

Chairman: Cllr Ian Kitson

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

Monday 16<sup>th</sup> September 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

### 41. APOLOGIES FOR ABSENCE

- 41.1 Apologies were received from Councillors Jamie Williams (working) and Councillor Louisa Russell (sick child). Councillors Kirsty North & Phil North were committed with alternative meetings  
RESOLVED: Councillors agreed the absences.

### 42. DECLARATIONS OF INTEREST

- 42.1 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.

### 43. MINUTES OF PREVIOUS MEETING

- 43.1 Cllr Hedger proposed, Cllr Thomas seconded and Councillors agreed and approved the minutes of the last meeting which was held on 15<sup>th</sup> July 2024, and which were signed by the Chairman.

### 44. ACTIONS ARISING

- 44.1 There were no actions arising from the minutes of the last meeting (see planning)

### 45. PUBLIC PARTICIPATION

- 45.1 There were three members of the public present. No matters were raised.

### 46. PLANNING

Councillors discussed the following applications:

- 46.1 24/02114/TREEN\* | T1 - Hybrid Larch - Fell | **Southside Horseshoe Lane Ibthorpe**. No comment.
- 46.2 24/01988/TPON\* | T1 - Yew - Crown reduction and sides pulled in by up to 2m, T2 - Hornbeam - Crown reduction and re-balance by up to 2m to reduce lean | **Swift House Church Street HBT**. No comment.
- 46.3 24/01918/FULLN | Remove garage, erection of two bay garage, open fronted tractor shed, close boarded fence, and post and rail fence | **Church Farm Church Street HBT**. Cllr Williams had shared some areas for discussion including the height of the

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garage, the use of close board fencing in contradiction of the Village Design Statement, and the enlarging of the curtilage of the owners' adjacent dwelling, 'Brookside' which could allow further future development. (Since the meeting, the application was withdrawn on 16<sup>th</sup> October 2024).

- 46.4 24/01796/TREEN\* | T1 Hazel - Coppice to 0.5m, T2 Catalpa - Reduce extended limb to left of canopy by up to 1.5m, reduce lower canopy towards garden by up to 1m. Crown raise over neighbouring driveway to no more than 5.5m by removal of secondary branches only, T3 Yew and Rowan - Crown raise to no more than 5.5m over driveway | **Claremont House The Dene HBT**. No comment.
- 46.5 24/01752/FULLN | Change of use of barn from holiday unit to rural workers dwelling | **Parsonage Farm Upton**. Taking into account the Village Design Statement, councillors were keen to support retaining members of the community rather than holiday lets. No comment at this stage.
- 46.6 24/01746/FULLN | Retention of outbuilding | **The Old Post Office Upton**  
The newly-built outbuilding was already completed and retrospective permission was sought. There may have been initial conflicting advice from TVBC regarding permitted development. Councillors felt the building was attractive and in keeping with the area and the property. No comment.
- 46.7 24/01704/FULLN | Swimming pool, air source heat pump and plant shed | **Lower Farm Church Street HBT**. No comment.
- 46.8 24/01711/CLPN | Certificate of proposed lawful development for the erection of a single storey outbuilding (Pool House) | **Hurstbourne Manor HBT**. No comment.
- 46.9 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 time the applicant had applied retrospectively having already completed works. The Principal Planning Officer responded to Borough Councillor Phil North: *“... it was acknowledged in the officer’s report that the application was partly retrospective. The proposals resulted in the loss of two small trees which were considered to be of poor quality. There was no objection from our tree officer on the removal of these trees. It is noted by the case officer on their site visit that works within the root protection area of one oak tree had been substantially completed. This tree is not protected through a TPO and is not within a Conservation Area and thus is not formally protected. It was considered that, on balance, it was not proportionate to request additional arboricultural information relating to potential damage to one oak in an area that is well treed from works that have already been undertaken. There is no indication that the oak would be lost as a result of the development”*.
- 46.10 **Homelea, Ibthorpe Road, HBT**. A complaint had been submitted regarding lack of planning permission for reparation works, as well as the original work which had also gone ahead without permission. The Head of Planning at TVBC had responded to Cllr North: *“Having consulted the conservation officer it was concluded that the damp proofing works being carried out at the house fell with the scope of the previously approved listed building application. That being the case, there was no breach, so the case was closed.”*
- 46.11 **3 Dines Close, HBT**. A neighbour had submitted a complaint regarding the shipping container which had been granted permission as ancillary accommodation. The Parish Council had made no comment, because it relied upon the Conservation and Planning Officers to deal with this appropriately. The Planning Officer responded to Cllr North as follows: *“The officer’s report for this application sets out why it was considered*

