

Chairman: Cllr Ian Kitson

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

Monday 15<sup>th</sup> July 2024 at 7.30pm, held at the Hurstbourne Tarrant Community Centre.

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### Councillors present:

Cllr Ian Kitson (Chairman)

Cllr Neil Hedger

Cllr Mark Thomas

Clerk

Cllr John Bentley

### **31. APOLOGIES FOR ABSENCE**

31.1 Apologies were received from Councillors Williams (work), Russell (family commitments), Borough Councillor Phil North (childminding) and County Councillor Kirsty North (away).

RESOLVED: Councillors agreed the absences.

### **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 17<sup>th</sup> June 2024, and which were signed by the Chairman.

### **34. ACTIONS ARISING**

34.1 There were no actions arising from the minutes of the last meeting.

### **35. PUBLIC PARTICIPATION**

35.1 There were two members of the public present.

### **36. PLANNING**

Councillors discussed the following applications:

36.1 24/01577/TREEN – Lower Farm, Church St, HBT – T1: Cherry – Fell to ground level; T2: Cherry – Fell to ground level. No comment.

36.2 24/01443/FULLN – Dooley Manor, Netherton Road, HBT - 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. Previous application was withdrawn. This is a new application as the previous one was withdrawn. No comment.

36.3 24/01315/FULLN – The Oaks, The Dene, HBT - Replacement stables. Cllr Williams had expressed concern over this retrospective application, it not having been the first

HURSTBOURNE TARRANT PARISH COUNCIL

- time the applicant had applied retrospectively having already completed works. Councillors agreed that an approach to Cllr Phil North would be in order.
- 36.4 Homelea, Ibthorpe Road, HBT – complaint submitted regarding lack of planning permission for reparation works, as well as the original work which had also gone ahead without permission. Cllr Bentley had contacted the Enforcement Officer and was still awaiting an update.
- 36.5 3 Dines Close – complaint regarding the shipping container which had been granted permission as ancillary accommodation. The Parish Council had made no comment, because they relied upon the Conservation and Planning Officers to deal with this appropriately. A neighbour, who had initially supported the application subject to conditions, had decided, on arrival of the storage container, that it was not appropriate. PC to seek comments from TVBC.

**37. COUNCILLORS' UPDATES**

- 37.1 Cllr Hedger updated that he had chased for the replacement bollard at The Square and had been advised that the bollard was on order. He was also awaiting update of resurfacing on the road from the bridge on The Hill down to The Square. It was confirmed on the schedule of works but no further details as to what would be done.
- 37.2 Cllr Thomas wished to thank everyone involved with the Summer Fair and Village Show for such a successful event on the KGV. He had also noted that in the centre of Ashford he had recently seen bricked roads/pavements with no lines or signage, and subsequently traffic had driven much more carefully without definition. Cllr Hedger updated that there was a current request submitted to remove white lines on the A343, although it was understood they may remain on the 's' bend at The Square.
- 37.3 Cllr Kitson had been monitoring the old telephone exchange near Common Road on the A343. He had seen what looked like a shed on wheels parked there, but that had disappeared, and a blue BMW had been parked up regularly. He would continue to monitor the site in passing.

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

- 38.1 Dene Green ditch works – spoil had been obtained to create higher banks to increase the capacity of the back ditch when the water was flowing, as this had reached capacity and overspilled in January. Cllr Kitson would be organising assistance regarding spreading the piles of spoil to create a bank, and sourcing topsoil.
- 38.2 Cllr Kitson was also planning to top Dene Green to tidy it up after allowing the grass to grow long for wildlife purposes.
- 38.3 There had been some graffiti in the new teen shelter less than a fortnight after it had been completed, which had been sanded off by Cllr Kitson. A resident had seen four senior-school-aged boys climbing onto the roof, with one kicking a ball up and down the roof. Subsequently one boy had fallen off and sustained what had appeared to be a sprained ankle. The matter had been reported by the clerk on social media in the hope that there would be no repeat.

**39. FINANCE**

- 39.1 On the day of the meeting, the bank balance stood at £6,259.68 in the Treasurer's Account and £18,895.54 in the savings account.
- 39.2 The clerk had circulated the payments made since the last meeting. Cllr Russell agreed them as an accurate record.

