HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 24 APRIL 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge, Mrs D Denston, D Evans, A Forbes, Dr C Jacobs, Miss J Murray, R Sowden, Mrs E Tickell, R Veitch, Mrs I Weeks, N Wren.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker).

PUBLIC ATTENDANCE: There was one member of the public present.

HPC 001/17/18 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck and P Little.

HPC 002/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 003/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No reports were submitted by County Councillor Mrs Marge Harvey.

HPC 004/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No reports were submitted by District Councillors. The Chairman addressed Members by asking if there were any questions to be put to District Councillors. There were no questions asked.

HPC 005/17/18 **TO RECEIVE THE CHAIRMANS COMMENTS**

The Chairman informed Members that she had no comments or updates to make.

HPC 006/17/18 **PUBLIC SESSION**

The meeting was duly opened to the public.

Mr Howes addressed Members and asked if HPC could make a request to HCC for the ditches at Downhouse Road to be cleared. He said he had seen HCC clearing part of the ditches but said they appeared to have stopped at Downhouse Farm. It was agreed that HPC office contact HCC regarding this being undertaken.

Mr Howse said that parking appeared to be an issue at the Spa car park in Horndean and said he couldn't understand why 11 bike racks had been put in when he hadn't seen that many cyclists leaving their bikes in the car park. Cllr Mrs E Tickell confirmed that the number of bike racks are a determined requirement.

HPC 007/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 20 MARCH 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 20 March 2017 be duly signed as a true record of the meeting.

HPC 008/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)**

The Orders for Payment (List 1 attached) was circulated.

Cllr D Evans asked for an explanation regarding reference No. 25, payee: English Woodland's Forestry Ltd. The Chief Officer explained that a grant application had been made in respect of the Woodland Management Plan, by the previous Grounds Manager. She said that grant funding had been received in its entirety to pay for it. She said the plan had been completed and paid for.

Cllr Alexander queried reference No. 75 on page 2, payee: EHDC regarding rates for the Car Park on White Dirt Lane. The Chief Officer informed Members that she had been in contact with EHDC in 2015, when it was brought to the attention of HPC that the car park was being maintained by EHDC but owned by HPC. She said she had requested a meeting with EHDC but said correspondence on the matter was not forthcoming. She said that an invoice had been sent to HPC, out of the blue, for the rates for the car park and that HPC were waiting on clarification from EHDC before paying the invoice, given that there are charity bins in situ and there is a sign saying the car park is managed by EHDC. It was **RESOLVED** that Council instructed the Chief Officer not to pay the invoice at this stage. This was proposed by Cllr D Evans and seconded by Cllr Burridge.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed.

PC 009/17/18 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTY AS AT 31 MARCH 2017**

It was **RESOLVED** that the bank reconciliations for the Co-Operative (£57,692.24), Lloyds (£200,000) and Cambridge and County (£131,687.10) as at 31.03.2017 be approved and were duly signed by Cllr Mrs I Weeks.

HPC 010/17/18 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated. It was **RESOLVED** that the monthly Finance Report be noted.

HPC 011/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 27 MARCH 2017, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:**

- **BLENDWORTH CHURCH CENTRE - £600.**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Blendworth Church Centre with a grant of £600 as per their grant request.

- **THE BEREAVEMENT COUNSELLNG CHARITY - £1,000.**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award The Bereavement Counselling Charity with a grant of £1,000 as per their grant request.

- **HOME-START BUTSER - £1,500.**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Home-Start Butser with a grant of £1,500 as per their grant request.

- **HOLY TRINITY CHURCH BLENDWORTH - £500.**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Holy Trinity Church Blendworth with a grant of £500 as per their grant request.

- **CITIZENS ADVICE EAST HAMPSHIRE - £2,000.**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Citizens Advice East Hampshire with a grant of £2,000 as per their grant request.

HPC 012/17/18 **TO CONSIDER AND AGREE THE REVISED EHDC CODE OF CONDUCT FOR ADOPTION**

The revised EHDC Code of Conduct was circulated and a discussion took place. It was **RESOLVED** that it be adopted by HPC. This was proposed by Cllr D Evans and seconded by Cllr Mrs E Tickell.

HPC 013/17/18 **TO RECEIVE A REPORT AND CONSIDER CONTRIBUTING TO THE SOUTHERN PARISHES FAIR IN RESPECT OF ARRANGING A TUG-OF WAR**

A report was circulated and it was **RESOLVED** that the office staff and Countryside Team at HPC organise a Team for the Tug-of-War Event.

HPC 014/17/18 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OR RESOLUTIONS FROM PREVIOUS MEETING(S)**

A report by the Chief Officer was circulated and noted.

