The support group was a Parish Council initiative which began in March 2017. With the closure of the Over 60s Group which met at the RBL, numbers attending the Swifts monthly meeting had increased but it was felt that more needed to be done to encourage attendance by all sections of the community. Cllr Sullivan also felt that the monthly subscription should be increased from £1, in line with similar groups in surrounding parishes, to assist with self-funding of events in the future.
- 88.2 **RESOLVED:** Councillors agreed to fund 6 months' HTCC hire for the Swifts group from February 2019, at a cost of £180. The Parish Council to look at ways to encourage more people to the group and signposting of relevant services available.

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89. Dene Green Security

- 89.1 Councillors discussed installing security measures on Dene Green to prevent unauthorised vehicle access. There was concern that any unauthorised, unsupervised parking may cause damage to planting, and abandoned or stolen vehicles could incur financial implications for the Parish Council to effect removal and disposal.

A quote had been obtained for the materials, and two quotes for the labour:

Materials - ATF Supplies, Andover - £831.32 + VAT = £997.58

Labour - Lansdown Fencing, Newbury - £740 + VAT = £888

- ATF Supplies, Andover - £849 + VAT = £1,018.80

Borough Councillor Giddings drew councillors' attention to his councillor grant fund which could be considered for 2/3rds match funding.

- 89.2 **RESOLVED:** Councillor agreed to install 'dragon's teeth' posts along the dryer track, and two gates to allow farm, maintenance and emergency vehicles onto the green, with coded locks for ease of access, and to contract Lansdown Fencing. The clerk to apply for Borough Councillor grant funding to part finance this project if agreed.

90. Budget Planning for 2019/20

- 90.1 The clerk presented a draft budget report including financial planning data showing income, expenditure and reserves for the past 2 years and 3 years into the future. Included was the project register, the proposed base budget for 2019/20 using a precept of £15,300 and income and expenditure breakdowns. Councillors were asked to consider and review the proposals for finalising at the December council meeting. The clerk explained S106 monies no longer existed and only those remaining could be utilised, within the parameters of how they had been allocated. Community Infrastructure Levy monies could provide funds for larger projects, but TVBC had very specific allocation parameters. The May 2019 elections could incur cost of almost £1700 if contested, but there were earmarked reserves for this contingency.

91. Disbursements

- 91.1 The following cheques were presented for approval:

Cheque No.	Expenditure	Amount
1374	Clerk's Salary – November	£515.34
1375	HMRC - November	£129.00
1376	SLR quarter share repair	£70.50
1377	UK2 domain name reg (hbt.org.uk)	£21.07
1378	TVBC grounds maintenance Apr-Sep 2018	£460.50
1379	Clematis & compost for Centenary Garden	£13.45
1380	Business Stream - water charge Aug-Nov	£39.33
1381	Centenary Garden sign	£150.00
	TOTAL	£1,399.19

92. Next Meeting

- 92.1 The next meeting of the Parish Council to be held on Monday 17th December 2018 at the Hurstbourne Tarrant Community Centre.
Forward plan agenda items:

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- Budget setting for 2019/20;
- To review the Clerk's salary for 2019/20;
- To review annual subscriptions for 2019/20.

The meeting closed at 20.28 p.m.

Signed..... **Chairman**

Date:.....

DRAFT

HURSTBOURNE TARRANT PARISH COUNCIL

Report

Hurstbourne Tarrant Parish Council

Monday 17th December 2018 – Agenda Item No 11

Banking Procedure

Decisions required: To agree the procedure for making online payments from the Parish Council's bank account, and only approving cheque payments when particularly requested by a payee.

Introduction:

Although the financial regulations for Hurstbourne Tarrant Parish Council allow for the making of electronic transfers from the bank account, this option has not yet been introduced, and cheques have been written to date.

The Clerk & Responsible Financial Officer has been made a delegate user of the Parish Council's bank account, therefore enabling her to be able to set up payments and transfers. Advice has been sought from the internal auditor for the 2018/19 financial year, Eleanor Greene, of "Do The Numbers Ltd".

