

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 ANNUAL PARISH COUNCIL MEETING

Monday 21st May 2018, at 6pm, 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)
Ed Mills (EM)

Louisa Russell (JW)
Jamie Williams (JW)
Clerk (ME)

1. Election of Chairman of the Council

- 1.1 Councillor Mark Thomas opened the meeting and asked councillors for nominations for the office of Chairman of the Parish Council. Councillor Ian Kitson was proposed, seconded and elected unanimously to the office of Chairman.

2. Election of Vice Chairman of the Council

- 2.1 Councillor Ian Kitson asked councillors for nominations for the office of Vice-Chairman of the Parish Council. Councillor Mark Thomas was proposed, seconded and elected unanimously to the office of Vice-Chairman.

3. Declarations of Acceptance of Office

- 3.1 Declarations of acceptance of office were duly signed by the Chairman and Vice Chairman and returned to clerk for counter signature and filing.

4. Councillors' Responsibilities

- 4.1 The following portfolio responsibilities were allocated to Councillors for the duration of the municipal year 2018/19:
- Councillor Kitson – Chairman, Allotments and Speedwatch/transport
 - Councillor Thomas – Vice-Chairman, Footpaths, Playing Fields, Volunteering and HTCC Liaison
 - Councillor Russell – HBT Primary School & Play Equipment
 - Councillor Williams – Planning & Pill Heath
 - Councillor Sullivan – SWIFTS & Ibthorpe
 - Councillor Mills – Upton & Planning

5. Annual Update of the Register of Interests

- 5.1 Councillors were reminded that any updates to the register of interests should be notified to the clerk, to inform TVBC. Councillor Williams requested a copy of the form to check whether he needed to make any changes.

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6. Annual Subscriptions

- 6.1 Councillors had reviewed and approved the 4 annual subscription payments listed below at the parish council meeting held on 18th December 2017, under minute 115.1

- * HPFA annual subscription
- * Fields in Trust
- * HALC/NALC annual membership fees
- * SLCC membership fee

No further action was required. Annual subscriptions would be next reviewed in November 2018 as part of the normal budget cycle.

7. To agree a Chairman's allowance

- 7.1 The Chairman's allowance, for urgent or emergency payments in between meetings such as condolences, was discussed. **RESOLVED:** Approved the setting up of a chairman's allowance of £100.00 in 2018/19.

8. Review of Deeds and Trust Investments

- 8.1 There were no deeds or investment which required review, therefore no action taken.

9. Apologies for absence

- 9.1 Apologies were received from County Councillor Kirsty Locke & Borough Councillor Peter Giddings.

10. Public Participation

- 10.1 2 members of the public attended.

11. Declarations of Interest

- 11.1 None

12. Minutes from the previous meeting

- 12.1 The minutes from the previous meeting on 16th April 2018 were agreed and signed by the Chairman.

13. Actions arising from previous minutes of meeting 16th April 2018

- 13.1 **Horseshoe Lane public meeting** – Councillor Russell reported that a meeting of the residents had taken place on 12th May. Various actions had arisen from that meeting (see councillors' reports). This matter will now be reported on by Councillor Russell in her monthly report as actions are in hand.
- 13.2 **Village Design Statement** – Councillor Williams apologised for not having been able to hold the planned meeting on 26th April at the G&D. This had now been rescheduled for Monday 11th June at 7.30pm.
- 13.3 **KGV – temporary cricket nets** – Councillor Russell updated that she had spoken to the headteacher of HBT Primary and she was to liaise with Mr Dee regarding quotes

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and possibly a grant application via Sport England or Fields In Trust. The nets would be sited on the area of concrete near the new play equipment and therefore sufficiently far enough away from HTCC to negate any concern about damage being caused. This matter will be reported on in Councillor Russell's monthly report as it was now past the initial discussion phase.

14. Planning Applications

- 14.1 18/01214/TREEN – Lower Farm, Church St, HBT – various tree works to Walnut, Lime, Sycamore, London Plane and Poplars – **Resolved**: no comment.