PC 015/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 22 MAY 2017 – ANNUAL MEETING**

Noted.

HPC 016/17/18 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

The public part of the meeting closed at 7.40PM

HPC 017/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 27 MARCH 2017, IN RESPECT OF THE CHANGES TO STAFF SALARIES FOR 2017/18.**

A report, previously submitted to the Staff Committee, by the Chief Officer was circulated.

The Chairman informed Members that the recommended staff salary increases were performance related and said there would be an additional 1% increase on top of the recommendation. She explained that this was previously agreed in accordance with the NJC Award for cost of living.

It was **RESOLVED** that the staff salary increases as per the recommendation from the Staff Committee be agreed, in accordance to the Chief's Officer's report.

The Chairman informed Members of the recommendation of the Staff Committee, in relation to the salary increase for the Chief Officer. It was **RESOLVED** that the salary increase for the Chief Officer be agreed.

The meeting closed at 7.48PM

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Chairman

22/5/17
.....
Dated

ITEM 8

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 1 - 24-04-17		BANK ENTRIES: 14/03/17 to 18/04/17
Ref	Date of Invoice	Payee	Net	Total Payment	Details
		MARCH 2017 - DIRECT DEBITS			
1	01/03/2017	Fuelgenie	165.00	197.99	Fuel - March 2017
2	01/03/2017	Vodafone	47.00	56.40	Feb Calls/March Rent
3	07/03/2017	SSE Gas	168.01	201.61	Napier Gas: 4 Feb - 3 Mar 2017
4	30/03/2017	Veolia	166.02	199.22	Waste Removal - February 2017
		APRIL 2017 - DIRECT DEBITS			
5	16/03/2017	Castle Water	7.11	7.11	Tyfield House Water: 20 Jan - 7 Mar 2017
6	03/04/2017	Fuel Genie	165.88	199.06	Fuel : 01-31 March 2017
7	30/03/2017	SSE	251.40	263.97	Napier Electricity: 22 Dec - 28 Mar 2017
8	04/04/2017	Plusnet	12.50	15.00	Tyfield:20/1/17-07/3/17
9	03/04/2017	Luckylite	520.00	520.00	Luckylite - April Rent
10	10/03/2017	PHS Group	89.23	107.08	Waste Coll, San Disposal: 14 Apr-13 Jul 2017
11	10/03/2017	PHS Group	210.25	252.30	Air Freshner, Driers, Waste Coll/Disposal: 14 Apr-13 Jul 2017
12	31/03/2017	Peach Technologies	136.41	163.69	March Call/April Rent
13	01/04/2017	Vodafone	47.43	56.91	March Calls/April Rent
		MARCH 2017 BACS			
14	20/03/2017	Net Salaries	14,087.43	14,087.43	Net Salaries-March 2017
15	17/03/2017	Hampshire County Council	47.36	56.83	Stationery for Tyfield House
16	13/03/2017	AVS Fencing	19.92	23.90	6 Bags Post Fix for Jubilee Field
17	17/03/2017	SSE Contracting	275.00	330.00	PAT Testing at Jubilee, Napier and Lucky Lite
18	23/03/2017	Glanvilles	40.00	40.00	Adverse Possession Re Lith Lane Land
19	23/03/2017	Stephen Weeks (EMF)	370.00	370.00	Welding Repair Jubilee/Height Barrier Modification
20	27/03/2017	Rowlands Castle Cleaning	75.00	75.00	Window cleaning at Tyfield, Jubilee and Napier: 27 Mar 2017
21	22/03/2017	Rigby Taylor	348.60	418.32	Flower seeds for use at Jubilee, St Giles, Deep Dell
22	24/03/2017	SLCC	99.00	118.80	ILCA Online Training Course
23	27/03/2017	Petty Cash	58.65	58.65	Petty Cash 1-27th March 2017
24	21/03/2017	Broxap	61.50	73.80	10 Basketball Nets for Jubilee
25	16/01/2017	English Woodlands Forestry Ltd	1,000.00	1,200.00	Woodland Management Plan
26	29/03/2017	Watling & Hirst	170.00	204.00	Payroll Q4 2016-17
27	31/03/2017	HMRC	3,948.01	3,948.01	PAYE/NI March 2017