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*acceptable: 'I went to the neighbour's property to assess the application from their perspective during the site visit. A condition was added to the permission to secure appropriate cladding for the container to ensure that it would have the appearance of a garden outbuilding rather than an industrial container. A sample and details of the cladding were subsequently submitted to the council and approved through the discharge of conditions route. Details of the approved cladding are publicly available online''*

- 46.12 Container storage on KGV recreation ground for village show assets. The clerk had received correspondence from TVBC that a pre-app should be submitted setting out the location and type of storage, for advice. Cllr Bentley and the clerk to research costings for appropriate buildings.

\* In the case of Conservation Area notifications, the Local Planning Authority does not have the ability to refuse these works. In the event that there are justifiable reasons to oppose the proposals then the Council will have to make a Tree Preservation Order before the expiry of 6 weeks from when the notification was received.

### **47. COUNCILLORS' UPDATES**

- 47.1 Cllr Hedger updated that the bollard at The Square was damaged within a day of installation. It was agreed that HCC should be asked to identify a safer scheme as wooden bollards were clearly not resistant to HGVs. **Cllr Hedger would request someone to visit the site and also attend a PC meeting to explain their plans for the safety at The Square.** It was agreed that the PC should not attempt reinstallation because of liability.
- 47.2 Cllr Thomas reported that he had trimmed the village name sign by the British Legion on the Ibthorpe Road. He offered to trim the allotment hedge which was gratefully accepted.

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

- 48.1 Grant application received from St Peter's Church for £1,000 towards churchyard maintenance. Cllr Hedger felt that as the PC had supported this regularly each financial year, then it should continue to. The charge by the contractor to mow the front churchyard was reasonable and competitive. The clerk advised that only £500 had been budgeted for, to cover all grant applications for 2024/25, and the church accounts reflected that there was £1,493 in the churchyard maintenance fund at the end of its 2023 financial year. It was lawful for a Parish Council to give a grant for said purpose.  
RESOLVED: Cllr Hedger proposed, Cllr Thomas seconded, and Councillors agreed to grant £800 for churchyard maintenance.
- 48.2 Dene Green:
- the clerk wished to minute thanks to Cllr Kitson for topping Dene Green and other undergrowth cut back
  - strimming of the back ditches on Dene Green had been completed by a contractor, in readiness for the banks to be heightened to prevent any rising groundwater from leeching and pooling
  - a contractor may be needed to build the banks from the spoil donated. The clerk updated that there was over £5,000 in earmarked reserves from the CIL funds for the riverbed regrading works.
  - a parish 'autumn clean up' would be worthwhile, to utilise volunteer help to strim the remainder of Dene Green. The clerk would research a suitable date in October.

