

HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Cllr Ian Kitson

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

Monday 16th January 2023 at 7.30pm, held at the Hurstbourne Tarrant Community Centre.

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Councillors present:

Cllr Ian Kitson (Chairman)
Cllr Neil Hedger
Cllr John Bentley
Cllr Mark Thomas

Cllr Louisa Russell
Clerk
Borough Councillor Phil North
Not present: Cllr Jamie Williams

80. APOLOGIES FOR ABSENCE

80.1 There were no apologies for absence received.

81. DECLARATIONS OF INTEREST

81.1 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.

82. MINUTES OF PREVIOUS MEETING

82.1 Councillors agreed and approved the minutes of the last meeting (the annual parish council meeting which was held on 19th December 2022, and which were signed by the Chairman.

83. ACTIONS ARISING

- 83.1 Repainting of Teen Shelter, KGV - Cllr Bentley to organise as soon as the weather was more conducive.
- 83.2 Locks Drove silt traps - clerk will liaise with Hampshire and IOW Wildlife Trust when map received from Cllr Williams.
- 83.3 Permissive path A343 Esseborne - the Chairman still attempting to contact Faccombe Estates re progress.

84. PUBLIC PARTICIPATION

84.1 There was one member of the public present.
An announcement was made regarding an open meeting to be held in Longparish on 24th January about the Greening Campaign. Cllr Bentley was due to attend.

85. PLANNING

- 85.1 22/03293/FULLN & 22/03294/LBWN - Ibthorpe Manor Farm, Horseshoe Lane, Ibthorpe - internal and external alterations. Borough Councillor North updated that he had researched this application prior to the meeting. The application was regarding updating the existing building. The external changes were negligible, but there could be issues with the glazing and heat conservation as the premises was listed. The Conservation Officer would no doubt be commenting, but there was no comment from the Parish Council at this stage.
- 85.2 23/00080/TPON * - Applebrook House, The Dene, HBT - Ash - pollard/monolith to 5m high. No comment.

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* In the case of Conservation Area notifications, the Local Planning Authority does not have the ability to refuse these works. If 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.

86. COUNCILLORS' UPDATES

- 86.1 Cllr Hedger updated that he remained in consultation with HCC Highways regarding the road safety project, particularly regarding what signage could be removed. He also updated that the Community Speedwatch sessions had not yet resumed, but the speed limit reminder signs had returned to the village recently.
- 86.2 Cllr Thomas wished to thank Cllrs Kitson and Hedger for their help with installing the new steps on the footpath behind Parsonage Farm, HBT. He also reported that he had undertaken some litterpicking on The Hill, as far as was safe to do so. As well as a large quantity of general rubbish, around 8 hubcaps had also been retrieved for disposal. He also reported that the HTCC hedge had been trimmed back.
- Cllr Thomas gave an interim update on the result of the concerns raised by two residents regarding disturbance from the HTCC. As a result, a hard copy survey had been circulated to circa 32 properties along Church Street and The Hill. • 17 responses were received by the deadline for return (Monday 12th December)
- 2 properties who had previously written to express concerns about noise did not participate in the survey, however their opinions would be considered
 - There was a range of feedback provided, with 2 respondents scoring noise disturbance as 'frequent'. 15 respondents reported frequency as never, rarely or occasionally
 - 2 properties reported the impact of noise as 'high'. 15 respondents reported the impact as 'none, very low or low'. No respondents reported the impact of noise to be 'unacceptable'
 - A number of respondents provided additional comments/suggestions and there was strong support for the Community Centre
- Next steps
- HTCC Trustees would review the feedback and consider appropriate action at their next meeting on 23rd January 2023
 - Whilst the overall results of the survey did not suggest that noise was a problem for most participants, they recognised that it was an issue for a small number of households and this would be taken into account
 - It should be noted that the recent additional measures taken to limit noise at the Centre had had an impact and the earlier finish time had resulted in at least two potential bookings choosing to hold their events elsewhere. The Trustees were not aware of any complaints through the Autumn/Winter to the time of the meeting.
- 86.3 Cllr Kitson thanked Cllr Thomas and the HTCC Trustees for their work on the noise mitigation.
- Cllr Kitson also reported that there was a new tenant at the allotments.
- 86.4 Borough Councillor North had no updates relating directly to Hurstbourne Tarrant but wished to give a reminder that the Cost of Living Grant scheme was still open for bids, particularly from groups such as schools wishing to offer breakfast clubs, etc.