Suggested procedure:

The RFO should be the only person able to create transactions within the system. The RFO should log in and schedule all payments for a future date, then prepare a schedule of payments requiring authorisation (in the same way as writing a list of cheque disbursements), forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to council who shall review the schedule for compliance and, having satisfied itself, shall authorise payment by a resolution. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. Any cheques required to be written will be signed as per the current procedure by 2 authorised signatories.

This procedure requires no change to the wording of the current Financial Regulations of the Parish Council (para 5.2)

The RFO suggests that a monthly bank reconciliation is provided for the internal controller to approve against bank statements, confirming that only duly authorized transactions have been made. This document to be circulated to all councillors for information.

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Report

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Monday 17th December 2018 – Agenda Item No 12

Budget Setting for 2019/20 – Part 2

Decisions required: To finalise a budget, set a precept and prioritise project plans for 2019/20 set within the context a three-year rolling financial plan.

The Council is invited to approve to maintain the 2019/20 precept at **£15,300**.

To review and approve the subscriptions that would fall due for payment in the next financial year 2019/20.

* HPFA annual subscription	£40
* Fields in Trust	£50
* HALC/NALC annual membership fees	£300
* SLCC membership fee	£115

- To review the clerk's salary for 2019/20. To approve a nil increase in the clerk's salary for the financial year 2019/20.

Introduction:

Hurstbourne Tarrant PC is expecting to run a balanced budget over the medium-term financial period covering the next 2/3 years. The tax base will not be confirmed by TVBC for Band D rate for 2019/20 until January. This year, the tax base was 377 dwellings, making the Band D rate £40.58. There is no proposal to increase the precept in the 2019/20 financial year.

Expenditure pressures:

No expenditure pressures are forecast for the 2019/20 financial period.

High Priority Projects:

The parish council has approved one high priority project for completion by 31st March 2019, which is the replacement of Church St railings with planned funding from CIL monies (application has been approved by TVBC but awaiting Cabinet approval, with fund release details in early February 2019).

Medium Term Financial Funding outlook:

The parish council will be expected to take on more responsibilities for basic service delivery over the medium-term financial period covering the next 2/3 years as a result of the devolution of services from HCC and TVBC. These devolved services may be **fully funded, part funded or unfunded** and as such the parish council will be under pressure to find additional resources to meet any shortfall.

Note: As the plans for the devolution of more services locally onto parish councils become clearer, new initiatives will play an important part in our parish service delivery. For small rural parishes there will be a need to examine and exploit the benefits of working closer with neighbouring parishes and developing new partnership working when appropriate.

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Hurstbourne Tarrant Parish Council

17th December 2018

Disbursements

The following cheques are presented for approval:

Cheque No.	Expenditure	Amount
1382	Clerk's Salary – December	£515.54
1383	HMRC - December	£128.80
1384	Newsletter printing	£95.00
1385	SID new battery	£72.00
1386	Project materials	£243.20
	TOTAL	£ 1054.54

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Budget setting 2019/20

Summary of full year income received 2017/18

KG V Field	Allotments	Interest	Wayleaves	Precepts	Grants & donations received	VAT refund From 2016/17	Line Total
50.00	180.00	10.80	115.78	14,850.00	15,269.07	5,076.24	35,551.89

Summary of half year income received 2018/19

KG V Field	Allotments	Interest	Wayleaves	Precepts	Grants & Donations received	VAT refund From 2017/18	Line Total
25.00	0.00	5.27	100.66	15,300.00	15.00	2,615.22	18,061.15

Summary of full year expenditure for 2017/18

KG V Field	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	Line Total
3,498.73	0.00	300.00	45.54	331.36	8,553.54	10316.04	1,582.42	24,627.63

Summary of half year expenditure for 2018/19

KG V Field	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	Line Total
40.00	0.00	48.00	362.30	440.77	1,541.32	6,009.69	428.80	8,870.88

End of report