

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Cllr Ian Kitson

Clerk: Mrs Miriam Edwards
Tel: 07768 453772 ; email: theparishclerk@hbt.org.uk
Website: www.hbtparishcouncil.org.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Monday 15th May 2023 at 6.15pm, held at the Hurstbourne Tarrant Community Centre.

~~

Councillors present:

Cllr Ian Kitson (Chairman)

Cllr John Bentley

Cllr Mark Thomas (Vice Chairman)

Cllr Neil Hedger

Cllr Louisa Russell

Clerk

1. TO ELECT A CHAIRMAN OF THE COUNCIL

1.1 Councillor Kitson asked councillors for nominations for the office of Chairman of the Parish Council. Councillor Ian Kitson was proposed by Cllr Neil Hedger, seconded by Cllr Mark Thomas, and elected unanimously to the office of Chairman.

2. TO ELECT A VICE CHAIRMAN OF THE COUNCIL

2.1 The Chairman asked councillors for nominations for the office of Vice Chairman of the Parish Council. Councillor Mark Thomas was proposed by Cllr Neil Hedger, seconded by Cllr Louisa Russell, and elected unanimously to the office of Vice-Chairman.

3. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE

3.1 Declarations of acceptance of office were duly signed by all councillors following the recent elections, and the Chairman and Vice Chairman, and returned to clerk for counter signature and filing. It was agreed that Cllr Williams could complete his within the next 28 days.

4. TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2023/24

4.1 Councillors agreed the following portfolios:
- Councillor Kitson – allotments, tree warden
- Councillor Thomas – footpaths, volunteering and HTCC Liaison
- Councillor Russell – finance/internal control, SWIFTS
- Councillor Williams – Planning, Upton/Pill Heath liaison
- Councillor Bentley - play equipment, sustainability, youth engagement
- Councillor Hedger - road safety

5. TO COMPLETE THE ANNUAL UPDATE OF REGISTER OF INTERESTS

5.1 Councillors completed their annual registration of interests. It was agreed that Cllr Williams could complete his within the next 28 days.

6. TO AGREE A CHAIRMAN'S ALLOWANCE

6.1 The Chairman's allowance, for urgent or emergency payments in between meetings such as condolences, was discussed.

Hurstbourne Tarrant Parish Council Minutes - May 2023 to April 2024
Copies of Parish Council Minutes may be accessed at www.hbtparishcouncil.org.uk

Signed Date

HURSTBOURNE TARRANT PARISH COUNCIL

RESOLVED: Approved the setting up of a chairman's allowance of £150.00 in 2023/24

7. TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL

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

8. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING

8.1 Councillors agreed the list of dates for future meetings provided by the Clerk, and to hold them at the Hurstbourne Tarrant Community Centre:

19 th June 2023	15 th January 2024
17 th July 2023	19 th February 2024
18 th September 2023	18 th March 2024
16 th October 2023	15 th April 2024
20 th November 2023	20 th May 2024 - APCM/APM
18 th December 2023	

Reviews of standing orders & financial regulations, policies & procedures, assets & land, and insurance cover were carried out at other meetings during the municipal year. Consideration of subscriptions falling to be paid annually was made during budget setting.

9. APOLOGIES FOR ABSENCE

9.1 Apologies were received from Cllr Jamie Williams.

10. DECLARATIONS OF INTEREST

10.1 There were no declarations of interests relating to items on the agenda, including the Council's external auditor, or requests for dispensations, in accordance with the Council's code of conduct.

11. MINUTES OF PREVIOUS MEETING

11.1 Councillors agreed and approved the minutes of the last meeting which was held on 17th April 2023, and which were signed by the Chairman.

12. ACTIONS ARISING

- 12.1 - wooden railings, Ibthorpe Road (Bridge Cottage) - HCC had been asked for an update, nothing forthcoming. For clerk to make further efforts regarding repair
- 12.2 - new HBT village sign on B3048 Stoke Road at parish border - clerk to make enquiries with companies for information as to replacement options

13. PUBLIC PARTICIPATION

13.1 There were two members of the public present who were representatives from the Hampshire and IOW Wildlife Trust. They reminded the council about the grants available for stream/community/heritage projects, of up to £5k of financial grant with 20% contribution on top (which could be in the form of volunteer time or venue). They were also starting a Bourne Valley chalkstream oral histories archive and asked the Council for its help to engage with people with memories of the chalkstream.

HURSTBOURNE TARRANT PARISH COUNCIL

14. PLANNING

Councillors discussed the following applications:

- 14.1 23/01162/TREEN * - The Old Police House, The Dene, HBT - T1 - Lawson Cypress - Fell, T2 - Yew - Reduce to 2.5 metres, T3 - Ash - Fell, T4 - Holly - Reduce to 2.5 metres. No comment.
- 14.2 23/01124/TREEN * - Parsonage Farm & St Peter's Church, HBT - T1 - Cherry - Reduce crown by up to 1.5m in height and spread, thin canopy by removing crossing branches and deadwood, T2 & T3 - Cherry - Reduce crown by up to 2m in height and spread, thin canopy by removing crossing branches and deadwood and raise canopy by 5m over road, T4 - Holly - Reduce height by up to 3m, raise lower canopy over garden area up to 4m, T5 - Lime - Cut back overhanging branches back to boundary. No comment.
- 14.3 23/01007/TREEN * - Fern Cottage, Church St, HBT - T1 - Norway Maple - Pollard to previous points. No comment.
- 14.4 23/00797/FULLN - Pill Heath Place, Common Road, HBT - Creation of a swimming pool, erection of walled garden, plant storage, glasshouse, potting shed and pavilion/storage. No comment.

