

Chairman: Cllr Ian Kitson

Clerk: Mrs Miriam Edwards  
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## MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

Monday 17<sup>th</sup> July 2023 at 7.30pm, held at the Hurstbourne Tarrant Community Centre.

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### Councillors present:

Cllr Ian Kitson (Chairman)

Cllr Mark Thomas (Vice Chairman)

Cllr Louisa Russell

Cllr Neil Hedger

Cllr John Bentley

Clerk

### 31. APOLOGIES FOR ABSENCE

- 31.1 Apologies were received from Cllr Jamie Williams, County Cllr North & Borough Cllr North.

### 32. DECLARATIONS OF INTEREST

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

### 33. MINUTES OF PREVIOUS MEETING

- 33.1 Councillors agreed and approved the minutes of the last meeting which was held on 19<sup>th</sup> June 2023, and which were signed by the Chairman.

### 34. ACTIONS ARISING

- 34.1 Wooden railings, Ibthorpe Road (Bridge Cottage) - HCC had been asked for an update, nothing forthcoming. Clerk to contact County Councillor North to progress.
- 34.2 New HBT village sign on B3048 Stoke Road at parish border – Cllr Hedger to provide clerk with HCC contact to chase on a decision.
- 34.3 Play equipment upgrade (zipwire and teen shelter) – the clerk reported that a meeting was set with TVBC on 28<sup>th</sup> July to discuss grants from CIL monies to assist with replacement equipment.
- 34.4 Dean Rise field – additional allotments – clerk to send a letter to residents of Dean Rise seeking their views before further consideration was given to the project.

### 35. PUBLIC PARTICIPATION

- 35.1 There were 4 members of the public present.
- 35.2 The Chairman wished to thank everyone who contributed to the Summer Fair and Flower, Vegetable & Produce Competition – a very successful event, despite the windy weather.
- 35.3 A resident offered small oak trees in pots for the village. **Cllr Bentley to ask the school planting scheme in September.**
- 35.4 Abandoned vehicle at The Bank Tree – police are aware – unlocked, untaxed. Police have said that unless there's criminality involved, it's a matter for TVBC. **Clerk to make enquiries.**

### **36. PLANNING**

Councillors discussed the following applications:

- 36.1 23/01589/LBWN – Horseshoe Cottage, Horseshoe Lane, Ibthorpe – regularise removal of porch on southern elevation. No comment.
- 36.2 23/01670/FULLN – The Old Forge, The Dene, HBT – raise roof of side extension to provide additional bedroom including a dormer window. From the street view, there would be no impact and materially, there should be no effect on the rest of the village. No comment.
- 36.3 The Atchen Tan, Netherton Road, HBT – planning appeal notification and application to Land Registry to register a large area of common land. Cllr Williams had drafted a document to submit to the Land Registry, in conjunction with the solicitors for Faccombe Estates Limited, expressing objection to the registration of common land to private persons.
- The Parish Council wished to minute that its involvement was about protecting everyone's rights of access to common land.
- A great deal of background regarding common land, how it arose, and when there had been discussions had been retrieved from the Winchester Records Office. The submission was required by the Land Registry by midday on Thursday 20<sup>th</sup> July. Cllr Bentley asked whether the PC should adopt the Netherton Valley common land in due course, and that it was important to consider Upton Common in the same way and whether the Parish Council should register it as Common Land to protect it.

### **37. COUNCILLORS' UPDATES**

- 37.1 Cllr Thomas reported a branch blocking the gate off KGV and the footpath to Doles Wood.
- 37.2 Cllr Bentley inspected the school trim trail – some parts had failed the recent play equipment inspection. He had chased the company and contacted the surveyor, who expressed his desire to assist but was constrained by resources as the company was on the verge of collapse. Cllr Bentley to work with the school for a resolution.
- 37.3 Cllr Hedger reported that there had been no speedwatch sessions but he had written to 4 more lorry companies asking if they would consider alternative routes to the A343.
- 37.4 Cllr Kitson updated regarding the old roundabout removal and it was agreed to deal with it one Saturday morning over the summer holidays.