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TYPE	DATE	PAYEE	AMOUNT	REMARKS
BACS	20/6/2024	Estelle O'Reilly	41.90	Planters for A343
BACS	28/6/2024	Mrs M Edwards	10.00	Plants for Dene Bus Shelter
DD	1/7/2024	TVBC	118.22	Grass cutting
DD	1/7/2024	SSE	7.46	Upton defib elec supply
BACS	4/7/2024	Red76 Tax	9.60	Payroll service
BACS	4/7/2024	Mrs M Edwards	659.00	Salary July
BACS	4/7/2024	HMRC	173.88	PAYE June
BACS	4/7/2024	Business Stream	63.99	Allotment water rates
BACS	15/7/2024	Infinity Playgrounds	11,616.00	Teen Shelter, KGV
BACS	15/7/2024	Tangley Parish Council	153.99	SLR quarter share maintenance

39.3 **Q1 update** – the clerk provided councillors with the finances for the first quarter of the financial year. There were no issues highlighted other than awaiting the Section 106 developer contribution for the new teen shelter, which had been paid for out of reserves.  
Councillor Russell had agreed the reports as accurate.

**40. NEXT MEETING**

40.1 The next ordinary meeting of the Parish Council was due to be held on Monday 16<sup>th</sup> September 2024.

The meeting concluded at 19:55 hrs.

Signed ..... Chairman

# HURSTBOURNE TARRANT PARISH COUNCIL

15 July 2024 (2024-2025)

## 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>Bank Reconciliation at 30/06/2024</b>			
	Cash in Hand 01/04/2024			24,665.75
	<b>ADD</b> Receipts 01/04/2024 - 30/06/2024			13,313.19
				37,978.94
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/06/2024			5,951.74
<b>A</b>	<b>Cash in Hand 30/06/2024</b> (per Cash Book)			<b>32,027.20</b>
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2024	0.00	
	Treasurer's Account 00730337	30/06/2024	13,151.16	
	Business Bank Instant 07210851	30/06/2024	18,876.04	
				<b>32,027.20</b>
	Less unrepresented payments			
				32,027.20
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>32,027.20</b>
	<b>A = B Checks out OK</b>			

# HURSTBOURNE TARRANT PARISH COUNCIL

## Hurstbourne Tarrant Parish Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2024 and 30-06-2024)

15 July 2024 (2024-2025)

**Cost Centre Administration**

**Code Number 9 Audit Fees**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	20/05/2024	12/1588		Treasurer's Accour		Internal Audit Fee	Do The Numbers Ltd	X	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
7	15/04/2024	INV-6594		Treasurer's Accour		Clerk's Salary	Clerk	X	659.20		659.20
8	15/04/2024			Treasurer's Accour		PAYE	HMRC	X	173.68		173.68
14	13/05/2024			Treasurer's Accour		Clerk's Salary	Clerk	X	659.00		659.00
15	13/05/2024			Treasurer's Accour		PAYE	HMRC	X	173.88		173.88
27	11/06/2024			Treasurer's Accour		Clerk's Salary	Clerk	X	659.00		659.00
28	11/06/2024			Treasurer's Accour		PAYE	HMRC	X	173.88		173.88
Subtotal for Code: Salary & HMRC									£2,498.64		£2,498.64

**Code Number 13 Subscriptions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	08/04/2024	INV-6594		Treasurer's Accour		HALC/NALC annual subscriptions	Hampshire Association of Local Coun	X	379.00		379.00
19	20/05/2024	MEM248520-1		Treasurer's Accour		SLCC membership fee 2024/25	Society of Local Council Clerks	Z	183.00		183.00
Subtotal for Code: Subscriptions									£562.00		£562.00

**Code Number 14 Stationery & Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	26/04/2024	INVZCMD00		Treasurer's Accour		Laser printer toner cartridges	Cartridgesave	S	164.67	32.93	197.60
10	26/04/2024	10821718		Treasurer's Accour		Printing	Instantprint	L	32.08	0.83	32.91
23	20/05/2024			Treasurer's Accour		Consumables - refreshments for APM	Clerk	X	122.66		122.66
Subtotal for Code: Stationery & Consumables									£319.41	£33.76	£353.17

**Code Number 15 Other Admin Expenditure**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	05/04/2024	HBTC/333		Treasurer's Accour		HTCC Hire Charge SWIFTS	Hurstbourne Tarrant Community Centri	X	363.00		363.00
5	08/04/2024	INV-8680		Treasurer's Accour		Payroll service	Red 76 Tax Ltd	S	8.00	1.60	9.60
6	08/04/2024	HBTC/337		Treasurer's Accour		HTCC hire charge	Hurstbourne Tarrant Community Centri	X	324.50		324.50
13	10/05/2024			Treasurer's Accour		Payroll service	Red 76 Tax Ltd	S	8.00	1.60	9.60
17	20/05/2024	INV-5890		Treasurer's Accour		Accounts Package	Scribe	S	345.60	69.12	414.72
21	20/05/2024	INV-5064		Treasurer's Accour		Website hosting - www.hbt.org.uk	HugoFox	S	29.88	5.98	35.86
26	05/06/2024			Treasurer's Accour		Payroll service	Red 76 Tax Ltd	S	8.00	1.60	9.60
Subtotal for Code: Other Admin Expenditure									£1,086.98	£79.90	£1,166.88
Subtotal for Cost Centre: Administration									4,717.03	113.66	4,830.69

