



Chairman: Cllr Ian Kitson
Clerk: Mrs Miriam Edwards
Tel: 07768 453772
Email: clerk@hurstbournetarrant-pc.gov.uk
www.hurstbournetarrant-pc.gov.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Monday 18th May 2026 at 6pm, held at the Hurstbourne Tarrant Community Centre.

~~

Councillors present:

Cllr Mark Thomas (Chair)
Cllr John Bentley
Cllr Jamie Williams
Cllr Louisa Russell
Clerk

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 Thomas, seconded by Cllr Louisa Russell, and elected unanimously to the office of Chairman.

2. TO ELECT A VICE CHAIRMAN OF THE COUNCIL

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

3. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE

3.1 Declarations of acceptance of office could not be signed by the Chairman and Vice Chairman as they were not present. They would be retrospectively signed and returned to clerk for counter signature and filing.

4. TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2026/27

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

5. TO COMPLETE THE ANNUAL UPDATE OF REGISTER OF INTERESTS

5.1 Councillors confirmed there were no changes to their declarations of interest.

6. TO AGREE A CHAIRMAN'S ALLOWANCE

6.1 The Internal Auditor had suggested the outdated Chairman's allowance be dispensed with as there was nothing which it could be used for which could not be claimed



back through the normal channels. An allowance would also be subject to a declaration by the Chairman for tax purposes. As the allowance was never paid to the Chairman, and used as a budgetary figure, it was unanimously resolved to dispense with the chairman's allowance.

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:

15th June 2026	21st December 2026
20th July 2026	18th January 2027
21st September 2026	15th February 2027
19th October 2026	15th March 2027
16th November 2026	19th April 2027

As 2027 was due to be an election year, the date for the Annual Parish Council Meeting would be decided once the election date was known.

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 and Cllr Neil Hedger.
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 (BDO LLP), or requests for dispensations, in accordance with the Council's code of conduct.

11. MINUTES OF PREVIOUS MEETING

11.1 The minutes of the last meeting on 20th April 2026 were proposed by Cllr Russell, seconded by Cllr Thomas, and unanimously agreed and approved, to be signed by the Chairman at the next meeting.

12. ACTIONS ARISING

12.1 There were no actions arising from the last meeting.

13. PUBLIC PARTICIPATION

13.1 There were three members of the public present.



- 13.2 A resident raised the change of name of the village pub from The George & Dragon to The Great Decoy and wished to lodge a formal complaint. Cllr Williams explained that there was no legislation in place which meant a pub could not undergo a change of name, and the Parish Council had no power to enforce this or become involved.

14. PLANNING

Councillors discussed the following applications:

- 14.1 26/00836/TREEN | Leylandii tree – Fell (Approximately 10m tall and located within 3m of a Listed Building) | **The White House Horseshoe Lane** – No comment.
- 14.2 26/00803/FULLN | Conversion of garage to form ancillary guest accommodation | **Alderton House Church Street HBT**. Cllr Williams explained that the changes were negligible, but that consideration should be given as to whether it would be predominantly domestic, rather than used as an AirBnB, taking into account “scale and degree”. As a separate dwelling, compliance would be needed regarding access, neutrality requirements, parking, etc. However, planning law could not discriminate against what the conversion was to be used for. Cllr Thomas raised a point regarding the increase in parking especially as the pub was due to reopen. Cllr Williams felt that residents and the pub owners would need to be encouraged to be proactive in reducing unnecessary on-street parking, where other options existed such as Church Street residents utilising their driveways, and staff parking further afield for the duration of their shifts. Patience and tolerance was going to be needed by everyone.
- 14.3 Cllr Russell raised a query on behalf of a resident regarding an apple tree in the garden of 1 Horseshoe Lane being felled, which was subject to a TPO. Cllr Williams was not aware of any TPOs but would check.