### **38. CLERK'S REPORT & CORRESPONDENCE**

- 38.1 The clerk had received a letter from a resident who had written to Kit Malthouse MP regarding the poor state of the roads in HBT.
- 38.2 The clerk wished to minute thanks to HTCC and Dr Andy Watson for his hard work in refurbishing the parish office, which had totalled £605, coded under small unplanned projects.

**39. FINANCE**

- 39.1 On the day of the meeting, the bank balance stood at £11,664.89 in the Treasurer's Account and £18,663.67 in the savings account, including earmarked reserves of £22,889.
- 39.2 The clerk had circulated the payments made since the last meeting. Cllr Russell agreed them as an accurate record.

TYPE	DATE	PAYEE	AMOUNT	REMARKS
DD	3/7/2023	TVBC	111.54	Grass cutting
BACS	6/7/2023	David Sullivan	105.00	Lengthsman duties
BACS	10/7/2023	Tangley Parish Council	146.79	SLR quarter share maintenance
BACS	11/7/2023	HMRC	168.16	PAYE July
BACS	11/7/2023	Mrs M Edwards	645.60	Salary July
BACS	13/7/2023	HMRC	6.76	PAYE underpayment June
BACS	13/7/2023	Community Heartbeat	80.34	Replacement defib pads
BACS	13/7/2023	Mrs M Edwards	100.43	Office equipment
BACS	17/7/2023	Dr A W Watson	663.62	HTCC office refurbishment
BACS	17/7/2023	Victim Support	100.00	Grant
		<b>TOTAL</b>	<b>£2,128.24</b>	

- 39.3 The Clerk presented the Q1 finances. Although the payments looked large for the time of year (£23,385.82), £17,742.90 was the balance of the new children's roundabout, so the realistic expenditure was £5,642.13, and of that, £247.70 was for the Coronation party for which a grant had been received from TVBC. The remainder was all normal council business.

RESOLVED: Councillors agreed that there were no concerns regarding the Q1 finances.

### Hurstbourne Tarrant Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/06/2023</b>		
	Cash in Hand 01/04/2023		45,166.62
	<b>ADD</b> Receipts 01/04/2023 - 30/06/2023		10,538.57
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/06/2023		55,705.19
	<b>Cash in Hand 30/06/2023</b> (per Cash Book)		<b>23,385.82</b>
			<b>32,319.37</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Business Bank Instant 07210851 30/06/2023	18,651.00	
	Treasurer's Account 00730337 30/06/2023	13,668.37	
			<b>32,319.37</b>
	Less unrepresented payments		
		32,319.37	
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>32,319.37</b>	
	<b>A = B Checks out OK</b>		

**Hurstbourne Tarrant Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2023 and 30-06-2023)**

**Cost Centre Administration**

Code Number		9 Audit Fees									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	09/05/2023	12/1403		Treasurer's Accoun		Internal Audit Fee	Do The Numbers Ltd	Z	250.00		250.00
Subtotal for Code: Audit Fees									£250.00		£250.00

Code Number		10 Salary & HMRC									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	13/04/2023			Treasurer's Accoun		Clerk's Salary April	Clerk	X	645.60		645.60
7	13/04/2023			Treasurer's Accoun		PAYE April	HMRC	X	168.16		168.16
24	16/05/2023			Treasurer's Accoun		Clerk's Salary	Clerk	X	645.60		645.60
25	16/05/2023			Treasurer's Accoun		PAYE May	HMRC	X	161.40		161.40
36	14/06/2023			Treasurer's Accoun		Clerk's Salary	Clerk	X	645.60		645.60
37	14/06/2023			Treasurer's Accoun		PAYE	HMRC	X	168.16		168.16
Subtotal for Code: Salary & HMRC									£2,434.52		£2,434.52

Code Number		13 Subscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	13/04/2023	MEM243648-1		Treasurer's Accoun		SLCC membership fee 2023/24	Society of Local Council Clerks	Z	177.00		177.00
16	19/04/2023	INV-5788		Treasurer's Accoun		HALC/NALC annual subscriptions	Hampshire Association of Local Coun	Z	340.19		340.19
Subtotal for Code: Subscriptions									£517.19		£517.19