28	31/03/2017	Hampshire Pension Fund	3,410.74	3,410.74	Pension Contributions - March 2017
		APRIL 2017 BACS			
29	31/03/2017	Beaver Tool Hire	75.60	90.72	Hire of Turf Cutter
30	31/03/2017	H.A.L.C	75.00	90.00	Annual Conference for Local Councils
31	28/03/2017	Viking	82.86	88.23	Stamps and Stationery
32	29/03/2017	SSE Contracting	459.00	550.80	Fixed Wiring Inspection & Test at Napier Hall
33	31/03/2017	Blendworth Property Maintenance	350.00	350.00	Supply and Fit New Kitchen Fan
34	31/03/2017	Blendworth Property Maintenance	50.00	50.00	Fit New Mirror
35	31/03/2017	Blendworth Property Maintenance	50.00	50.00	Repair to Double Swing Doors
36	31/03/2017	Blendworth Property Maintenance	340.00	340.00	New Cistermiser/Fix leak
37	31/03/2017	The New Blendworth Centre	138.66	166.39	Litter Picking March 2017
38	06/02/2017	Screwfix	3.33	3.99	Pk 100 Goldscrews
39	28/02/2017	Screwfix	44.48	53.37	Screws for Hazleton Common Boardwalk
40	08/03/2017	Screwfix	24.16	28.99	Restraint Strap 1000mm x Pk 10
41	08/03/2017	Screwfix	38.32	45.98	Pk 1000 Goldscrews/Pozi Bit Box 15 pcs
42	08/03/2017	Screwfix	81.46	97.74	4 x Pk 200 Goldscrews/ Restraint Strap 1000mm x Pk 10
43	29/03/2017	Screwfix	49.98	59.98	Rechargeable Work Light 23w
44	30/03/2017	Screwfix	5.98	7.18	Goldscrewa 5 x 50mm Pk 200
45	31/03/2017	Richard Merritt	27.40	32.88	Various Janitorial Supplies for Tyfield, Jubilee and Napier
46	03/04/2017	Viking	54.67	65.60	Air Freshener/Refill Napier Hall Gents Toilets
47	03/04/2017	HALC	180.00	216.00	HR Consultancy Service Fee
48	04/04/2017	Abbey Polythene Ltd	195.00	234.00	100 Clear Sacks
49	06/04/2017	Cartridge Save Ltd	38.93	46.71	2 Toner Cartridges for Tyfield Office
50	13/02/2017	Screwfix	8.33	9.99	Strimmer Line
51	13/03/2017	Screwfix	9.90	11.87	Washers, Nuts, Bolts Jubilee Field
52	13/03/2017	Screwfix	4.91	5.89	Restraint Bend 500 x 100mm Pk x 5
53	22/03/2017	B & Q	6.83	8.20	Mlock 200mm Doublr Hinged Hasp 200mm Steel
54	24/03/2017	Screwfix	23.22	27.86	Bolts, Paint, Rollers, Bungee Cords
55	29/03/2017	Screwfix	116.65	139.98	Makita 18v Li-Ion Battery
		MARCH 2017 DEBIT CARD			
56	21/03/2017	Tyrone Wheels & Bits Ltd	8.74	10.49	15L Water Container with Tap
57	27/03/2017	Mountain Warehouse	9.95	11.94	6 x Camping Mugs
58	27/03/2017	Reflex Sales	10.40	12.48	New Mirror for Jubilee Hall Ladies Toilet
59	27/03/2017	J Parkers	111.48	133.77	Flowers/bulbs for Horndean Village/Greenfield Crescent
		APRIL 2017 DEBIT CARD			
60	30/03/2017	SGS Engineering Ltd	143.99	172.79	Portable Petrol Generator
61	30/03/2017	Field Studies Council	109.79	109.79	BioBlitz Event Identification Charts
62	30/03/2017	NHBS	92.93	106.52	Equipment for BioBlitz Event
63	30/03/2017	Morrisons	10.65	10.65	Refreshments for Annual Parish Meeting on 03 Apr 2017
64	04/04/2017	AirConDirect	424.92	509.91	Air Cooling Unit
65	04/04/2017	St John Ambulance	525.00	630.00	IOSHH Managing Safety Course
66	03/04/2017	SLCC Enterprises	300.00	631.00	Full Membership SLCC /Institute Membership
		TOTALS	**30,279.97**	**31,867.50**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 1 - 24-04-17		
Ref	Date of Invoice	Payee	Net	Total Payment	Details
67	24/03/2017	Blendworth Tree Surgeons	875.00	1,050.00	25 loads of Waste Processed
68	30/03/2017	ACD Environmental	1,050.00	1,260.00	External Tree Survey
69	27/03/2017	Idverde Ltd (The Landscape Group)	1,170.00	1,404.00	Empty Bins: Jan-March 2017
70	16/03/2017	EHDC	4,147.40	4,147.40	Rates for Tyfield House 2017/2018
