

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Councillor I Kitson

Clerk: Mrs M Edwards
Tel: 01264 736677
Email: theparishclerk@hbt.org.uk
Web: www.hbt.org.uk

SUMMONS issued under LGA 1972, Sch 12 para 10(2)(a)

ORDINARY MEETING OF THE PARISH COUNCIL

I hereby give notice to the Councillors that a meeting of the Hurstbourne Tarrant Parish Council will be held on **Monday 16th July 2018 at 7.30pm, at the Hurstbourne Tarrant Community Centre**, at which your attendance is required.

Members of the Press and Public are entitled and encouraged to attend

AGENDA

1. **Apologies for Absence**
2. **Public participation** – to receive any questions or petitions (for information only)
3. **Declarations of Interest** – to receive any declarations of interest from councillors.
4. **Minutes of previous meeting** - To approve and sign the minutes as a true record of the Annual Parish Council meeting held on 18th June 2018.
5. **Actions arising** from previous minutes (for information only)
 - replacement benches – clerk to apply for S106 funding
 - GDPR – agreed privacy notice to be amended as discussed and signed by Chairman
6. **Planning Applications** - To review details of planning applications received and to agree what actions should be taken.
 - **18/01538/FULLN** – Willow Cottage, Ibthorpe Rd – single storey rear extension with internal alterations and reinstatement of fireplace (expiry date Fri 13th July, prior to PC meeting)
 - **18/01591/TREEN** – reduce crown of 1 Yew tree, the Old Forge, Upton
 - **18/01727/FULLN** – Upper Ibthorpe Farm - conversion of existing farm buildings to provide two dwellings and ancillary garaging – the expiry date of this application is prior to the next meeting of the Parish Council after the August summer break, and therefore requires discussion at this meeting
7. **Councillors' Reports**
8. **Clerk's Report & Correspondence**
9. **Performance Monitoring 2018/19** - To review and to accept the financial report for Q1 2018/19 and to agree any actions required.
10. **Mobile SID** – to discuss and consider resurrection/increase in CSW schemes in the parish

Distribution: Cllrs: I Kitson ; M Thomas ; D Sullivan ; L Russell ; J Williams; E Mills

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11. **RoSPA inspection of play areas** – to consider and discuss the recommendations made in the safety inspection report.
12. **Scheme of delegation** – to agree and approve a scheme of delegation to be implemented during the summer break.
13. **Disbursements** – To review and authorise monthly payments
14. **Next meeting – 17th September 2018** and to receive any forward plan updates or agenda items:



10th July 2018

HURSTBOURNE TARRANT PARISH COUNCIL

Hurstbourne Tarrant Parish Council

16th July 2018

Item 9 – Performance Monitoring 2018/19 - To review and to accept the financial report for Q1 2018/19 and to agree any actions required.

Background: To carry out the routine financial performance review as required under Section 2 of the Annual Return and to assess and minimise any financial risk that may have occurred. Councillor Thomas has reviewed the attached Q1 bank reconciliation and income/expenditure reports, and agrees they are a true record of the current finances.

At this stage, there is no unexpected expenditure – a more detailed breakdown will be provided at Q2 at the end of September, in advance of budget setting for 2019/20.

Purpose of the Review: To ensure that the parish council regularly monitors income and expenditure is in line with the budget plan and where significant variances have occurred appropriate corrective action is agreed and implemented. It is Councillors' responsibility to ensure that there is a sound system of internal financial control.

Decision required: To review and to accept financial report for Q1 2018/19 and to agree any actions required.

Resources and cost implications: None.

Attachments: YTD income and expenditure & Bank reconciliation at 30th June 2018

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Hurstbourne Tarrant Parish Council – Expenditure YTD 30th June 2018

Date	Min Book Fo.	Cheque No.	To Whom Paid	Particulars of Payment	KG V Field	KG V Pavillion	Tennis Court	Dene Green	Allotments	Repairs & Maintenance	Projects	General Admin	VAT	Line Total
16/Apr/18		1338	M J Edwards	Salary Apr								515.47		515.47
16/Apr/18		1339	HMRC	PAYE								128.87		128.87
16/Apr/18		1340	HALC	Affiliation fee & NALC Levy								254.00	46.00	300.00
16/Apr/18		1341	TVBC	Dog/litter bin emptying 2017-18								199.80	39.96	239.76