Code Number		14 Stationery & Consumables									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	16/05/2023			Treasurer's Accoun		Consumables - refreshments for APM	Ocado	Z	38.31		38.31
23	16/05/2023			Treasurer's Accoun		Consumables - refreshments for APM	VSM Stores Family Shopper	S	45.82	9.16	54.98
23	16/05/2023			Treasurer's Accoun		Consumables - refreshments for APM	VSM Stores Family Shopper	Z	6.92		6.92
32	22/05/2023			Treasurer's Accoun		Consumables - stationery	Amazon	S	29.59	5.92	35.51
Subtotal for Code: Stationery & Consumables									£120.64	£15.08	£135.72

Code Number		15 Other Admin Expenditure									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	06/04/2023	HBTCC/211		Treasurer's Accoun		HTCC hire charge	Hurstbourne Tarrant Community Cent	X	290.00		290.00
4	06/04/2023	HBTCC/210		Treasurer's Accoun		HTCC Hire Charge SWIFTS	Hurstbourne Tarrant Community Cent	X	330.00		330.00
15	19/04/2023	10056599		Treasurer's Accoun		Uncontested Election Fee	Test Valley Borough Council	Z	24.00		24.00
18	02/05/2023	INV-4155		Treasurer's Accoun		Accounts Package	Scribe	S	345.60	69.12	414.72
Subtotal for Code: Other Admin Expenditure									£989.60	£69.12	£1,058.72
Subtotal for Cost Centre: Administration									4,311.95	84.20	4,396.15

**Cost Centre Facilities & Services**

Code Number		16 Playing Fields - Dean Rise & KGV									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	02/06/2023			Treasurer's Accoun		Annual Play Equipment Inspection	Playsafety Ltd	S	150.00	30.00	180.00
Subtotal for Code: Playing Fields - Dean Rise & I									£150.00	£30.00	£180.00

Code Number		17 Grass Cutting									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2023	10055952		Treasurer's Accoun		Grass cutting	Test Valley Borough Council	S	81.08	16.22	97.30
19	02/05/2023			Treasurer's Accoun		Grass cutting	Test Valley Borough Council	S	92.95	18.59	111.54
34	01/06/2023			Treasurer's Accoun		Grass cutting	Test Valley Borough Council	S	92.95	18.59	111.54
Subtotal for Code: Grass Cutting									£266.98	£53.40	£320.38

Code Number		20 Allotments									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
33	22/05/2023	2821031/2109		Treasurer's Accoun		Allotment water rates	Business Stream	Z	40.37		40.37
Subtotal for Code: Allotments									£40.37		£40.37
Subtotal for Cost Centre: Facilities & Services									457.35	83.40	540.75

**Cost Centre General Repairs & Maintenance**

Code Number		23 Defibrillators									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	21/04/2023	921831751/00		Treasurer's Accoun		Upton phone box electricity supply	SSE	L	11.94	0.59	12.53
27	22/05/2023	921831751/00		Treasurer's Accoun		Upton phone box electricity supply	SSE	L	11.75	0.58	12.33
38	19/06/2023			Treasurer's Accoun		Upton phone box electricity supply	SSE	L	11.94	0.59	12.53
Subtotal for Code: Defibrillators									£35.63	£1.76	£37.39

Code Number		24 Miscellaneous Repairs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	06/04/2023	INV-13376		Treasurer's Accoun		Trees for Dene Green & concrete for KK	Kitson Recycling Ltd	S	25.00	5.00	30.00
28	22/05/2023			Treasurer's Accoun		Play Equipment Repairs	Gerry's Timber & Son Ltd	S	20.66	4.14	24.80
29	22/05/2023			Treasurer's Accoun		Play Equipment Repairs	Wickes	S	23.92	4.78	28.70
Subtotal for Code: Miscellaneous Repairs									£69.58	£13.92	£83.50
Subtotal for Cost Centre: General Repairs & Maintenance									105.21	15.68	120.89