15. COUNCILLORS' UPDATES

- 15.1 Cllr Hedger updated that the Speedwatch group had looked at the numbers of sessions (and consequently numbers of vehicles reported) had halved over the last year owing mainly to lack of volunteers and the sad loss of Yvonne Hill. He felt that there was no justification at that time to purchase a mobile speed indicator device. Cllr Thomas asked if it was possible to show an impact of the work of Community Speedwatch? A highway survey would probably need to be requested, but the real impact was drivers and vehicles being identified as having no insurance or MOT as a result of reporting the for speeding through the village. Writing to lorry companies asking them to consider whether their drivers really needed to use the A343 would hopefully also have an impact on HGV usage. Cllr Bentley volunteered his son for his Duke of Edinburgh award to take on the project of setting up the SID already in place to capture 24 hr data.
- 15.2 Cllr Bentley reported that the broken floor in the teen shelter had been fixed yet again. This was blatant criminal damage. He had received information that it was still being used as a "drugs drop" location. He felt that the suggestion of a replacement in powder coated metal with no base to hide things was the way forward, and that maybe a poll of the school Year 5/6 children would give a better idea of what they would like to see, as they are the majority users of the shelter for its intended purpose.

16. CLERK'S REPORT & CORRESPONDENCE

- 16.1 Following on from Cllr Bentley's report regarding the teen shelter, the clerk reported that she had been in contact with Test Valley Borough Council and that a CIL grant may be possible to replace the structure. The clerk was waiting on further contact to convene a meeting to discuss further. Councillors agreed that the clerk should research any funding options for a replacement teen shelter and if available, also to replace the zipwire.
- 16.2 A wedding booking for the HTCC had requested to use a drone to take aerial photos of the celebrations. Councillors agreed that they would have no objection to this provided the photographer had the appropriate insurance in place and that there

Hurstbourne Tarrant Parish Council Minutes - May 2023 to April 2024

Copies of Parish Council Minutes may be accessed at www.hbtparishcouncil.org.uk

Signed Date

HURSTBOURNE TARRANT PARISH COUNCIL

could be no comeback on either the Parish Council or the HTCC trustees if there was an incident as a result of using the drone.

- 16.3 The Coronation party on KGV the previous weekend had been a great success. The £500 grant from TVBC had been used with £70 remaining. Councillors agreed to use this to pay HTCC for the hire of the building.
- 16.4 The HTCC trustees had offered to convert the outside store into an office for the Parish Council, charging only for materials. An approximate quote was £567 for a window in the door, shelving and installation of electrics/wifi. Councillors agreed this expenditure.

17. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23

The following items were resolved:

- 17.1 Approval of the Annual Governance Statement in Section 1 of the AGAR and actions put forward by the internal auditor
- 17.2 Approval of the Clerk and Chairman signing Section 1 of the AGAR
- 17.3 Agreement that the Statement of Accounts contained in Section 2 of the AGAR represented fairly the financial position of the Council
- 17.4 Approval of the Council's accounts, and agreement that the Responsible Financial Officer and the Chairman to sign Section 2 of the AGAR
- 17.5 Acceptance of the Annual Internal Audit Report together with any comments or recommendations arising from the internal audit
- 17.6 Agreement of the dates for the publication of the notice of public rights from 5th June 2023 to 14th July 2023.

18. PERFORMANCE MONITORING 22/23

- 18.1 The internal audit of the 2022/23 financial accounts was completed in May. Councillors reviewed the effectiveness of the audit and agreed to adopt the recommendations made by the auditor.
- 18.2 Councillor Louisa Russell agreed to continue to act as the internal controller for the Parish Council in 2023/24.
- 18.3 Councillors agreed to appoint Do The Numbers Ltd as the internal auditor for the financial year 2023/24.

19. FINANCE

- 19.1 On the day of the meeting, the bank balance stood at £15,869.14 in the Treasurer's Account and £18,639.13 in the savings account. The clerk updated that she had transferred reserves across to make use of the increased interest rate. The balance included earmarked reserves of £22,889.
- 19.2 The clerk had circulated the payments made since the last meeting. Cllr Russell agreed them as an accurate record.

TYPE	DATE	PAYEE	AMOUNT	REMARKS
BACS	19/4/2023	Mrs Miriam Edwards	138.50	Coronation consumables
BACS	19/4/2023	TVBC	24.00	Uncontested election fee
BACS	19/4/2023	HALC	340.19	Annual subscription fee

HURSTBOURNE TARRANT PARISH COUNCIL

DD	21/4/2023	SSE	12.53	Upton phone box elec supply
BACS	2/5/2023	Scribe Accounts	414.72	Accounting software fee
DD	3/5/2023	TVBC	111.54	Grounds maintenance
BACS	9/5/2023	Do The Numbers Ltd	250.00	Internal Audit Fee
BACS	9/5/2023	GL Jones Playgrounds	17,742.90	KGV roundabout balance
		TOTAL	£19,034.38	

20. NEXT MEETING

20.1 The next ordinary meeting of the Parish Council was due to be held on Monday 19th June 2023.

The meeting concluded at 18:55 hrs.

Signed Chairman