Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 24 APRIL 2017 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

18 April 2017

AGENDA

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest.

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

4. To receive a written update from District Councillors regarding District Council matters.

5. To receive the Chairman's comments.

6. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*

7. To approve the Minutes of the Council Meeting held on the 20 March, 2017.

8. To receive and approve the Orders for Payment (List 1 attached).

9. To receive and approve the bank reconciliation - Co-operative, Lloyds and Cambridge & County as at 31 March 2017.

10. To receive and agree the monthly finance report.

11. 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.
    - The Bereavement Counselling Charity - £1,000.
    - Home-Start Butser - £1,500.
    - Holy Trinity Church Blendworth - £500.
    - Citizens Advice East Hampshire - £2,000.

12. To consider and agree the revised EHDC Code of Conduct for adoption.

13. To receive a report and consider contributing to the Southern Parishes Fair in respect of arranging/participating in a 'Tug-of-War'.

14. To receive a written update on the progress of resolutions from previous meeting(s).

15. To note the next scheduled meeting of the Council being the 22 May 2017 – Annual Meeting.

16. **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)**.

17. To receive the recommendation from the Staff Committee on the 27 March 2017, in respect of the changes to staff salaries for 2017/18.

Item: 7

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 20 MARCH 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, M Burridge, Dr C Jacobs, P Little, R Sowden, Mrs E Tickell, N Wren.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker), Matthew Madill, Grounds Manager, Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: There was one member of the press and two member of the public present.
County Councillor Mrs M Harvey was present.
District Councillor Sara Schillemore and Rebecca Probert, Community Officer from EHDC was present.

HPC 277/16/17 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs D Denston, D Evans, A Forbes, Miss J Murray, R Veitch & Mrs I Weeks.

HPC 278/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 279/16/17 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

Two reports by County Councillor Mrs Marge Harvey was received (as attached) and noted by Members.

HPC 280/16/17 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr David Evans was circulated (as attached) and noted by Members.

Clarification was sought regarding HPC's Code of Conduct. The Chairman confirmed that HPC had adopted the Code of Conduct drawn up by EHDC.

HPC 281/16/17 **TO RECEIVE THE CHAIRMANS COMMENTS**

The Chairman thanked all those who attended the Litter Pick Event and thanked the HPC Countryside Team for organising it. She said she had noticed that work had commenced in the village square in Horndean.

It was mentioned that HPC's next Finance Committee Meeting was being held on Monday 27th March 2017 and said there was still money available for those wishing to apply for a grant.

HPC 282/16/17 **PUBLIC SESSION**

The meeting was opened to the public. No questions were asked.

HPC 283/16/17 **TO RECEIVE A PRESENTATION FROM DISTRICT COUNCILLOR MRS SARA SCHILLEMORE AND REBECCA PROBERT EHDC COMMUNITY OFFICER IN RESPECT OF THE SOUTH OF BUTSER EVENT ON THE 24 JUNE 2017**

A presentation was delivered by Rebecca Probert, Community Officer from EHDC and District Cllr Sara Schillemore.

Rebecca Probert explained that the name of the Event had been changed to "Southern Parishes Community Fair" and would be taking place on Saturday 24th June 2017. She said local groups would be taking part, such as dance classes, a dog show and some local food producers. She said they would like HPC to support them and put forward any local groups who may be interested. She added that there would be a tug of war competition between the three Parishes (Horndean, Clanfield and Rowlands Castle) if HPC wanted to get a team together.

District Cllr Sara Schillemore said that the event would be free of charge and would be held on Hazleton Farm, with available parking. She said there would be a barn dance in the evening, where 100 tickets would be available for purchase and drinks such as wine, cider and beer would be sold. She said that a band had been booked for the dance, named "Squinty Mcginty".

It was mentioned that grants had been received from District Cllr Mr Moon and County Cllr Mrs Harvey, for the set up and running of the event.

Cllr N Wren informed Members that Mr Burrows had donated the site of Hazleton Farm for the purpose of this event.

HPC 284/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 FEBRUARY 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 13 February 2017 be duly signed as a true record of the meeting.

HPC 285/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

The Orders for Payment (List 12 attached) was circulated.

M Burridge queried the high cost of sewage for Napier Hall, in comparison to Jubilee Hall and Tyfield House.

The Chairman queried whether the Castle Water Direct Debit for £12.81 should read as Hazleton Common and not Catherington.

The RFO informed members that he would check the invoices in relation to the queries and provide clarification. He also informed Members that "Portsmouth Water" has changed their name to "Castle Water" and as of April 2017 "Southern Water will be changing their name to "Business Stream".