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- 48.3 Overgrown footpaths:  
– the Test Way (across land owned by Ibthorpe Manor and Camperdown) behind the Ibthorpe Road was very overgrown in places. **Clerk to attempt to contact the landowners for assistance.**  
- the Lengthsman was due to visit on 25<sup>th</sup> September for a half day. Councillors agreed that the nettles in the riverbed by the school were priority.  
- the clerk wished to minute thanks to Mr John Trewby for organising his estate manager to cut the restricted byway off Dunstan's Drove which was overgrown with nettles to head-height and making it impassable in places. Several complaints had been received from residents about it not being cleared for some considerable time.
- 48.4 A resident had enquired about an extinguished right of way parallel to the Stoke Road from the Juniper Down track across to FP 7a behind Parsonage Farm and whether the Parish Council would investigate whether it could be reinstated. The Rights of Way Officer at HCC had responded that it was unlikely that there was enough evidence present for a case to be opened, as the Ramblers Association would have likely already begun the process if there was. Councillors agreed that if the Ramblers Association or any individual wished to take on this matter, it would give its support but could not get involved with the matter as the time required could not be justified, particularly if more requests were forthcoming. **Clerk to respond to resident giving information and offering support.**
- 48.5 A complaint had been made regarding dog fouling on Dean Rise playing field by dogs belonging to at least one resident. **The clerk would make enquiries and if necessary, arrange for a leaflet drop reminding dog owners of their responsibilities.**
- 48.6 Fallen tree branch, Church St – during recent inclement weather, a branch from a willow in a privately owned field on Church St had fallen onto the car of a parent at the school. No apparent damage had been caused. The landowner had been made aware, and commented that the tree had been looked at extensively by a tree surgeon. His advice to those parking on the street was not to park under the tree in heavy rain or strong winds, as there was always a chance of a branch fall in such situations and he was against removing the tree entirely which since had amenity value and been part of the street scene since the 1940s when it was planted. Councillors felt that at best it needed pollarding (if appropriate for a willow). Clerk to write to tree officer for independent view.
- 48.7 A complaint about horse dung being left on the pavement along Ibthorpe Road had been made. There was no offence of not collecting horse dung (as with dog poo) but there was an offence under Highway Code Rule 54 (and the Highway Act 1835) that you must not take a horse onto a footpath or pavement, and you should not take a horse onto a cycle track, instead using a bridleway where possible. It was believed that the horse owners were leading ponies in hand rather than riding them on the pavement. The clerk would ask various local horse owners for any knowledge.

## **49. FINANCE**

- 49.1 On the day of the meeting, the bank balance stood at £22,660.07 in the Treasurer's Account and £18,930.29 in the savings account. S106 money had been received for both the teen shelter and zipwire, and from the TVBC Community Asset Fund for the teen shelter. The zipwire due to be installed first week of October.
- 49.2 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
DD	29/7/2024	SSE	7.26	Upton phone box elec supply
DD	1/8/2024	TVBC	118.22	Grass cutting
BACS	9/8/2024	Mrs M Edwards	659.00	Salary August
BACS	20/8/2024	Business Stream	52.17	Allotment water rates
BACS	20/8/2024	Red76 Tax	9.60	Payroll service
BACS	21/8/2024	Mrs M Edwards	130.00	Dene Green strimming
BACS	28/8/2024	HMRC	173.88	PAYE August
DD	29/8/2024	SSE	7.46	Upton defib elec supply
DD	2/9/2024	TVBC	118.22	Grass cutting
BACS	9/9/2024	Mrs M Edwards	659.20	Salary September
BACS	15/9/2024	Parish Online	324.00	Website provider
BACS	15/9/2024	BDO LLP	252.00	External Audit Fee
BACS	15/9/2024	Red76 Tax	9.60	Payroll service

49.3 Insurance policy renewal. The annual insurance policy quote had been received and continued to be competitive at £783.16. This was an increase from £690.76 the previous year.

RESOLVED: Councillors agreed to renew the insurance policy with Clear Councils.

49.4 The Clerk reported that the external audit had been returned with no actions from the auditors. The relevant paperwork had been published online in time for the deadline of 30<sup>th</sup> September.

**50. NEXT MEETING**

50.1 The next ordinary meeting of the Parish Council was due to be held on Monday 21<sup>st</sup> October 2024.

The meeting concluded at 20:40 hrs.

Signed ..... Chairman