**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
18	20/05/2024	79185		Treasurer's Accour		Annual Play Equipment Inspection	Playsafety Ltd	S	156.00	31.20	187.20
Subtotal for Code: Playing Fields - Dean Rise & KGV									£156.00	£31.20	£187.20

**Code Number 17 Grass Cutting**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	01/05/2024			Treasurer's Accour		Grass cutting	Test Valley Borough Council	S	98.52	19.70	118.22
25	03/06/2024			Treasurer's Accour		Grass cutting	Test Valley Borough Council	S	98.52	19.70	118.22
Subtotal for Code: Grass Cutting									£197.04	£39.40	£236.44
Subtotal for Cost Centre: Facilities & Services									353.04	70.60	423.64

**Cost Centre General Repairs & Maintenance**

**Code Number 23 Defibrillators**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	03/04/2024	IV00535696		Treasurer's Accour		Upton phone box electricity supply	SSE Southern Electric	S	5.83	1.17	7.00
11	30/04/2024	IV00732201		Treasurer's Accour		Upton phone box electricity supply	SSE Southern Electric	S	6.22	1.24	7.46
16	20/05/2024	21474		Treasurer's Accour		Defibrillator replacement parts	Community Heartbeat Trust	S	297.50	59.50	357.00
24	30/05/2024			Treasurer's Accour		Upton phone box electricity supply	SSE Southern Electric	S	6.05	1.21	7.26
Subtotal for Code: Defibrillators									£315.60	£63.12	£378.72

**Code Number 24 Miscellaneous Repairs**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	20/05/2024			Treasurer's Accour		Replacement bridge for Dene Green dit Thomas Owen		X	120.00		120.00
Subtotal for Code: Miscellaneous Repairs									£120.00		£120.00

**Code Number 36 SLRs**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	08/04/2024			Treasurer's Accour		SLR maintenance 1st Jan-31st March	Tangley Parish Council	X	146.79		146.79
Subtotal for Code: SLRs									£146.79		£146.79
Subtotal for Cost Centre: General Repairs & Maintenance									582.39	63.12	645.51

**Cost Centre Projects**

**Code Number 30 Small (unplanned) projects**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	20/06/2024			Treasurer's Accour		Planters	Allotment #9a - O'Reilly	X	41.90		41.90
30	28/06/2024			Treasurer's Accour		Plants	Clerk	X	10.00		10.00
Subtotal for Code: Small (unplanned) projects									£51.90		£51.90
Subtotal for Cost Centre: Projects									51.90		51.90

**TOTALS** ..... **£5,704.36**    **£247.38**    **£5,951.74**

# HURSTBOURNE TARRANT PARISH COUNCIL

## Hurstbourne Tarrant Parish Council Listing of Receipts in each Code for All Cost Centres (Between 01-04-2024 and 30-06-2024)

15 July 2024 (2024-2025)

**Cost Centre Income**

**Code Number 1 Precept**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	22/04/2024			Treasurer's Accour		Precept	Test Valley Borough Council	X	9,250.00		9,250.00
Subtotal for Code: Precept									<u>£9,250.00</u>		<u>£9,250.00</u>

**Code Number 2 Bank Interest**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	09/04/2024			Business Bank Inst		Bank Interest	Lloyds Bank	X	19.43		19.43
3	09/05/2024			Business Bank Inst		Bank Interest	Lloyds Bank	X	20.12		20.12
4	10/06/2024			Business Bank Inst		Bank Interest	Lloyds Bank	X	21.49		21.49
Subtotal for Code: Bank Interest									<u>£61.04</u>		<u>£61.04</u>

**Code Number 3 Playing Fields**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	12/06/2024			Treasurer's Accour		KGV Playing Field	Hampshire County Council	X			
10	20/06/2024			Treasurer's Accour		KGV Playing Field	Hampshire County Council	X	12.50		12.50
Subtotal for Code: Playing Fields									<u>£12.50</u>		<u>£12.50</u>
Subtotal for Cost Centre: Income									<u>9,323.54</u>		<u>9,323.54</u>

**Cost Centre VAT**

**Code Number 8 VAT Reclaim**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	08/05/2024			Treasurer's Accour		VAT Reclaim 2023-24	HMRC	X	3,989.65		3,989.65
Subtotal for Code: VAT Reclaim									<u>£3,989.65</u>		<u>£3,989.65</u>
Subtotal for Cost Centre: VAT									<u>3,989.65</u>		<u>3,989.65</u>

**TOTALS** ..... **£13,313.19** **£13,313.19**