15. Councillors' Reports

- 15.1 As per minute 14.1 above, **Councillor Russell** updated that the following had been discussed at a residents' meeting, and the main concerns were:

Horseshoe Lane - speed * increased volume * dangerous issues regarding children and livestock * increased number of delivery vehicles * inadvertent use of the incorrect entrance to the Horseshoe Lane (mostly the eastern entrance due to sat nav directions) * mitigation of future development issues

Main Road (Upton Road) – speed * increased volume * safety of walkers/lack of footpath * size of buses using the road

Farm Tracks - increased unauthorised traffic * unauthorised recreational motorbike riders * unauthorised walking behind designated footpaths and dog fouling.

Actions:

- Signage - "Farm Traffic next right" "20 is plenty" "slow down children please"
- Fish eye mirror to be experimented on East entrance to the Lane
- Trim hedges to assist visibility
- Local speed monitoring with accompanying police letters to offenders
- Use a speed indicator sign?
- Article in Parish Magazine regarding the issues and local action by residence -
- Consider a footpath or gravel path along the river
- write to local authority and schools using large buses on small local roads such as the Upton Road.

Councillor Russell asked if the Parish Council could write to Councillor Kirsty Locke to seek assistance with a 20mph zone along the valley road from Ibthorpe to the A343 and along Church Street to create a safer road for children walking to school. This is a long-term aim to be discussed with the broader HBT community. **Clerk to action.**

- 15.2 **Councillor Thomas** updated that a trial wheelie bin, donated by Councillor Kitson, had been placed along Dolomons Lane past the last house, as a trial for dog waste. Usage will be assessed after a couple of months and if it was found to be successful and dog fouling reduced, consideration will be given to purchasing a red bin which would be emptied by TVBC.

A complaint had been received from an elderly resident regarding the height of the stile on the footpath in the paddock behind Parsonage Farm, who was having difficulty using it. Councillors Thomas/Kitson to assess and deal accordingly.

Another complaint had been received from a resident of Church Street regarding parking across the entrance to the bridge crossing where a white line had been painted. It was felt that double yellow lines were unlikely to be authorised by HCC.

The clerk to raise this with Councillor Kirsty Locke as blocking the entrance could be a safety issue if HFRS needed access as there are a number of thatched properties in the vicinity.

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- 15.3 **Councillor Sullivan** had approached the owner of Horseshoe Cottage with regard to the stiles on the footpath across their land. The owner had a gate ready to replace the stiles and make access with dogs easier, but was concerned about dog fouling. **Clerk to provide a sign to the owners for erection at the start of the track.**
- 15.4 Councillor Williams wished it noted that three lambs had been killed in the field at the top of Doloman's Lane at the start of the previous week. The board underneath the stile had been kicked out. Whether or not a dog had got in without the knowledge of its owner was unknown, or the lambs may have been killed by some other predator. The Clerk offered to bring this to residents' attention via the parish magazine summary and to repost advice on social media regarding lambs and cattle at this time of year.
- 15.5 Councillor Kitson reported that a slab by the river (adjacent to HBT Primary School) had been removed and refitted with the help of Richard Scull. A corroded steel railing had also been removed and was to be replaced with a wooden rail. The owners of the caravans at Netherton Bottom had been given a 3 year permission to reside there by the Northern Planning Committee, but the 'extension' beyond the permitted site in the form of the yurt in the woods had not been removed. Councillor Sullivan suggested he speak with the owners as he knew them well, to advise that the TVBC enforcement officer would take action if they failed to comply with the planning permission granted. Councillor Kitson had received 3 complaints regarding the non-compliance and Councillor Mills had received a complaint about the dog barking at passers-by.

16. Clerk's report and Correspondence

- 16.1 The Clerk reported on the following:
- Gary Edwards had submitted a brief update on the riverbed works ("Pathfinder Project") – two quotes for works involving regrading the stream bed from the southern boundary at the Southern Electricity sub station up to Trewby's fields just north of Ibthorpe had been obtained, from £3795 + VAT up to £5500 + VAT, the discrepancy being that one quote was for a slightly shorter section of river. The aim had been to apply for funding through CIL monies from TVBC but officers had decided it would be advantageous to apply for the small CIL fund (£10-25k) by combining applications from HBT & Vernham Dean. To that end, a meeting was to take place at the beginning of June with HCC, TVBC and the two parishes to discuss if this was indeed the best way forward and to simplify the application process.
 - Rupert Conder had sent in an email regarding the payment by HBT Primary to HCC for the annual rental of the tennis courts, which is then paid to the Parish Council via a quarterly payment. As a governor, responsible for the school's budget, Mr Conder had asked the Parish Council to consider refunding the £50 to assist with the school's funding. **This matter to be raised as a future agenda item.**
 - CIL monies – the clerk had been in contact with TVBC regarding outstanding S106 monies from Rushmore Farm. Although some money had been paid, there was still outstanding amounts which were being dealt with by the TVBC Legal Team.
 - an email had been received from a resident of Dines Close regarding consideration be given to extra lighting near the bungalows on the Ibthorpe Road and by the junction with the A343. **This matter will be raised as a future agenda item.**
 - Post office update – the clerk had been assured by the Post Office that the matter of an outreach post office was still being investigated and a van had been seen by the Rural Business Hub recently, regarding outreach services.
 - the bill for the annual rental of the quarter share of the Speed Limit Reminder sign had been received from Tangleby Parish Council. Councillors were happy for this agreement to continue.

