

# HURSTBOURNE TARRANT PARISH COUNCIL

Chairman: Cllr Ian Kitson

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

Monday 20<sup>th</sup> December 2021 at 7.30pm, held at the Hurstbourne Tarrant Community Centre.

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### Councillors present:

Cllr Ian Kitson (Chairman)  
Cllr John Partridge  
Cllr John Bentley

Cllr Jamie Williams  
Cllr Mark Thomas  
Clerk

### **69. APOLOGIES FOR ABSENCE**

69.1 Councillor Louisa Russell sent apologies for absence.

### **70. DECLARATIONS OF INTEREST**

70.1 Cllr Williams declared an interest in planning application 21/03621/LBWN as the agent for the applicant.

### **71. MINUTES OF THE PREVIOUS MEETING**

71.1 Councillors agreed and approved the minutes of the last meeting held on 15<sup>th</sup> November 2021, which were signed by the Chairman.

### **72. ACTIONS ARISING FROM THE PREVIOUS MEETING**

- 72.1 Stile on FP 8 junction with A343 - the estate manager for Faccombe Estates had been chased, but still no response. It had been pointed out that the funding options for a permissive path in the field adjacent to the A343 would close towards the end of the financial year. Clerk to continue to contact FEL.
- 72.2 Brick bus shelter, The Dene - request to install shelves for more books and roof repair - the works were due to start on 8<sup>th</sup> January, subject to the weather.
- 72.3 Bench at bus stop by George & Dragon PH - this has been installed by the Chairman.
- 72.4 Suggestion for a new sign at Dene Green utilising the two metal posts in situ - no progress. Carried forward.
- 72.5 CCTV survey of pipe under A343 - clerk to contact Clanville Draintech as other national companies had not been responsive.

### **73. PUBLIC PARTICIPATION**

73.1 No members of the public attended the meeting.

### **74. PLANNING**

- 74.1 21/03621/LBWN - 2 Horseshoe Lane, Ibthorpe - Mr D Sullivan - replace windows on front elevation. No comment
- 74.2 21/03527/FULLN & 21/03528/LBWN - **Ibthorpe Manor Farm, Ibthorpe** - Mr & Mrs Watson - internal and external alterations to barn. This application had already been considered by the Parish Council. There had been a slight change which would not affect the Parish Council's view. The Conservation Officer at TVBC would deal with any issues. No comment.

Hurstbourne Tarrant Parish Council Minutes - May 2021 to April 2022  
Copies of Parish Council Minutes may be accessed at [www.hbtparishcouncil.org.uk](http://www.hbtparishcouncil.org.uk)

Signed ..... Date .....

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- 74.3 21/03662/FULLN & 21/03663/LBWN- **Parsonage Farm, Upton** - change of use from barn to dwelling and rebuilding of single storey building to create extension to barn. Cllr Williams explained that the application was to convert the barn which would link to the stables which had already been converted as a holiday let. This would mean the whole yard would become residential. The conversion for the barn would likely be granted in order to conserve it. There was no detriment to converting the barn to a house and there had been no objections to date. The biggest impact would be converting the farmyard to garden. With regard to grounds to object, Cllr Williams explained that the return made the dwelling too big, and there were no grounds to convert the derelict shed. The concern would be the future expansion of the hay barn at the rear. Permitted development rights could be removed to ensure another barn is not erected to replace the converted barn. He felt that the Parish Council should object to the scale and impact - the whole field behind was proposed as garden, amounting to some 2 acres which would also have an impact towards the public footpath - or at least ask for a revision of the impact assessment and any successful development should have permitted development rights removed. He believed that the Landscape Officer would object as per the neighbouring property at Rose Cottage.
- 74.4 21/03575/TREEN\* - **Ibthorpe Manor Farm, Ibthorpe** - T1 - Qercus Palustris - Fell. Cllr Williams would follow this up as there was some concern as to why an oak tree was being removed and there was no information on the application online.
- 74.5 21/03544/TREEN\* - **The Old School House, Upton** - T1 Goat Willow - Fell; T2 - Ash - Fell. No comment.
- 74.6 21/03471/TREEN\* - **Wagtail Cottage, HBT** - T1 - Cherry Tree - Fell. No comment

\* 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.