The Chairman asked for clarification in relation to the purchase of a new tyre for vehicle HY65 UVJ. The Grounds Manager confirmed that the tyre was replaced with a new one due to an irreparable puncture.

The Chairman asked for clarification regarding the details of the "Assessment of Tree Forks course". The Grounds Manager stated that the course would be attended by the Assistant Grounds Manager and the purpose of the course is to increase understanding of the aerial structures of trees – branch junctions in particular.

It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed.

HPC 286/16/17 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated.

The RFO added that HPC were currently awaiting the delivery of the card readers, which would allow the Finance Team to access online banking. This was in relation to the new bank account. He said that in the next couple of weeks, HPC should be in a position to transfer some funds across to the new account.

The RFO explained that there would be an increase in the employer's pension contribution fund, with the increase in figures being shown as follows. He said that for every £1,000 employees pay, HPC would contribute a % as per the below.

- 2016/17: 13.1%
- 2017/18: 14.1%
- 2018/19: 15.1%
- 2019/20: 16.1%

It was **RESOLVED** that the monthly Finance Report be noted.

HPC 287/16/17 **TO RECEIVE AND AGREE THE FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was circulated.

The RFO suggested to add an additional risk to page 2, under the "Banking" subject, relating to the risk of any one of HPC's financial institutes going the wrong way. He said the control HPC are currently taking is to open another bank account to diversify the funds.

It was **RESOLVED** that the Financial Risk Assessment be approved and noted.

HPC 288/16/17 **TO RECEIVE AND AGREE THE ASSET REGISTER**

The Asset Register was circulated and it was **RESOLVED** that it be approved.

HPC 289/16/17 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE PLACEMENT OF FLORAL DISPLAYS WITHIN THE VILLAGE**

A report by the Grounds Manager was circulated, as previously submitted at the previous Grounds Committee meeting.

The Grounds Manager informed Members that approval from SSE and HCC had been received, in relation to hanging baskets being installed on some of the lampposts within Horndean. He confirmed that he was still awaiting a response from HCC regarding a replacement "Welcome to Horndean Sign" with a floral display.

A discussion took place and It was **RESOLVED** that

- Council proceed with the hire of 2 x stocked pathway planters at a cost of £95.00 each, total cost for 2 being £190.00.
- Council hire the stocked hanging baskets, to be installed on the agreed lampposts in Horndean at a cost of £32.50 per planter.

This was proposed by Cllr Mrs Lynn Evans and seconded by Cllr M Burridge.

HPC 290/16/17 **TO RECEIVE AND CONSIDER THE CLOSURE OF FOOTPATH 8 WITHIN HORNDEAN**

The Chairman said she had been out to view footpath 8 in Horndean and said that it was her view to support the application for an extinguishment of this footpath.

A discussion took place and it was **RESOLVED** that HPC support the application made by a resident to Hampshire County Council for an extinguishment of Horndean Footpath 8, under Section 118 of the Highways Act 1980, on the grounds that it is not needed for public use.

HPC 291/16/17 **TO RECEIVE AND NOTE A REPORT ON THE RECENT EHAPTC MEETING**

A report by the Chairman was circulated and noted. The Chairman asked Members to read the attachment in the email sent by the Chief Officer on 21st February 2017.

HPC 292/16/17 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OR RESOLUTIONS FROM PREVIOUS(S)**

A report by the Chief Officer was circulated and noted.

HPC 293/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 24 APRIL 2017**

Noted.

The meeting closed at 7:55pm

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Chairman

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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**

ITEM 9

Bank Reconciliation Statement as at 31/03/2017
for Cashbook 1 - Co-op No. 1 Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op No 1 acc	28/02/2017	500	57,692.24
			57,692.24

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		57,692.24

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		57,692.24
	Balance per Cash Book is :-	**57,692.24**
	Difference is :-	**0.00**

ITEM 9

Bank Reconciliation Statement as at 31/03/2017
for Cashbook 4 - Cambridge & Counties Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Cambridge & Counties Bank	28/02/2017	13	131,687.10
			131,687.10

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		131,687.10

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		131,687.10

Balance per Cash Book is :-	**131,687.10**
Difference is :-	**0.00**

ITEM 9

Bank Reconciliation Statement as at 31/03/2017
for Cashbook 6 - Lloyds Bank Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Bank Current Account	31/03/2017	1	200,000.00
			200,000.00

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		200,000.00

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		200,000.00

Balance per Cash Book is :-	**200,000.00**
Difference is :-	**0.00**

ITEM 10

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 24th April 2017

SUBJECT OF REPORT: March 2017 Finance Report

Internal Audit

The draft accounts have been finalised and there is a visit from the Internal Auditor scheduled for May 15th when hopefully they will be signed off.