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87. CLERK'S REPORT AND CORRESPONDENCE

- 87.1 The Clerk had received a request from a resident of Binley who ran the Under 9 Cricket Club in St Mary Bourne, to use the KGV field on some Sunday mornings between May and July, as many of the 140 participants were from HBT. The clerk explained that the game was using a soft ball, so there was no danger of damage to the HTCC or any other assets. Councillors agreed that this type of use of the recreation ground was to be encouraged and would welcome the club to use the field, subject to them making contact with the HTCC bookings manager to ensure that car parking would not interfere with a Community Centre booking.
- 87.2 The Clerk had been asked to inform councillors that the HBT5 multi terrain race was to take place on 29th April, and a formal request to use the whole recreation ground for this purpose (as the HTCC was booked). Councillors had no objection to this annual community event going ahead as usual.
- 87.3 The Clerk enquired about salt bin checks and if in their travels, councillors could update if any needed attention - repair or refilling.
- 87.4 The defibrillator purchased using the donation from the Barber Charvet Trust had been installed at the HTCC. The Clerk wished to thank the HTCC trustees for allowing this to happen, and for their help and support with installing it. The Clerk would enquire with the RBL as to whether they were likely to give the same permission, with a view to purchasing a further defibrillator for the Ibthorpe area.
- 87.5 Thanks were given to a resident for also litterpicking between Christmas and New Year, and thanks were received in from a resident for Councillor Thomas' efforts.
- 87.6 A swift response had been received from TVBC when a resident reported issues with an overflowing dog waste bin on KGV. They were also thanked for removing the litterpick rubbish at the same time.
- 87.7 A nasty pothole on the Ibthorpe Road with the Dines Close junction had been reported to HCC.
- 87.8 The Clerk reminded Councillors that 2023 was election year, and that she would be liaising with them regarding application forms towards the end of March.

88. FINANCE

- 88.1 On the day of the meeting, the bank balance stood at £49,195.50 including earmarked reserves of £22,987 (£14,263.90 to be paid out for KGV roundabout in February).
- 88.2 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	3/1/2023	TVBC	97.38	Grounds maintenance
BACS	9/1/2023	Tangley Parish Council	129.45	SLR part share & maintenance
BACS	9/1/2023	London Hearts	1453.20	Defibrillator at HTCC
BACS	10/1/2023	HMRC	149.40	PAYE - January
BACS	10/1/2023	Mrs M Edwards	597.24	Salary - January
BACS	13/1/2023	Kitson Recycling Ltd	793.69	Access road/bollards/play equip materials
		TOTAL	£3220.36	

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88.3 PRECEPT SETTING

The Clerk had received an application form from Test Valley Borough Council regarding the annual precept for 2023/24. Having considered the finances including forecast reserves and forecast spend to the end of the year, and the draft budget, Councillors discussed an increase based on rising costs (salaries, services and facilities etc).

Cllr Hedger noted that if the precept wasn't raised, reserves would need to be used to cover essential costs; the longer it wasn't raised (as it had remained at £15,300 for the previous 5 years), the greater the expectation would be that work by councillors and other volunteers with no labour costs would continue; and that there would be cost implications with assets requiring attention such as the HTCC access road.

Cllr Thomas noted that households' costs were also rising and this should be a consideration.

Cllr Russell noted that a rise of £2.22 was less than 5p a week for the services which were provided.

Councillors agreed to increase the budget by £1,026 which was the difference between the current year's budget and the budget for 2023/24. The precept had remained at £15,300 for the previous 5 financial years. The estimated tax base had been confirmed as 391 Band D equivalent dwellings, making the Band D rate increase from £39.53 for 2022/23 to £41.75 (an increase of £2.22 per household per year).

Resolved: Councillors agreed to the Chairman/Clerk signing the precept application for 2023/24 at £16,326.

88.4 BUDGET SETTING

No major expenditure pressures were forecast for the 2023/24 financial period, and no new high priority projects required funding from the precept or reserves. Traffic calming would be funded from S106 highways monies, reserves where possible, or other sources of fundraising. Any other large projects would be funded from grant funding applied for or S106 monies.

As part of the budget setting, Councillors agreed to accept the annual quote for dog bin emptying by TVBC for 2023/24 of £893, as there were no other options to consider in the vicinity and this was a valuable service.

Councillors also agreed to accept the annual quote for grounds maintenance (grass cutting) on KGV and Dean Rise field by TVBC of £1,022.39.

Resolved: Councillors agreed the budget for 2023/24 as below.