**Cost Centre Projects**

Code Number		30 Small (unplanned) projects									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	06/04/2023	INV-13376		Treasurer's Accoun		Trees for Dene Green & concrete for KK	Kitson Recycling Ltd	S	140.00	28.00	168.00
9	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Amazon	S	8.32	1.66	9.98
9	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Amazon	Z	7.67		7.67
10	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Lilaj Ltd	S	7.49	1.50	8.99
11	19/04/2023	204320		Treasurer's Accoun		Coronation Party consumables	Party Decorations Ltd	S	55.43	11.08	66.51
12	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Farriers Equine Care (UK) Ltd	S	18.75	3.75	22.50
13	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Binaz Ltd	S	4.92	0.98	5.90
14	19/04/2023			Treasurer's Accoun		Coronation Party consumables	Never Grow Up Ebay store	Z	16.95		16.95
26	18/05/2023	HBTCC/220		Treasurer's Accoun		HTCC hire charge for Coronation party	Hurstbourne Tarrant Community Cent	X	70.00		70.00
30	22/05/2023			Treasurer's Accoun		Dene Green tree planting - soil improve	Dobbies	S	33.32	6.66	39.98
31	22/05/2023			Treasurer's Accoun		Event Insurance - Coronation Party	Insure Our Event	X	39.20		39.20

Hurstbourne Tarrant Parish Council  
Listing of Payments in each Code for All Cost Centres  
 (Between 01-04-2023 and 30-06-2023)

Code Number	31 Large (planned income) projects					Subtotal for Code: Small (unplanned) projects					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
21	09/05/2023	103443		Treasurer's Account		New roundabout KGV	GL Jones Playgrounds	S	14,785.75	2,957.15	17,742.90
									£14,785.75	£2,957.15	£17,742.90
Code Number	32 Speed Limit Reminder Signs					Subtotal for Code: Large (planned income) projects					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	06/04/2023			Treasurer's Account		SLR maintenance 1st Jan-31st March	Tangley Parish Council	X	129.45		129.45
									£129.45		£129.45
									15,317.25	3,010.78	18,328.03
<b>TOTALS</b>									<b>£20,191.76</b>	<b>£3,194.06</b>	<b>£23,385.82</b>

13 July 2023 (2023-2024)

Hurstbourne Tarrant Parish Council  
Listing of Receipts in each Code for All Cost Centres  
 (Between 01-04-2023 and 30-06-2023)

Cost Centre	Income										
Code Number	1 Precept					Subtotal for Code: Precept					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	12/04/2023			Treasurer's Account		Precept	Test Valley Borough Council	X	8,663.00		8,663.00
									£8,663.00		£8,663.00
Code Number	2 Bank Interest					Subtotal for Code: Bank Interest					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	09/05/2023			Business Bank Inst		Bank Interest	Lloyds Bank	X	6.13		6.13
6	09/06/2023			Business Bank Inst		Bank Interest	Lloyds Bank	X	11.87		11.87
									£18.00		£18.00
Code Number	3 Playing Fields					Subtotal for Code: Playing Fields					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	21/06/2023			Treasurer's Account		KGV Playing Field	Hampshire County Council	X	12.50		12.50
									£12.50		£12.50
Code Number	5 Wayleaves					Subtotal for Code: Wayleaves					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	19/06/2023	HURSTTPC		Treasurer's Account		Wayleaves	SSEN Scottish & Southern Electricity I	X	102.66		102.66
									£102.66		£102.66
Subtotal for Cost Centre: Income									8,796.16		8,796.16
Cost Centre	VAT										
Code Number	8 VAT Reclaim					Subtotal for Code: VAT Reclaim					
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	17/04/2023			Treasurer's Account		VAT reclaim 2022-23	HMRC	X	1,742.41		1,742.41
									£1,742.41		£1,742.41
Subtotal for Cost Centre: VAT									1,742.41		1,742.41
<b>TOTALS</b>									<b>£10,538.57</b>		<b>£10,538.57</b>

**40. NEXT MEETING**

40.1 The next ordinary meeting of the Parish Council was due to be held on Monday 18<sup>th</sup> September 2023.

The meeting concluded at 20:03 hrs.

Signed ..... Chairman