Asset Register

The asset register has been finalised for the year ending 31st March 2017 and the total value of the assets is £1,075,365.
This is an increase of £75,143 from the previous year mainly due to the new playground equipment that has been installed.

Current Bank Accounts

During March the new Lloyds bank Account was opened and £200,000 was transferred from the Co-op.
All accounts that we hold have been reconciled to the end of March 2017.
At that point in time the balance stood as follows:

Co-op Current Account = £57.7k
Co-op Business Select 14 Day notice = £0k
Cambridge & Counties 45 Day Notice = £131.6k
Lloyds Bank Account = £200.0k

Therefore total bank balance held at the end of March 2017 was £389.4k.
Balances with the Co-op will be monitored regularly to ensure that there is enough in the account to cover running costs but the balance remains below that guaranteed by the Financial Services Compensation Scheme.

Income & Expenditure

The draft year end position after adjustments have been made for items funded from brought forward reserves, showed an underspend of £45.5k.

The main components of this underspend are as follows:

i) Staff Salaries, mainly in the Countryside Team where there were vacancies at the start of the year: £19.5k
ii) Hall Hire, income banked in excess of the target: £8.2k.
iii) Fencing: £5.2k
iv) Tree Work Maintenance, £3.0k.
v) Vehicle Running Costs, £3.3k

Balance Sheet

Current Assets

As at 31st March Current Assets totalled £412.3k
Cash balances, including Petty Cash, totalled £389.6k.
Debtors balances stood at £7.8k, £3.9k for the Rural Payments Agency and £3.9k for money owed for Hall Bookings.
VAT to be reclaimed from HMRC for the period January to March 2017 stood at £14.9k.

Liabilities

As at 31st March Current Liabilities totalled £16.6k most of this, £15.8k being accruals (supplier invoices outstanding).

Earmarked Reserves

There has been no change to the Earmarked Reserves since February 2017.
See below for a detailed breakdown.

	RESERVES 2016-17	BF Mar-16 Bal. Sheet	2016-17 Bgt Adj	BF Adj Bal Sht	Cumulative Adj	Mar-17 Balance
Code						
300	Current Year Funds	0				28,585
310	General Funds	222,497	-13,167			213,546
325	IT Equipment	2,595	-1,095	1,500	0	1,500
326	Vehicle Replacement	9,508	-4,508	5,000	0	5,000
327	Play Equipment	13,500	-13,500	0	0	0
329	Napier Hall Improvements	17,050	10,300	27,350	0	27,350
330	Staff Contingency	5,000	-5,000	0	0	0
334	The Granary	4,910	1,090	6,000	0	6,000
338	Lith Avenue re-surfacing	5,920	1,080	7,000	0	7,000
340	Jubilee Hall Extension fund	30,825	10,300	41,125	0	41,125
341	New Playground Fund	32,574	13,500	46,074	-9,215	36,858
342	Equipment replacement fund	10,000		10,000	0	10,000
343	Legal Costs	10,000		10,000	0	10,000
344	Election	3,000	1,000	4,000	0	4,000
345	Lovedean Solar Farm				5,000	5,000
	TOTAL OF EARMARKED FUNDS	**144,882**	**13,167**	**158,049**	**-4,215**	**153,833**
	GRAND TOTAL	367,379				395,964

	EXPENDITURE/INCOME/ADJUSTMENTS		
APR	Groundwork South Trust		-2,865
JUN	Lovedean Solar Farm		5,000
DEC	Groundwork South Trust		-6,350
	TOTAL ADJUSTMENTS 2016-17		-4,215

Report Prepared by Simon Ritson, Responsible Finance Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 24th April 2017**

AGENDA ITEM: 11

SUBJECT OF REPORT: 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.
- The Bereavement Counselling Charity - £1,000.
- Home-Start Butser - £1,500.
- Holy Trinity Church Blendworth - £500.
- Citizens Advice East Hampshire - £2,000.

The recommendation from the Finance and General Purposes Committee on the 27th March 2017 was as follows:

F&GP 031/16/17 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

The RFO informed Members that the Annual Grant Budget was £8,000 and said that £1,300 had already been committed, earlier on in the year.

