

# HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Mr I Kitson  
Clerk: Mrs Miriam Edwards  
Chestnut Cottage, The Dene, Hurstbourne Tarrant, SP11 0AN  
Tel: 01264 736677 email: [theparishclerk@hbt.org.uk](mailto:theparishclerk@hbt.org.uk)  
[www.hbt.org.uk](http://www.hbt.org.uk)

## **MINUTES OF ORDINARY PARISH COUNCIL MEETING** **Monday 15<sup>th</sup> October 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)  
Louisa Russell (JW)

Clerk (ME)  
County Councillor Kirsty North (KN)

### **63. Apologies for Absence**

- 63.1 Apologies were received from Cllr Jamie Williams, and Borough Councillor Peter Giddings.

### **64. Public Participation**

- 64.1 Two members of the public attended plus the Chairman of the Village Design Statement Working Party who gave a verbal update to councillors regarding the progress of the Village Design Statement.

### **65. Declarations of Interest**

- 65.1 There were no declarations of interest made.

### **66. Minutes of the Previous Meeting**

- 66.1 The minutes of the Parish Council meeting of 15<sup>th</sup> September 2018 were approved and signed by the Chairman as a true record.

### **67. Actions arising**

- 67.1 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. Not actioned to date but works order had been submitted. **ME to chase Lengthsman.**
- 67.2 Public Open Spaces Audit by TVBC had omitted to add Dene Green. TVBC updated. **Complete.**
- 67.3 Dene Green security/access - research costings for dragon's teeth and swing arm gate for next meeting. **To be considered formally at November meeting.** Mr Alasdair Murdoch to be contacted regarding his right of access and further costings to be obtained.
- 67.4 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. Cllr Kitson will deal with cutting back of overgrowth during the winter and ensure sheds are made safe. **Carried forward.**
- 67.5 Firework notice - to produce a generic request to residents to advise the PC of any outdoor firework parties at any time of year, so preventative action could be taken for

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animals and livestock. Clerk had designed a poster which was placed on noticeboards and social media. **Complete.**

### **68. Planning**

- 68.1 **18/02560/FULLN** – The Old Police House, The Dene, HBT - replace single storey rear extension and conservatory with a two-storey extension to provide kitchen/dining/living area with bedrooms above along with erection of car port and pergola. Cllr Williams was to prepare a more detailed response to circulate to councillors prior to deadline.
- 68.2 **18/02575/CPLN** – Foxrock, Ibthorpe Rd, HBT - certificate of proposed lawful development for loft conversion including rooflights and windows. No action required - this is confirmation that the application conforms to permitted development and is not for comment.
- 68.3 **18/02512/FULLN** - Little Plough, Church St, HBT - insertion of dormer window and rooflight, removal and insertion of timber partitions, alteration to door openings. No comment.

### **69. Councillors' Reports**

- 69.1 Councillor Russell reported that the moving of the school gas tank on KGV was due to be undertaken in the very near future and a request had been made by the contractor to remove some of the security bollards around the car park to facilitate access. Councillors agreed that fixed bollards adjacent to Byways were preferable to be removed to minimise damage to the grass, rather than entry via the locked bollards. Cllr Kitson would arrange concreting them in once works were complete. There was also an issue with the resurfacing of the tennis court as the agreement between HCC and the Parish Council had expired and required renewal. HCC were arranging this and would be in touch regarding both the agreement and funding of the resurfacing. Councillors were unanimous that the agreement for the school/HCC to use the tennis courts on the same terms as before should continue, but the matter will be formally accepted when the paperwork had been raised.
- 69.2 Councillor Thomas reported that the working group for the Hurstbourne Tarrant Community Fund had met twice to explore the possibility of establishing a community fund which would raise money for the benefit of all residents and support organisations and initiatives within the Parish. The group now wished to test the water and invite feedback. A flyer was due to go to all households and in the Parish Magazine to gauge the community's responses. He wished to acknowledge the support of the working group members.
- The Harvest Festival Lunch was attended by over 80 people and was a great success. He wished to thank ALL those who attended and helped to organise, serve and clear up as well as bake, but a particular mention to Louisa Russell and Jane Jones who had organised the lunch.
- Cllr Thomas had attended a recent Swifts support group meeting and highlighted what a fun occasion it had become and acknowledged Cllrs Russell and Sullivan's key roles. The Parish Council had been approached to fund the hire of the HTCC as the private funding for this had ceased. He felt that the Parish Council, having been instrumental in setting up the group, should continue to support and encourage this community group, especially as the Over 60s club had ceased to exist owing to retirement of the key organiser. A request was made for this consideration to be discussed at the next Parish Council meeting.
- 69.3 Councillor Kitson updated that the bench and gateway into the new Centenary Garden had been installed, as well as the further bench on KGV, and wished to thank

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Cllr Thomas, Gary Edwards and the clerk for their assistance with these projects to date.