### **75. COUNCILLORS' UPDATES**

- 75.1 Cllr Bentley reported that he had completed the roundabout/play equipment survey, and he would circulate hard copies to the school and the shop. Once they were handed out, the survey could go online on social media, website, school newsletter, as well as noticeboards.  
Cllr Bentley also advised that the local children undertaking their Duke of Edinburgh awards were still checking and clearing footpaths on a weekly basis.
- 75.2 Cllr Thomas updated that he and Mr Sullivan (Lengthsman) had cleared the footpath at Windmills and removed a large tree branch.  
Cllr Thomas reported that there were some large potholes appearing on the shared access road to the Hurstbourne Tarrant Community Centre, and that the tarmac on the riverbank side had sunk (believed caused by HGV access). Cllr Kitson would check and also arrange planings for the potholes.
- 75.3 Cllr Kitson updated that he and Cllr Williams would be undertaking some hedgecutting over Christmas, and it was hoped to deal with KGV and Dean Rise field undergrowth around the edge, and the hedge on Common Road which was encroaching on the highway. Cllr Williams stated the only charge would be for diesel and any broken equipment as a result.

**76. CLERK'S UPDATE & CORRESPONDENCE**

- 76.1 The clerk advised that as a result of publicising the moving of the red dog waste bin on KGV to the far side of the football pitch, a few residents had requested an additional bin at Horseshoe Lane, Ibthorpe. This matter had been discussed previously by the Parish Council, the result of which was that the Borough Council would only collect a red bin from Horseshoe, which would add an extra £208 emptying fee per year. As the main areas to provide dog waste bins were on public open spaces to encourage owners to clean up where recreational activities were undertaken (KGV/Dean Rise/Dene Green) Councillors felt there were sufficient extra bins along Ibthorpe Road and A343 and the responsibility must be on dog walkers to take the bagged waste to one of these, otherwise bins would be expected everywhere.  
Councillors agreed to the Clerk asking TVBC if a green bin could be sited at the Bank Tree triangle for general rubbish, which could also be used for dog waste.
- 76.2 The Clerk requested permission to apply for a grant from HCC Countryside Service to pay for the materials for a handrail on the steep path at the rear of Dean Rise field. The HCC ranger would then arrange installation using volunteers. Councillors were in agreement to this proposal.
- 76.3 Jubilee Beacon - the Clerk asked Councillors whether they wished to arrange a beacon as part of the Queen Elizabeth II platinum jubilee celebrations. Hurstbourne Forge had been in contact with a quote for a purpose-made beacon basket which would be in the region of £3,250. Councillors agreed that they would like to build a bonfire but couldn't justify the expenditure for a basket. A suggestion was at the cover crop at the top of Hurstbourne Hill (land belonging to Mr Murdoch). Clerk to write to landowner seeking their thoughts.
- 76.4 Community Speedwatch - there had been no recent sessions owing to weather/holidays but these were due to restart in the new year. Cllr Kitson updated that the northbound SID on the A343 still appeared faulty. It was believed a new battery may be required. Cllr Kitson to research.

**77. FINANCE**

- 77.1 On the day of the meeting, the bank balance stood at £35,367.76 including earmarked reserves of £17,578.
- 77.2 **PRECEPT SETTING**  
The Clerk had received an application form from Test Valley Borough Council regarding the annual precept for 2022/23. Having considered the finances including reserves and forecast spend, Councillors agreed to maintain the precept at the same level as 2021/22. The estimated tax base had been confirmed as 387 Band D equivalent dwellings, making the Band D rate £39.53 if the precept remained at £15,300 (an increase of 30p per household from the current financial year).  
**Resolved:** Councillors agreed to the Chairman signing the precept application for 2022/23 at £15,300.
- 77.3 **BUDGET SETTING**  
No major expenditure pressures were forecast for the 2022/23 financial period, and no new high priority projects required funding from the precept or reserves. Traffic calming would be funded from S106 highways monies and other projects from grant funding applied for or S106 monies.  
As part of the budget setting, Councillors considered the Clerk's salary for 2022/23.  
**Resolved:** Based on the job evaluation planner, used to determine the pay scale for employees, Councillors agreed that from April 2022, the Clerk's salary should

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increase to Spinal Point 15 (NJC Payscale 2020/21) equating to £23,542 p.a (pro rata 60 hrs per month @ £12.20 per hour).