71	16/03/2017	EHDC	2,462.23	2,462.23	Rates for Unit 6, Luckylite. 2017/2018
72	16/03/2017	EHDC	1,631.00	1,631.00	Rates for Jubilee Hall 2017/2018
73	16/03/2017	EHDC	2,702.80	2,702.80	Rates for Napier Hall 2017/2018
74	03/04/2017	HALC	1,709.00	1,709.00	Affiliation fees 2017/18, NALC, Levy 17/18
75	16/04/2017	EHDC	1,141.70	1,141.70	Rates for Car Park, White Dirt Lane, 2017/2018
		TOTALS	16,889.13	17,508.13	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 1 - 24-04-17		BANK ENTRIES: 14/03/17 to 18/04/17
Ref	Date of Banking	Payer	Net	Total Receipt	Details
		MARCH 2017			
76	13/03/2017	Lovedean Karate Club	264.00	264.00	Hire of Napier Hall
77	13/03/2017	MS Society	26.40	26.40	Hire of Jubilee Hall
78	13/03/2017	Private	58.08	58.08	Hire of Jubilee Hall
79	13/03/2017	Private	58.08	58.08	Hire of Napier Hall
80	13/03/2017	1st Catherington Air Scouts	52.80	52.80	Hire of Jubilee Hall
81	14/03/2017	East Hampshire District Council	129.78	129.78	Flowers Horndean Village/Greenfield Cresc
82	16/03/2017	East Hampshire District Council	12,653.52	12,653.52	Deep Dell Play Area
83	17/03/2017	Horndean Baptist Church	696.04	696.04	Hire of Napier Hall
84	20/03/2017	U3A	33.00	33.00	Hire of Napier Hall
85	21/03/2017	Jiggy Wrigglers	79.20	79.20	Hire of Jubilee hall
86	22/03/2017	Yoga	12.75	12.75	Hire of Napier Hall
87	22/03/2017	Hampshire Walkers	54.60	54.60	Hire of Jubilee Hall
88	22/03/2017	Private	58.08	58.08	Hire of Jubilee Hall
89	28/03/2017	Private	7.26	7.26	Hire of Napier Hall
90	27/03/2017	Private	58.08	58.08	Hire of Jubilee Hall
91	27/03/2017	PFM Wel-being	66.00	66.00	Hire of Jubilee Hall
92	27/03/2017	Clanfield Twinning Association	58.08	58.08	Hire of Jubilee Hall
93	27/03/2017	On All Paws	158.40	158.40	Hire of Jubilee Hall
94	29/03/2017	Private	-100.00	-100.00	Hall Deposit refunded
95	31/03/2017	Private	143.56	143.56	Hire of Jubilee Hall
96	31/03/2017	Southern Health	52.80	52.80	Hire of Jubilee Hall
97	31/03/2017	Brendoncare	34.00	34.00	Hire of Napier Hall
98	31/03/2017	Busybees	488.40	488.40	Hire of Jubilee Hall
99	31/03/2017	Cambridge & Counties	116.78	116.78	Bank Interest
		APRIL 2017			
100	03/04/2017	Horndean Hawks	84.24	84.24	Hire of Pitches
101	03/04/2017	Horndean F.C	83.34	83.34	Hire of Pitches
102	03/04/2017	AMS Fitness	132.00	132.00	Hire of Napier and Jubilee Hall
103	03/04/2017	Butser Lace	51.00	51.00	Hire of Napier Hall
104	03/04/2017	Private	200.00	200.00	Hire of Jubilee Hall
105	03/04/2017	Brownies	59.60	59.60	Hire of Jubilee Hall
106	03/04/2017	Dog Training	369.60	369.60	Hire of Napier Hall
107	05/04/2017	Rural Payments Agency	3,417.09	3,417.09	Basic Payment Scheme
108	06/04/2017	Deposit refund	-132.52	-132.52	Deposit refunded, less damage
109	07/04/2017	U3A	33.00	33.00	Hire of Napier Hall
110	07/04/2017	Horndean Baptist Church	881.08	881.08	Hire of Napier Hall
111	10/04/2017	Slimming World	660.00	660.00	Hire of Jubilee Hall
112	10/04/2017	Private	161.34	161.34	Hire of Jubilee Hall
113	10/04/2017	MS Society	26.40	26.40	Hire of Jubilee Hall
114	10/04/2017	Country Park Quilters	26.40	26.40	Hire of Jubilee Hall
115	10/04/2017	Country Park Quilters	26.40	26.40	Hire of Jubilee Hall
116	10/04/2017	Lovedean Karate Club	264.00	264.00	Hire of Napier Hall
117	10/04/2017	Post Office	2.50	2.50	Refund from Post Office-Jubilee DVLA
118	18/04/2017	EHDC	192,979.00	192,979.00	2017-18 Precept pt 1 of 2
		TOTALS	214,584.16	21,602.66	

SIGNED:	
SIGNED:	
DATE:	LIST 1 - 24-04-17