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Hurstbourne Tarrant Parish Council - Budget 2023/24

EXPENDITURE (net)	2022/23 Budget	Forecast Year-end spend (net)	2023/24 Budget	Comments
Administration				
Audit fees	450	175	450	External audit will be required for current financial year
Clerks salary & HMRC payments	8,784	8,959	9,680	
Other expenses	690	1,750	1,200	payroll, website, Scribe, ICO, SWIFTS (donation was rec'd for SWIFTS in 2022) - 22/23 included new laptop
Insurance	1,000	650	700	
Room Hire (HTCC in advance)	360	0	360	no charge 2022 owing to Covid credit
Training	0	98	0	
Subscriptions/fees	450	486	500	HALC, NALC, SLCC
Stationery & consumables	250	250	250	
Election costs	0	0	0	PC elections in May 2023 - max amount in earmarked if election contested
Facilities & Services				
KGV/Dean Rise playing fields				
Grass & hedge cutting	1,000	974	1,023	
Repairs & maint. KGV	200	400	200	play equipment repairs and new bollards
Repairs & maint. Dean Rise	0	0	0	
Dene Green				
Repairs & maintenance	0	0	0	
Grass cutting	0	0	0	
Tennis Court				
Repairs & maintenance	0	0	0	
Allotments				
Water	360	310	0	covered by rental income to date
Repairs & maintenance	50	0	50	
Lengthsman	1,200	400	1,000	new scheme started late 2021
Dog bin emptying	850	850	893	
New and ongoing projects				
Projects (no planned funding)	0	60	0	
General repairs & maint.				
SLR maintenance (shared)	550	520	600	Equipment beginning to age, may require repairs
SID maintenance	200	33	150	Equipment beginning to age, may require repairs
BT phone box Upton (defib)	75	250	125	Electricity (forecast £145 total, halved with VD) + replacement parts
BT phone box library HBT	0	0	0	
Play areas inspection fee	150	140	150	
Misc repairs (inc HBT defibs)	150	350	300	New battery required for HBT . 2022/23 inc access road repairs
Grants awarded	600	900	900	Increased 2022 to 800 for churchyard
 earmarked reserves (sinking funds)				
Elections				£2,500 in earmarked reserves - aim to maintain £2,500*
Flooding				£2,500 in earmarked reserves - aim to maintain £2,500*
Tennis courts				£2,000 in earmarked reserves - no upper limit - courts resurfaced 2019
Asset replacement				£2,000 in earmarked reserves - aim to maintain £2,000
HTCC access road repairs				£3,000 in earmarked reserves - no upper limit at this time
S137 expenditure inc coronation	0	0	0	S137 payments - £8.82 per elector (x667 as at Nov 2022) for 2022/23 = £5,883 use general reserves for coronation
Total	17,369	17,555	18,581	
* any annual increase required, to be added at EOY from general reserves or budgeted for				
\$106 monies held by TVBC				
Sports/Formal Recreation	5,928			
Informal recreation	6,786			
Children's playspace	5,725			
CIL developer contributions	4,592			

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88.5 PERFORMANCE MANAGEMENT

Resolved: Councillors reviewed and accepted the financial reports for Q3 2022/23 and agreed no actions were required before the end of the financial year.

Bank Reconciliation at 31/12/2022			
	Cash in Hand 01/04/2022		31,360.11
	ADD Receipts 01/04/2022 - 31/12/2022		37,616.76
			68,976.87
	SUBTRACT Payments 01/04/2022 - 31/12/2022		16,661.01
A	Cash in Hand 31/12/2022 (per Cash Book)		52,315.86
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2021	0.00	
	Business Bank Instant 07210851 31/12/2022	0.00	
	Treasurer's Account 00730337 31/12/2022	52,315.86	
			52,315.86
	Less unrepresented payments		
			52,315.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		52,315.86
A = B Checks out OK			

Hurstbourne Tarrant Parish Council Listing of Receipts in each Code for All Cost Centres (Between 01-10-2022 and 31-12-2022)

Cost Centre		Income									
Code Number	3	Playing Fields									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	22/12/2022			Treasurer's Accoun		KGV Playing Field	Hampshire County Council	X	12.50		12.50
Subtotal for Code:							Playing Fields		£12.50		£12.50
Subtotal for Cost Centre:							Income		12.50		12.50
TOTALS									£12.50		£12.50

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Listing of Payments in each Code for All Cost Centres (Between 01-10-2022 and 31-12-2022)