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16/Apr/18		1342	SLCC	Annual subscription								115.00		115.00
16/Apr/18		1343	HPFA	Annual subscription								40.00		40.00
21/May/18		1344	M J Edwards	Salary May								515.47		515.47
21/May/18		1345	HMRC	PAYE								128.87		128.87
21/May/18		1346	M J Edwards	Consumables								95.99		95.99
21/May/18		1347	Tangley PC	SLR rental								433.00		433.00
21/May/18		1348	Barton Stacey PC	Training fee								40.26		40.26
21/May/18		1349	HALC	Planning training								40.00	8.00	48.00
18/Jun/18		1350	M J Edwards	Salary June								515.47		515.47
18/Jun/18		1351	HMRC	PAYE								128.87		128.87
18/Jun/18		1352	I Kitson	Chairman's allowance								100.00		100.00
18/Jun/18		1353	M J Edwards	APM refreshments								65.25		65.25
18/Jun/18		1354	M J Edwards	Consumables								52.70	10.54	63.24
18/Jun/18		1355	G Edwards	Noticeboard							77.12			77.12
18/Jun/18		1356	D Ellis	Noticeboard							38.84			38.84
Quarter One Carried Forward											115.96	3,369.02	104.50	3,589.48

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Hurstbourne Tarrant Parish Council – Income YTD 30th June 2018

Date	Min Book Fo.	Voucher No.	From Whom Received	Particulars of Payment	KG V Field	KG V Pavilion	Tennis Court	Allotments	Interest	Wayleaves	Precepts & Donations	VAT refund	Line Total
5/Apr/18			TVBC	Precept							7,650.00		7,650.00
18/Jun/18			HMRC	VAT return								2,615.22	2,615.22
20/Jun/18			HCC	KGV quarterly rental			12.50						12.50
30/Jun/18			Quarterly interest						2.59				2.59
Quarter One Carried forward							12.50		2.59		7,650.00	2,615.22	10,280.31
Brought forward							12.50		2.59		7,650.00	2,615.22	10,280.31

Hurstbourne Tarrant Parish Council

Bank Reconciliation

Prepared by: Miriam Edwards (Clerk /RFO)

Date:

31 March 2018

30 June 2018

Approved by: Ian Kitson
(Chairman of the Parish Council)

Date:

31 March 2018

30 June 2018

Financial Year ending 31 March 2019

Balance Treasurers Account (00730337) per Bank Statement

2017/18

1,000.00

2018/19

1,000.00

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Balance Instant Access (07150069) per Bank Statement	7,919.37	14,369.48
Balance 30 Day Notice (07210851) per Bank Statement	7,712.99	7,713.99
Outstanding Cheques as at 30 Jun	-407.43	-167.71
Outstanding Credits as at 30 Jun	0.00	0.00

Net bank balances 31 Jun	16,224.93	22,915.76
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	Total cash	16,224.93	22,915.76
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Opening Balance	5,300.67	16,224.93
Less debtors	0.00	0.00
Add creditors	0.00	0.00
Add: Receipts in the year to 30 Jun	35,551.89	10,280.31
Less: Payments in the year to 30 Jun	24,627.63	3,589.48
Closing Balance per cash book as at 30 Jun	16,224.93	22,915.76

	Total cash 30 Jun	16,224.93	22,915.76
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Outstanding cheques	
HMRC 1351	128.87
D Ellis 1356	38.84
	167.71

Prepared by: Miriam Edwards, Parish Clerk & RFO

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Hurstbourne Tarrant Parish Council

16th July 2018

Item 10 - Mobile SID – to discuss and consider resurrection/increase in CSW schemes in the parish

Background: There have been several nods in recent months to the reinstatement of the Community Speedwatch scheme in the Parish. After a query was made to St Mary Bourne regarding renting their mobile speed indicator device, an offer was made by them to purchase their second-hand unit.

They have suggested £1,250 – it was serviced and had its batteries replaced in November 2017 for just under £300.

I have investigated new SIDs and the best company appear to be Westcotec. The SID owned by SMB is no longer manufactured for retail.

Portable SPEEDWATCH Speed Indicator Device, internal battery powered with tripod and charger for a cost of £2,400.00 each excluding VAT.

Portable Mini Speed Indicator Device (miniSID), battery powered complete with spare battery, 'intelligent' charger, sign cover and clamps for a cost of £2,625.00 each plus VAT.

Portable Speed Indicator Device (SID) with SLOW DOWN Legend beneath, battery powered complete with spare battery, 'intelligent' charger, sign cover and clamps for a cost of £2,800.00 each excluding VAT.

OPTIONAL EXTRA: Data Collection Unit (USB Lead to PC Download) for a cost of £250.00 per sign excluding VAT.

➤ All of our portable signs come complete with our comprehensive THREE YEAR WARRANTY which covers everything except vandalism, impact damage, theft and batteries*.