BLENDWORTH CHURCH CENTRE
It was agreed to recommend to Council that the grant application request of £600 be awarded. This was proposed by Cllr Mrs L Evans and seconded by Cllr Alexander.

THE BEREAVEMENT COUNSELLING CHARITY
It was agreed to recommend to Council that the grant application request of £1,000 be awarded. This was proposed by Cllr Little.

HOME-START BUTSER
It was agreed to recommend to Council that the grant application request of 1,500 be awarded. This was proposed by Cllr Alexander.

HOLY TRINITY CHURCH BLENDWORTH
It was agreed to recommend to Council that the grant application request of £500 be awarded. This was proposed by Cllr Burridge.

CITIZENS ADVICE EAST HAMPSHIRE
The RFO highlighted that the grant application request was in fact for £4,000 as the request was for two years contributions: 2016/17 and 2017/18.

It was agreed to recommend to Council that the grant application request of £2,000 be awarded for 2016/17. The Committee agreed that they would be happy to consider a new grant application in the next financial year for 2017/18, after seeing what plans had been put in place to open a CAB outreach in Horndean.

Item 12

East Hampshire DISTRICT COUNCIL

East Hampshire District Council
Code of Conduct for Councillors

1. The East Hampshire District Council ('the Council') has adopted the following code ("the code") dealing with the conduct that is expected of Councillors and co-opted[1] members of the Council ('Co-opted Members') when they are acting in that capacity as required by section 27 of the Localism Act 2011 ('the Act').

2. The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors and Co-opted Members and the Code sets out the standards that the Council expects them to observe.

3. The Code is not intended to be an exhaustive list of all the obligations that are placed on Councillors and Co-opted Members. It is the responsibility of individual Councillors and Co-opted Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to five years.

4. The Code is intended to be consistent with the seven principles as attached to this Code and applies whenever a person is acting in his/her capacity as a Councillor or Co-opted Member in the conduct of the Council's business or acting as a representative of the Council or when giving the impression that they are acting as a representative of the Council.

5. This Code of Conduct applies to you whenever you are acting in your capacity as a Councillor or Co-opted Members of East Hampshire District Council[2], including:

   (i) at formal meetings of the Council, its Committees and Sub-Committees, Cabinet and Cabinet Panels.

   (ii) when acting as a representative of the Council.

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[1] A "co-opted member" for the purposes of this code is, as defined in the Localism Act 2011 Section 27 (4) " a person who is not a member of the council but who

a) is a member of any committee or sub-committee of the council; or

b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

[2] In the case of Livingstone v Adjudication Panel for England, the court found that The Code covers misconduct in a councillor's official capacity or if a member otherwise 'misuses his position as a member'. However, there does need to be a link with the member's membership of the Council.

(iii) in taking any decision as a Cabinet Member.

(iv) in discharging your functions as a Ward Councillor.

(v) at briefing meetings with Council employees.

(vi) at site visits. and

(vii) when corresponding with the Council other than in a private capacity.

6. Failure to comply with the requirements of paragraph 9–12 of this Code constitutes a criminal offence for which you may be prosecuted. Failure to comply with any of the other sections of the Code may result in censure of you by the Council and may lead to the Council and/or your political group (if any) being recommended to impose further sanctions on you.

7. Common law developed by the courts indicated that, at least in relation to "quasi-judicial" functions such as Planning, Councillors and Co-opted Members should not participate if a reasonable member of the public who is neither complacent nor unduly sensitive or suspicious would in the circumstances conclude that there is a real possibility of bias by a Councillor or Co-opted Members. This Code requires Councillors and Co-opted Members to excuse themselves from involvement in decision making where they have a "Disclosable Pecuniary Interest" in the matter under consideration. However, it is possible that when exercising their powers in, for example, planning, other interests could lead a reasonable member of the public to conclude that there was a real possibility of bias on the part of the Councillor or Co-opted Member. In such circumstances they should not participate in the decision-making process (i.e. they should not vote nor, unless they are requested by the Chairman of the Committee on a point of clarification, speak on the matter). In cases of doubt or difficulty, advice should be sought from the Monitoring Officer.

8. General obligations of Councillors and Co-opted Members

As a Councillor or Co-opted Member, your conduct will address the principles of the Code of Conduct by:

(i) Representing residents and putting their interests first.

(ii) Dealing timely (and in case, within 28 days) with enquiries from residents, members of communities, within the administrative area of East Hampshire District Council and visitors fairly, appropriately and impartially.

