

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 April 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 parish council meeting held on 19th March 2018.
5. **Actions arising** from previous minutes (for information only)

Horseshoe Lane public meeting – Councillor Russell to update re residents’ meeting
Village Design Statement – an informal meeting is to be held in the G&D on 26 th April to gauge public interest in volunteering help with the project. Cllr Williams has identified volunteers with planning experience, but requires extra help to take the project forward.
KGV – temporary cricket nets – Cllr Williams reported that the school had enquired regarding temporary cricket nets which could be removed for other events to take place. The Clerk has contacted the head teacher and offered assistance with contacting Fields In Trust who may offer grant funding for the equipment.
Dean Rise/The Crescent grass mowing – Cllr Kitson reported that Aster had denied ownership of the grass areas. The Clerk wrote to TVBC (Vince Taylor) on 13 th March, asking for any legal agreements regarding ownership but no reply to date. Clerk to follow up.

6. **Planning Applications** - To review details of planning applications received and to agree what actions should be taken.
 - 18/00801/FULLN – Upton Cottage, Village St, Upton – demolition of family room and erection of drawing room and kitchen extensions and detached home office with store over – expiry 4th May
 - 18/00936/FULLN – Bourne Park – demolition of buildings associated with Bourne Park Airfield, removal of airstrip & outdoor areas, and erection of detached dwelling and outbuildings – expiry 4th May

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

Borough Cllr: P Giddings : **County Cllr:** K Locke

Copies to: parish noticeboards ; website: www.hbt.org.uk

HURSTBOURNE TARRANT PARISH COUNCIL

7. Councillors' Reports

8. Clerk's Report & Correspondence

9. **Agenda planning** – to finalise the agendas for the Annual Parish & Annual Parish Council meetings on 21st May 2018.

10. Performance Monitoring 17/18 YE and financial YE reporting

1. Review of effectiveness of the Internal Audit - to carry out and evidence a Review of Effectiveness of the Internal Audit and to adopt any recommendations as required to meet statutory financial obligations.
2. To approve the terms of reference for internal audit 2018/19.
3. To approve the financial report for 2017/18.

11. Annual Return for 2017/18

1. The Council to approve the Annual Governance Statement in section 1 of the Annual Return and to accept any recommendations or actions put forward by the internal auditor.
2. To agree that the statement of accounts contained in section 2 of the Annual Return represented fairly the financial position of the Council.
3. To approve the council's accounts and to agree to the Responsible Financial Officer and the Chairman signing section 2 of the Annual Return
4. Section 4 of the Annual Return 2017/18 – Annual internal audit report. To note Section 4 of the Annual Return together with any comments, recommendations arising from the internal audit and to agree any actions as necessary.

12. **Hurstbourne Tarrant Parish Council Annual Report** – to discuss the report for publication at the May meeting

13. Disbursements – to review and authorise monthly payments

The following cheques are presented for approval:

Number	Payee	Expenditure	Amount
1338	M J Edwards	Salary Apr	£ 515.47
1339	HMRC	PAYE	£ 128.87
1340	HALC	Affiliation fees 2018/19 & NALC Levy 2018/19	£ 300.00
1341	TVBC	Dog & litter bin emptying - 1/4/17 – 31/3/18 – 3 bins	£ 239.76
1342	SLCC	Annual membership 2018/19	£ 115.00
1343	HPFA	Annual membership 2018/19	£ 40.00
Total to be authorised			£ 1,339.10

HURSTBOURNE TARRANT PARISH COUNCIL

14. **Next meeting 21st May 2018** (Annual Parish Council Meeting) - to receive any forward plan updates or agenda items

- Election of Chairman and Vice-chairman
- Declarations of Office
- Councillors' responsibilities in 2018/19
- Annual update of register of interests
- To appoint an internal auditor for 2018/19



Clerk of the Council

11th April 2018