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- Church Street railing quotes – Lynn Hedger had been busy contacting companies to provide quotes for replacement railings along the riverside. She and the clerk were due to meet contractors in the coming weeks who had provided estimates, so they could ensure their figures were accurate.
- Lengthsman scheme – councillors were asked to consider works for the Lengthsman. **The clerk was asked to submit a request to cut the ditch on Dene Green, FP 21 (opposite Rookery House) and FP 13 (adjacent to Fairway on the Netherton road).**

17. General Data Protection Regulation

- 17.1 The clerk reported that draft policy documents were ready to post on the website once final clarification of the legislation relating to Parish Councils was passed by parliament on Friday 25th May. Councillors would be asked to consider and formally adopt them at the June Parish Council meeting. This was the first step of the data protection 'journey'. The clerk had added an addendum to her own contract of employment, and updated councillors that the latest information from the ICO was that Parish and Town Councils were not required to employ a data protection officer, which would mean no extra cost implication to the Parish Council. Business transactions with companies and organisations were not covered by GDPR for example dealings with the borough and county councils, agencies such as the police, housing associations or companies. GDPR applies to 'private individuals', and personal data is defined as 'any information relating to an identified or identifiable natural person (the 'data subject')'.

18. Projects

- 18.1 Noticeboards - the clerk updated that a new noticeboard for the Ibthorpe Road at the entrance to Dines Close had been kindly made by a parishioner, so the only cost would be materials, making a huge saving on labour costs. The doors of the Upton noticeboard would also be fixed free of charge. Councillors had already agreed to move the Dean Rise noticeboard onto the corner of The Crescent & The Dene, so it was seen by more passers-by. Again, this would only incur the cost of materials.
- 18.2 Footpath leaflets – Councillor Thomas had obtained some samples of footpath and local information leaflets designed and printed by HCC which used OS maps which was believed to be why the cost for 1000 leaflets was over £500. The previous clerk had advised that Parish Councils were entitled to sign up to the Public Sector Mapping Agreement for free and gain access to OS mapping data. The clerk to make enquiries with OS regarding updating membership with a view to designing a leaflet which could be printed for less than £100 via online printing services. Councillor Mills suggested using a company in Southampton who he had used prior for design services.
- 18.3 Benches – the clerk reported that the recycled benches which were already installed on Dene Green and KGV could be obtained for around £300 each. A grant from Councillor Giddings, TVBC, could be sought for two further benches – one more for Dene Green and one for the corner of The Crescent when the noticeboard is moved. The clerk would investigate the likelihood of the grant being awarded in order to purchase these benches.

19. Next Ordinary Parish Council Meeting

- 19.1 The next ordinary Parish Council meeting to be held on Monday 18th June 2018 in the Community Centre at 7.30 p.m.

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- 19.2 The next **Annual** Parish Council and **Annual** Parish meetings to be held on Monday 20th May 2019, which would be an Election Year.

20. Disbursements

- 20.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1344	M J Edwards	Salary May	£ 515.47
1345	HM Revenue & Customs	PAYE	£ 128.87
1346	M J Edwards	Printing – May newsletter (£45.99) & voucher for Internal Auditor (£50)	£ 95.99
1347	Tangley Parish Council	SLR annual fee	£ 433.00
1348	Barton Stacey PC	HALC training fee	£ 40.26
1349	HALC	Basic Planning Training for clerk	£ 48.00
Total to be authorised			<u>£ 1,261.59</u>

The meeting closed at 7.13 p.m.

Signed..... **Chairman** **Date:**.....