(iii) Not allowing other pressures (such as personal friendship etc and including the financial interests of yourself or others connected to you) to deter you from pursuing constituents' casework, the interests of the Council's area, or the good governance of the Council in a proper manner.

(iv) Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.

(v) Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the Council, taking all relevant information into consideration, remaining objective and making decisions on merit.

(vi) Being accountable for your decisions and co-operating when scrutinised internally and externally.

(vii) Contributing to making the Council's decision-making processes as open and transparent as possible.

(viii) Restricting access to information when the wider public interest, the Council's Constitution, or the law requires it.

(ix) Behaving in accordance with all the Council's legal obligations, alongside any requirements contained in the Council's policies, protocols and procedures relating to conduct.

(x) Not bullying[3] any person.

(xi) Ensuring that when using or authorising the use by others of the resources of the Council that such resources are not used improperly or for political purposes.

(xii) Having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or otherwise.

(xiii) Not knowingly doing anything which might cause the Council to breach any legislation.

(xiv) Valuing your colleagues and Officers of the Council and engaging with them in a respectful and courteous manner.

(xv) Always treating all people and organisations with respect and propriety.

(xvi) Providing leadership through behaving in accordance with these principles.

[3] Bullying is defined as offensive, intimidating, malicious, insulting or humiliating behaviour which attempts to undermine, hurt or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability and health. Bullying conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of their colleagues, through the press or in blogs. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying.

(xvii) Being careful not to bring your role as a Councillor into disrepute with the use of your language when using social media by, for example posting inappropriate messages.

(xviii) Being careful with the use of your language when using social media in your personal capacity as it may conflict with your role as a Councillor and impact on your reputation in the Council.

(xix) When engaging in the use of e-mail be careful not to disclose information not intended to reach others or those who do not need to see the information.

REGISTERING AND DECLARING DISCLOSABLE PECUNIARY INTERESTS[4]

9. You must within 28 days of taking officer as a Councillor or Co-opted member, notify the Council's Monitoring Officer of the disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the disclosable pecuniary interest is yours, your spouse's or civil partner's, or is the disclosable pecuniary interest of someone with whom you are living with as a husband or wife, or as if you were civil partners.

10. You must disclose the pecuniary interest at any meeting of the Council at which you are present, where you have a disclosable pecuniary interest in any matter being considered and where the matter is not a 'sensitive interest[5]'.

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[4] "Disclosable Pecuniary Interest" includes:

- any employment, office, trade, profession or vocation carried on for profit or gain.
- any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of any expenses incurred in carrying out duties as a member, or towards election expenses.
- any contract which is made with the Council under which (a) goods or services are to be provided or works are to be executed and (b) which has not been fully discharged.
- any beneficial interest in land within the District.
- any licence to occupy land in the District for a month or longer.
- any tenancy where the landlord is the Council.
- any beneficial interest in the securities of a body where (a) that body has a place of business or land in the District; and (b) either (i) the total nominal value of the securities held exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which a beneficial interest exists exceeds one hundredth of the total issued share capital of that class.

[5] A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

11. Following any disclosure of a pecuniary interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer of the pecuniary interest within 28 days beginning with the date of disclosure.

12. Unless dispensation has been granted, you must not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

This Code is based on and consistent with the following seven Nolan principles.

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about the decision and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

ITEM: 13

HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 24th April 2017 **AGENDA ITEM:**

SUBJECT OF REPORT: ***Southern Parishes Community Fair: Saturday 24th June 2017***

Rebecca Probert, Community Officer from EHDC informed HPC that there will be a tug of war competition between the three Parishes (Horndean, Clanfield and Rowlands Castle) and asked if HPC wished to get a team together.

The information we have been given is as follows:

- Teams can be as big or small as we wish. Apparently, it all depends on the length of the rope.

- The team can have as many people as possible because there is a chance some teams will have more members than others and on the day, they may need to move team members about.

If HPC are interested in participating as a Parish, names of team members will need to be passed on to Rebecca Probert.

Report Prepared by Sarah Guy, Senior Administrator

ITEM: 14

HORNDEAN PARISH COUNCIL

CHIEF OFFICER'S UPDATE TO THE MEETING OF 24 APRIL, 2017

1. **Orders for Payment**

   The water account in respect of Napier Hall was queried insofar as the payment requested was disproportionate to Jubilee Hall. On further investigation it transpired that the cistermiser within the water supply to the toilets needed replacing. It is hoped that this will save water and therefore reduce the account accordingly.

Carla Baverstock-Jones
Chief Officer