Cllr Kitson also thanked the volunteers who removed the fly tipping from the Dean Rise playing field and no further issues had been encountered since the matter was widely reported on social media.

### **70. Clerk's report and correspondence**

- 70.1 The clerk wished to minute the Council's thanks to County Councillor North for kindly offering to cover the cost of the S171 licence to excavate on the highway, in order that the bench and noticeboard could be installed on the junction of The Crescent and The Dene.
- 70.2 It had transpired that there was no current agreement between Hampshire County Council and the Parish Council regarding the use of the tennis courts on the KGV, since they had been extended and upgraded in 2008. HCC were in the process commencing drawing up the necessary paperwork and had asked whether the Parish Council would have any objection in the school continuing to use the tennis court on the same terms. Councillors unanimously agreed that this was in order, provided that repair costs would not make this untenable to the Parish Council.
- 70.3 The Tea Cosy had requested permission to use Dene Green for any overspill car parking during their Christmas Fayre on the evening of 29<sup>th</sup> November. There were no objections to this, provided that parking was supervised to ensure no small trees or planted areas were damaged.
- 70.4 A £500 grant had been applied for via Test Valley Community Services, for funding the Village Design Statement. There had been no feedback to suggest this wouldn't be granted, but the clerk would update as soon as it was received.
- 70.5 The clerk advised that she had been in contact with Sgt Gary Lyons of Andover Rural Police regarding Community Speedwatch. He had apologised for the lack of staff cover, owing to the departure of two PCSOs, including Donna Whelan, but that he was keen to get CSW up and running again and would be back in contact once he was able to facilitate training further volunteers.
- 70.6 A query from a resident had been received, regarding the possibility of installing two heritage-style street lamps along the Ibthorpe Road, near the Dines Close car parking area, and also near the A343. The clerk had enquired with HCC and been advised that they would not support or fund this, as the road was not classed as an issue for accidents or safety. The cost would be in excess of £4,000 and therefore not viable for the Parish Council to fund. The resident had been updated and understood the situation.
- 70.7 The second phase of the Community Governance Review had been published and there was nothing to affect the Parish or immediate surround.
- 70.8 A copy of a letter had been received from TVBC to Faccombe Estate regarding their complaint about the traveller encampment at Netherton Bottom, which had been circulated to all councillors. At this stage, the Borough felt there was nothing further which they were able to do regarding the encampment in light of the permission given earlier in the year.
- 70.9 Centenary Garden, Ibthorpe road - the clerk reported that there were grants available for any future memorial stone, and fundraising in the form of a village breakfast was a possibility in 2019. A request for children to make recycled poppies to decorate the gateway had been made at the school and via social media. A trough was needed in order to 'plant' poppy crosses for each of the fallen during WW1 from the Parish - Councillor Sullivan agreed to source this. A resident had offered to source a climbing rose and clematis for the gateway, and Brian Appleton had begun carving a sign.

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## **71. Performance Monitoring – 2Q 2018/19 Financial Report**

- 71.1 The clerk presented the 2Q 2018/19 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 financial regulations.

**RESOLVED:** Councillors agreed that no remedial action was required.  
Overall spending during Q1 and Q2 was in line with budget plans.

## **72. Replacement Councillor**

- 72.1 The clerk updated that Test Valley Borough Council had confirmed that councillors could fill the councillor vacancy by co-option. Two residents had expressed an interest and been sent an application form and any potential candidates would be invited to attend the November Parish Council meeting.

## **73. Annual review - Risk register**

- 73.1 The clerk presented the risk register report to the meeting. Councillors noted the change to Risk 5.

**RESOLVED:** Councillors discussed and accepted the new risk register.

## **74. Annual review of Standing Orders & Financial regulations**

- 74.1 The clerk reported that there were no changes required to the Financial Regulations since the last annual review in October 2016.  
Standing Orders had been rewritten in line with the 2018 NALC Model Standing Orders published in July.

**RESOLVED:** Councillors accepted the new Standing Orders 2018.

## **75. Project Register**

- 75.1 The clerk introduced the updated project register to the parish council. Councillors reviewed and discussed the listed projects.  
The clerk was asked to update the project register in preparation for the new budget planning cycle for 2019/20.

## **76. Disbursements**

- 76.1 The following cheques were presented for approval:

<b>Cheque No.</b>	<b>Expenditure</b>	<b>Amount</b>
1370	Clerk's Salary – October	£515.54
1371	HMRC - October	£128.80
1372	ICO Data Protection fee renewal	£40.00
1373	Consumables	£158.42
	<b>TOTAL</b>	<b>£842.76</b>

## **77. Next Meeting**

- 77.1 The next meeting of the Parish Council to be held on Monday 19<sup>th</sup> November 2018 at the Hurstbourne Tarrant Community Centre.

Forward plan agenda items:

- Budget setting for 2019/20;

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

The meeting closed at 20.50 p.m.

Signed..... **Chairman**

Date:.....

DRAFT