

Chairman: Cllr Ian Kitson

Clerk: Mrs Miriam Edwards
Tel: 07768 453772 ; email: clerk@hurstbournetarrant-pc.gov.uk
Website: www.hurstbournetarrant-pc.gov.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Monday 20th May 2024 at 6.00pm, held at the Hurstbourne Tarrant Community Centre.

~~

Councillors present:

Cllr Mark Thomas (Chairman)

Cllr Neil Hedger

Cllr Jamie Williams

Clerk

Cllr John Bentley

1. TO ELECT A CHAIRMAN OF THE COUNCIL

- 1.1 Councillor Thomas 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 Jamie Williams, 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 Jamie Williams, seconded by Cllr John Bentley, 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 the Vice Chairman and returned to clerk for counter signature and filing. It was agreed that Cllr Kitson could complete his within the following 28 days.

4. TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2024/25

- 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 confirmed there were no changes to their declarations of interest. Cllr Kitson was the only member with changes which would be submitted on his return.

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.

RESOLVED: Approved the setting up of a chairman's allowance of £150.00 in 2024/25, as a budgetary figure, and expenses to be claimed as necessary.

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

7.1 There were no deeds or investments 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:

17 th June 2024	20 th January 2025
15 th July 2024	17 th February 2025
16 th September 2024	17 th March 2025
21 st October 2024	21 st April 2025
18 th November 2024	19 th May 2025 - APCM/APM
23 rd December 2024	

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 Ian Kitson (working away) and Cllr Louisa Russell (childcare).

RESOLVED: Councillors unanimously agreed the absences.

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 15th April 2024, and which were signed by the Chairman.

12. ACTIONS ARISING

12.1 Cllr Bentley to fix the floor on the teen shelter – complete.

13. PUBLIC PARTICIPATION

13.1 There were no members of the public present. One member of the public joined the meeting after the planning matters had been discussed.

14. PLANNING

Councillors discussed the following applications:

- 14.1 24/00774/FULLN | Two storey side extension | **3 Lower Doiley Cottages Doiley Bottom HBT**. Slight change from previous application. No public comments. No comment from Parish Council.
- 14.2 24/00894/LBWN | Internal and external alterations, including provision of insulation, removal of wall between kitchen and office, replacement of window with doors, blocking up door, and demolition of outbuilding | **Brookside The Hill HBT**. All works were internal. No comment from the Parish Council.
- 14.3 24/00961/FULLN | Erection of home office ancillary to dwelling | **3 Dines Close HBT**. This was a 20 ft shipping container – the drawings only showed a steel container, which effectively breached the Village Design Statement and was visible by the neighbouring property. Ecology had agreed to the application, but no other comments had been received. Cllr Williams to write to Planning Officer to request more information about the design and the breach of VDS, and speak with applicant and neighbours.
- 14.4 24/01019/FULLN | Erection of aluminium greenhouse | **The Old Dairy Ibthorpe**. The land behind the house was defined for agricultural use. Cllr Williams had spoken to the applicant, who submitted a pre-app as the matter would be deemed a potential change of use of the land as it was not within the immediate curtilage of the property. The greenhouse would be visible by the occupants of Homelea.
- 14.5 24/01077/FULLN | Erection of extension to provide extended kitchen/breakfast room, playroom, indoor swimming pool, associated changing rooms and plant room, and external terrace; conversion of double garage to provide habitable accommodation to remain ancillary to main dwelling; two new outbuilding structures linked to existing garage block featuring car ports and storage | **Doyley Manor Netherton Road HBT**. This would not be visible by anyone so could be left to the planning officer and conservation officer. No comment by the Parish Council.
- 14.6 24/01099/VARN | Variation of Condition 2 of 23/00914/VARN to allow for alterations to fenestration and internal layout changes to the West and East outbuildings (as approved and subsequently amended under applications 18/00936/FULLN, 21/01642/VARN, 23/00127/VARN, 23/00914/VARN) | **Hurstbourne Manor HBT**. No bearing on the Parish Council. No comment.

15. COUNCILLORS' UPDATES

- 15.1 Cllr Hedger updated that he was considering options to resurrect Speedwatch after June, but some new volunteers would be needed.
- 15.2 Cllr Bentley had read the play equipment safety inspection and would look to deal with issues.
- 15.3 Cllr Thomas suggested a seat on the grass in front of Murrle Cottage, Church Street, for those with mobility issues to sit and rest. He was mindful of the privacy of the residents of Murrle Cottage, depending on the angle of the bench, and would consult with them before any further decisions were made, as well as consulting the owner of the field behind.
- 15.4 Cllr Williams updated on the Netherton traveller site at the Atchen Tan. The application for adverse possession was still ongoing but mediation was underway. It was anticipated that adverse possession was likely to be granted for the patch of land where the caravans were sited. The justification for the application was that to have a water supply installed, the land had to be under ownership.