15. COUNCILLORS' UPDATES

- 15.1 Cllr Bentley updated that he had repaired the north end A343 village name sign – it was strongly believed that an attempt had been made to steal it.

16. CLERK'S REPORT & CORRESPONDENCE

- 16.1 The KGV storage shed was due to be installed week commencing 26th May 2026.
- 16.2 The auditor had suggested spending the £600 in non-ringfenced reserves (leftover from Covid grants and small private donations). Cllr Hedger had suggested new railings planters. Cllr Williams also suggested running a water pipe from the Community Centre to the new fruit orchard. An IBC (intermediate bulk container) water tank was suggested, to save rainwater from the guttering.
- 16.3 A member of the public had reported seeing Giant Hogweed near the public footpath through the woods at the top of Hurstbourne Hill just inside Common Road. Cllr Williams believed the land to the left of the footpath (a 10m stretch from the footpath back to the road) belonged to SSEN. Clerk to check with HCC. Cllr Thomas to confirm the precise location and obtain more information.
- 16.4 The clerk updated that a bequest of £2,500 from the estate of the late David & Eileen Sullivan was due to be received, to be used in memory of the contribution made by the couple to the community. David had been a councillor and chairman of the Parish Council for 21 years from 1998 to 2019, and been made an honorary Freeman of the Parish on his retirement. Councillors would consider options for the best use of the kind donation and wished to thank the family.

17. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26

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 23rd June to 3rd August 2026.
- 17.7 Confirmation that there were no conflicts of interest between councillors and the external auditor, BDO LLP.

18. PERFORMANCE MONITORING 2025/26

- 18.1 The internal audit of the 2025/26 financial accounts had been completed during the week before the meeting. Councillors reviewed the effectiveness of the audit and agreed to adopt the recommendations made by the auditor.
- 18.2 Councillor Louisa Russell had agreed to continue to act as the internal controller for the Parish Council in 2026/27.
- 18.3 Councillors agreed to appoint Do The Numbers Ltd as the internal auditor for the financial year 2026/27.

19. FINANCE

- 19.1 On the day of the meeting, the bank balance stood at £16872.51 in the Community Account (was Treasurer's Account) and £22,525.79 in the savings account, with reserves of £16445.20.
- 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	27/4/26	HMRC	248.63	PAYE
BACS	27/4/26	HTCC	242.00	Hall hire for PC meetings
BACS	30/4/26	NEST	25.85	Pension contributions
DD	1/5/26	TVBC	120.28	Grass cutting
BACS	5/5/26	Miriam Edwards	20.99	Printer ink
BACS	14/5/26	Cartridgesave	276.20	Printer ink
BACS	14/5/26	Do The Numbers Ltd	275.00	Internal Audit Fee
BACS	14/5/26	Miriam Edwards	711.40	Clerk's Salary
BACS	14/5/26	HMRC	248.63	PAYE
BACS	14/5/26	Jon Williams Stables	250.00	KGV storage deposit
BACS	14/5/26	SLCC	200.00	Membership subs
BACS	14/5/26	Scribe	446.40	Accounting software package



20. NEXT MEETING

20.1 The next ordinary meeting of the Parish Council was due to be held on Monday 15th June 2026.

The meeting concluded at 18:37 hrs.

Signed Chairman

7 May 2026 (2025-2026)

Hurstbourne Tarrant Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025		14,603.50
	ADD Receipts 01/04/2025 - 31/03/2026		31,412.98
			46,016.48
	SUBTRACT Payments 01/04/2025 - 31/03/2026		21,805.57
A	Cash in Hand 31/03/2026 (per Cash Book)		24,210.91
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Treasurer's Account 00730337 31/03/2026	1,704.55	
	Business Bank Instant 07210851 31/03/2026	22,506.36	
			24,210.91
	Less unrepresented payments		
			24,210.91
	Plus unrepresented receipts		
B	Adjusted Bank Balance		24,210.91
A = B Checks out OK			