* Batteries include manufacturers ONE-year warranty

Rupert Conder has kindly provided the following report/thoughts:~

The HBT CSW ran a trial with the SMB SID for about six months commencing in June 2013, so the SMB SID must be at least 5 years old and probably cost new about £2,300 [I had a quote from CA Traffic for one costing £2,258.40 including VAT in 2012). I'm sure SMB PC will know the details, but I would suspect, in spite of it not having been used a great deal recently, that it may only have a couple more years of life left, depending on its usage.

I feel that the second-hand cost of £1,250 may be high for its age and the likely benefit it would give; Perhaps an offer of £750 (or less) might be a bit cheeky, but the SID is, I understand, not being used.

As I indicated, the use of the mobile SID would be limited. There are only 5 sites in the parish that have been approved by the police and one of these, at Dean Rise, now has two permanent SIDs. The other approved sites are:

1. At the entrance to Upton, where the SLR post is located, although vehicles may be approaching Upton in excess of 30 mph, as they get to the SLR post they are forced to reduce speed by the narrow chicane

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2. By the bus shelter on Dene Green, where the SLR post is located, the SID during the trial at this location frequently recorded vehicles in excess of 35mph, but, since then the fixed SIDs have been erected at Dean Rise.

3. On the grass triangle at the west end of Ibthorpe, where the SLR post is located. A few vehicles come past the 30mph sign into Ibthorpe in excess of the speed limit, but by the time they passed the SID they were well inside the speed limit due to the bump over the bridge and the curve of the road.

4. On the built-out pavement outside Bourne House. Some vehicles entering HBT down the hill were in excess of 30mph, but all of them were within the speed limit before they reached the bridge and the tight chicane. Some leaving HBT up The Hill to Andover would accelerate as soon as they cleared the bridge, but their speed was often restricted by slower moving traffic ahead of them.

There are no police approved locations other than those above. The locations must be approved by the police for Health and Safety reasons (not distracting to drivers, areas where the monitors are well back from the road) and where there is sufficient visibility for the SID to get a reading!

The SMB SID is mobile, that is it has a stand and is set-up for the period of the time that monitoring is taking place and then dismantled and stored until the next session. The batteries are re-charged between sessions.

All the members of the CSW team need to be qualified (by attending a short training session) and registered by the police. The co-ordinator must notify the police of where and when the monitoring session will take place (in case of road rage or other incidents). Each session requires at least three registered volunteers to be present:

- a. To read the vehicle number
- b. To recognise the make, model and colour of the vehicle and
- c. To record the data.

The sheets are then handed-in to the Andover Police station for input to the Vehicle Registration database to identify the owner and his/her address and the police database to see if he/she is a second/serial speeding offender and to generate the appropriate letter/visit. In the past we have had no feedback as to the number of letters issued, or visits made by the police to admonish the offender.

Having had time to think about the cost/benefit of the CSW and the very limited locations in which it can be used, I feel that I may have seemed a bit overenthusiastic about resurrecting it.

Perhaps a question might be put out on the web-site to gauge support, but it should be pointed out that the scheme could only operate in a few authorised locations.

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At the Village Show on Saturday, CSW was on the list of 'possible future projects' for the public to vote on (it cannot be gauged whether these voters were all electors within the Parish). Councillor Thomas will give feedback on whether CSW was high on the priority of projects.

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Resources and cost implications: Volunteers will need to be sought to increase the CSW pool of resources, details submitted to Andover police, and training arranged. The initial outlay for any mobile SID purchased will need to be sourced – either from project reserves or through grant funding. There will be ongoing servicing and repair costs. These could be offset by renting out the unit to other Parish Councils, but appropriate insurance cover will be required to cover any damage, theft or loss whilst out on loan.

Decision required: For councillors to consider the reinstatement of CSW and purchase of a mobile SID – either second hand or new.

M Edwards
Clerk to the Parish Council

Monday 16th July 2018

Item 12 - Scheme of delegation

Decision required: To approve a scheme of delegation for operation during the summer break

Background:

To permit the submission of parish council comments on planning applications and the processing of urgent financial transactions during the summer break.

Recommendation:

The following scheme of delegation is recommended for operation during the summer break:

- Planning applications where decisions were required before the next PC meeting on 17th September 2018 to be delegated to Cllr Jamie Williams and Councillor Ed Mills;
- Payments falling due before 17th September 2018 that are put forward by the Responsible Financial Officer for payment, may be authorised by the Chairman and cheques can be signed by any two authorised parish councillors.

Resources and cost implications:

None

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