**Resolved:** Councillors agreed the budget for 2022/23 as below.

Hurstbourne Tarrant Parish Council - Budget 2022/23

<b>EXPENDITURE (net)</b>	<b>2021/22 Budget</b>	<b>Forecast Year-end spend (net)</b>	<b>2022/23 Budget</b>	<b>Comments</b>
<b>Administration</b>	<b>11,211</b>			
Audit fees	450	175	450	
Clerks salary & HMRC	7,750	7,732	8,784	
payments				
Other expenses	600	951	690	accountancy fees, website, Scribe, ICO
Insurance	951	951	1,000	
Room Hire (HTCC in advance)	360	0	360	
Training	0	75	0	
Subscriptions/fees	600	440	450	HALC, NALC, SLCC
Stationery & consumables	500	200	250	
Election costs	0	0	0	Sinking fund in place for unexpected by-election. Next elections 2023
<b>Facilities &amp; Services</b>	<b>3,010</b>			
<b>KGV/Dean Rise playing fields</b>				
Grass & hedge cutting	1,200	940	1,000	
Repairs & maint. KGV	500	20	200	(play equipment repairs)
Repairs & maint. Dean Rise	0	0	0	
<b>Dene Green</b>				
Repairs & maintenance	100	0	0	
Grass cutting	0	0	0	
<b>Tennis Court</b>				
Repairs & maintenance	0	0	0	
<b>Allotments</b>				
Water	360	200	360	
Repairs & maintenance	50	0	50	
Lengthsman	0	500	1,200	new scheme started late 2021
Dog bin emptying	800	822	850	
<b>New and ongoing projects</b>	<b>1,000</b>			
Projects (no planned funding)	1,000	750	0	
<b>General repairs &amp; maint.</b>	<b>1,085</b>			
SLR maintenance (shared)	550	500	550	Equipment beginning to age, may require repairs
SID maintenance	200	70	200	Equipment beginning to age, may require repairs
BT phone box Upton (defib)	35	100	75	Electricity (forecast £145 total, halved with VD)
BT phone box library HBT	0	0	0	
Play areas inspection fee	150	137	150	
Misc repairs	150	20	150	inc defib HBT
<b>Grants awarded</b>	<b>500</b>	<b>600</b>	<b>600</b>	
<b>EARMARKED RESERVES</b>				
<b>(sinking funds)</b>				
Elections	0	0		£2,000 in earmarked reserves - aim for £2,000*
Flooding	0	0		£2,000 in earmarked reserves - aim for £2,500*
Tennis courts	0	0		£1,000 in earmarked reserves - no upper limit*
Asset replacement	0	0		£2,000 in earmarked reserves - aim for £2,000*
<b>Total</b>	<b>16,806</b>		<b>17,369</b>	

\* any annual increase required, to be added at EOY from general reserves or budgeted for - add £500 2022/23 for tennis court & £500 for flooding from reserves

£137 payments - £8.41 per elector (x685 as at 1/12/20) for 2021/22 = £5,760.85

## **£106 monies held by TVBC**

Sports/Formal Recreation	5,928
Informal recreation	6,786
Children's playspace	5,726
CIL developer contributions	4,592
Highways	16,903

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- 77.4 The clerk presented the payments made since the last meeting. Cllr Russell had agreed them as an accurate record.

TYPE	DATE	PAYEE	AMOUNT	REMARKS
DD	19/11/2021	Southern Electric	12.53	Upton phone box elec supply
DD	18/11/2021	ICO	35.00	Data Protection annual fee
BACS	22/11/2021	Royal British Legion	70.48	Poppies for Centenary Garden
BACS	13/12/2021	Mrs M Edwards	515.34	Salary December
BACS	13/12/2021	HMRC	129.00	PAYE December
BACS	13/12/2021	Mr D Sullivan	54.00	Lengthsman tasks
DD	20/12/2021	Southern Electric	12.53	Upton phone box elec supply
		<b>TOTAL</b>	<b>828.88</b>	

### **78. DATE OF NEXT MEETING**

- 78.1 The next meeting was scheduled to be held on **Monday 17<sup>th</sup> January 2022** at the Hurstbourne Tarrant Community Centre.

The meeting concluded at 20:47 hrs.

Signed ..... Chairman