Cost Centre Administration

10 Salary & HMRC									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
13/10/2022			Treasurer's	Clerk's Salary October	Clerk	X	597.24		597.24
13/10/2022			Treasurer's	PAYE October	HMRC	X	149.40		149.40
11/11/2022			Treasurer's	Clerk's Salary November	Clerk	X	597.24		597.24
11/11/2022			Treasurer's	PAYE November	HMRC	X	149.40		149.40
13/12/2022			Treasurer's	Clerk's Salary December	Clerk	X	597.44		597.44
13/12/2022			Treasurer's	PAYE December	HMRC	X	149.20		149.20
Subtotal for Code: Salary & HMRC							£2,239.92		£2,239.92
11 Insurance									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
13/10/2022	LCO02773-		Treasurer's	Insurance	BHIB Ltd	X	649.58		649.58
Subtotal for Code: Insurance							£649.58		£649.58
12 Training									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
19/12/2022	INV-5483		Treasurer's	Councillor Training	Hampshire Association of Local	S	98.00	19.60	117.60
Subtotal for Code: Training							£98.00	£19.60	£117.60
14 Stationery & Consumables									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
01/12/2022			Treasurer's	Laser printer toner cartridges	Cartridgesave	S	159.76	31.95	191.71
Subtotal for Code: Stationery & Consumables							£159.76	£31.95	£191.71
15 Other Admin Expenditure									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
20/10/2022	CUR2226573110		Treasurer's	Replacement laptop	Currys	S	540.83	108.17	649.00
20/10/2022	UK2-5552145		Treasurer's	Website hosting	UK2	S	9.02	1.80	10.82
20/10/2022			Treasurer's	Gift for Borough & County	Clerk	X	14.30		14.30
18/11/2022	Z1978462		Treasurer's	Data Protection Registration	Information Commissioner's Office	X	35.00		35.00
01/12/2022	UK2-5633167		Treasurer's	Website hosting	UK2	S	84.40	16.88	101.28
01/12/2022			Treasurer's	Poppy crosses for Centenary	Royal British Legion	X	50.00		50.00
Subtotal for Code: Other Admin Expenditure							£733.55	£126.85	£860.40
Subtotal for Cost Centre: Administration							3,880.81	178.40	4,059.21

Cost Centre Facilities & Services

17 Grass Cutting									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
03/10/2022			Treasurer's	Grass cutting	Test Valley Borough Council	S	81.15	16.23	97.38
01/11/2022			Treasurer's	Grass cutting	Test Valley Borough Council	S	81.15	16.23	97.38
01/12/2022			Treasurer's	Grass cutting	Test Valley Borough Council	S	81.15	16.23	97.38
Subtotal for Code: Grass Cutting							£243.45	£48.69	£292.14
20 Allotments									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
13/10/2022	2821031/29		Treasurer's	Allotment water rates	Business Stream	Z	276.77		276.77
Subtotal for Code: Allotments							£276.77		£276.77
Subtotal for Cost Centre: Facilities & Services							520.22	48.69	568.91

Cost Centre General Repairs & Maintenance

23 Defibrillators									
Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
21/10/2022	921831751/0025		Treasurer's	Upton phone box electricity supply	SSE	L	11.94	0.59	12.53
21/11/2022	921831751/0026		Treasurer's	Upton phone box electricity supply	SSE	L	11.75	0.58	12.33
19/12/2022	921831751/0027		Treasurer's	Upton phone box electricity supply	SSE	L	11.94	0.59	12.53
Subtotal for Code: Defibrillators							£35.63	£1.76	£37.39
Subtotal for Cost Centre: General Repairs & Maintenance							35.63	1.76	37.39

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Cost Centre Grants Awarded

Date	29 Invoice No	Grants Awarded Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
23/11/2022		49.2	Treasurer's	Grant	Victim Support	X	100.00		100.00
23/11/2022		49.1	Treasurer's	Grant	St Peter's Church PCC	X	800.00		800.00
					Subtotal for Code: Grants Awarded		£900.00		£900.00
					Subtotal for Cost Centre: Grants Awarded		900.00		900.00

Cost Centre Projects

Date	31 Invoice No	Large (planned income) projects Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
31/10/2022			Treasurer's	New roundabout KGV	GL Jones Playgrounds	S	2,609.25	521.85	3,131.10
					Subtotal for Code: Large (planned income)		£2,609.25	£521.85	£3,131.10

Date	32 Invoice No	Speed Limit Reminder Signs Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total
13/10/2022			Treasurer's	SLR maintenance 1 July-30 Sept	Tangley Parish Council	X	129.45		129.45
					Subtotal for Code: Speed Limit Reminder Signs		£129.45		£129.45
					Subtotal for Cost Centre: Projects		2,738.70	521.85	3,260.55

TOTALS **£8,075.36** **£750.70** **£8,826.06**

89. NEXT MEETING

89.1 The next ordinary meeting of the Parish Council was due to be held on Monday 20th February 2023.

The meeting concluded at 20:23 hrs. SignedChairman