16. CLERK'S REPORT & CORRESPONDENCE

- 16.1 Funding had been agreed for the replacement teen shelter and zipwire on the KGV field, from TVBC via a Community Asset Fund grant and drawn down of Section 106 developer funds. The contractor was due to start depending on events at the HTCC.
- 16.2 Upton village had formed a working group and were planning a mini fete on 11th August. Funding from both parish councils was to be sought to cover the cost of a portaloo for the afternoon and any other small expenditure. The village would also look to borrow a marquee from one parish council, and insurance company to be updated by the clerk. Risk assessment to be written by the clerk in conjunction with the organising committee.
- 16.3 Several requests had been received from football clubs out of the village (mainly Andover) regarding use of the pitch and facilities. Councillors agreed that there were several factors which did not make this a viable option at HBT, including parking issues, restrictions on various weekends when the HTCC was hired for weddings and other large functions, lack of toilet facilities without hiring the community centre, and the impact on neighbours but the main one being the unreliability of availability owing to HTCC events. The clerk would continue to decline any requests to formally hire the football pitch for league matches.
- 16.4 An email had been received regarding funding of trees from the Hampshire Forest Partnership. Cllr Bentley agreed there could be a planting programme on the north side of the football pitch to enhance the fruit trees planted by the school parents. Cllr Bentley and clerk to take forward.
- 16.5 Floral planters – the clerk wished to thank the Horticultural Society for arranging the railing planters at The Crescent. More were due to follow after the Society's festival in June. A suggestion had been made regarding giant tractor tyre planters at the village 30mph 'gates' on the A343. Although everyone agreed it was a very rural idea, a visual mock up should be organised and circulated for residents' comments. The Horticultural Society would plant and maintain any further planters.
- 16.6 A formal thank you had been received from a resident for Cllr Thomas' work to cut the paths from the KGV up to Doles and out to Rookery Cottages.
- 16.7 The clerk asked for suggestions for assistance to the village Lengthsman Mr Sullivan who had not been well. The wet and mild spring and early summer conditions had meant a lot more green growth which was getting out of hand in some areas such as Upton triangle. If there was anyone else who was willing to do interim maintenance jobs, councillors agreed to pay them if invoiced accordingly and monitored by the clerk.

17. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

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 3rd June 2024 to 12th July 2024.
- 17.7 Confirmation that there were no conflicts of interest between councillors and the external auditor, BDO LLP.

18. PERFORMANCE MONITORING 2023/24

- 18.1 The internal audit of the 2023/24 financial accounts was completed earlier 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 2024/25.
- 18.3 Councillors agreed to appoint Do The Numbers Ltd as the internal auditor for the financial year 2024/25.

19. FINANCE

- 19.1 On the day of the meeting, the bank balance stood at £14,281.18 in the Treasurer's Account and £18,854.54 in the savings account.
- 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	26/4/2024	Clerk	197.60	Printer inks
BACS	26/4/2024	Clerk	32.91	APM leaflet printing
DD	30/4/2024	SSE	7.46	Upton phone box elec supply
DD	1/5/2024	TVBC	118.22	Grass cutting
BACS	10/5/2024	Red76 Tax	9.60	Payroll service
BACS	13/5/2024	Mrs M Edwards	659.00	Salary May
BACS	13/5/2024	HMRC	173.88	PAYE May
BACS	20/5/2024	Thomas Owen	120.00	Dene Green bridge delivery
BACS	20/5/2024	Hugo Fox	35.86	hbt.org.uk website annual fee
BACS	20/5/2024	Community Heartbeat	357.00	Battery for Upton defibrillator
BACS	20/5/2024	Scribe Accounts	414.72	Annual accounting software fee
BACS	20/5/2024	RoSPA Playsafety Ltd	187.20	KGV & Dean Rise inspections
BACS	20/5/2024	SLCC	183.00	Annual subs
BACS	20/5/2024	Do The Numbers Ltd	250.00	Internal Auditor fee

20. NEXT MEETING

20.1 The next ordinary meeting of the Parish Council was due to be held on Monday 17th June 2024.

The meeting concluded at 18:52 hrs.

Signed Chairman