HORNDEAN PARISH COUNCIL

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

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, D Evans, A Forbes (Vice Chairman), Dr C Jacobs, R Sowden, Mrs I Weeks, Mrs E. Tickell, P Little, P Beck, Mrs D Denston, M Burridge,

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Gill Foster, Administrator (Minute Taker).

PUBLIC ATTENDANCE: County Cllr Mrs M Harvey
Richard Sykes, Principal Engineer for Highways unit South Hampshire County Council. (HCC)
Rebecca Probate, Community Officer East Hants District Council (EHDC)
1 member of the Press.
14 members of the Public were present.

HPC 066/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss J Murray, N Wren & R Veitch.

HPC 067/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

Cllr P Little declared an interest in Item 11. No other Declarations of interest were received.

HPC 068/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

Cllr Mrs L Evans referred to Cllr Mrs M Harvey's Report. Cllr Mrs D Denston raised the issue about the height of some of the weeds within the paving in the village. Cllr Harvey advised that the weed killing was being finished by the end of the month and the weed killer now being used was considerably weaker than in the past due to health and safety requirements. Discussion took place after which Richard Sykes of Hampshire County Council Highways advised he would ask the relative people at HCC and report back.

Cllr P Beck expressed concerns about the junction at Catherington Lane traffic lights. Cllr Mrs M Harvey advised that Adrian Gray, Head of Highways (Traffic Manager), Hampshire County Council, would be attending the next HPC Council meeting.

HPC 069/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A verbal report was given by District Cllr D Evans, advising that the Gales site was to have a piece of public art, he advised that Linden Homes, the developers wanted to complete and at present Tenders were being asked for.

HPC 070/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

Cllr Mrs L Evans suggested that it would be good idea to advertise within the Parish regarding the attendance at the next HPC Council meeting of Adrian Gray, Head of Highway and ask for residents to send in questions/concerns into the Parish office prior to the meeting. Cllr Evans asked if Mr N Steward would also include in his next newsletter too.

HPC 071/17/18 **PUBLIC SESSION**

The meeting was duly opened to the public.

Mr N Steward was sorry to hear that Cllr N Wren was unwell and asked that best wishes were passed on to him.

Mr N Steward referred to the planned extension to Jubilee Hall and asked that Council go for the most cost effective deal. Cllr Mrs L Evans advised that this item was specifically to obtain at this stage quotes from Architects & Project Managers. Cllr Mrs L Evans thanked Mr Steward for his comments and advised that a public consultation will take place in the future.

HPC 072/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 19TH JUNE 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 19TH June 2017 be duly signed as a true record of the meeting.

HPC 073/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

Cllr Mrs L Evans asked for any comments.

It was **RESOLVED** that the Order for Payment (List 4 attached) be approved and duly signed.

HPC 074/17/18 **TO RECEIVE AND APPROVE THE BANK RECONSILLIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTY AS AT30TH JUNE 2017.**

Cllr Mrs L Evans ask for any comments.

Cllr Mr D Evans advised that the Co-op Business Select account holding £86.68 was in the process of being closed and this as accrued interest.

It was **RESOLVED** that the bank reconciliations for the Co-Operative (£7,778.65), Lloyds (£350,000) and Cambridge and County (£132,030.48) as at 30.06.2017 be approved and were duly signed by Cllr Mrs L Evans.

HPC 075/17/18 **TO RECEIVE A REPORT IN RESPECT OF THE GOAL POST AT FIVE HEADS RECREATION GROUND.**

Cllr Mrs L Evans referred to all the information in the packs, Cllr Evans asked if anyone was in attendance within the public and several people were. Cllr Evans advised that the two Football Clubs that use the football pitches were having a meeting together tomorrow to discuss some changes and will advise the Council accordingly. A discussion took place.

The Report was noted and it was agreed that HPC would continue to monitor the situation.

HPC 076/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE AUSTRALIAN WAR MEMORIAL – HORNDEAN CHILDREN OF THE 1940'S**

Cllr Mrs L Evans referred to the items within the Councillors packs as an update.

Cllr Mrs L Evans asked Richard Sykes from HCC Highways whether this memorial required a Cultivation Licence? Mr Sykes advised that it was, but the Licence could not be issued to an individual person, only to a Parish/District/County Council, it covers various other elements including insurance and he was happy to issue this free of charge. Nicky Radcliff asked if this Licence was still necessary as it was only a requirement

if funding was being received from the Heritage/Lottery funding. Mr Sykes advised that the proper way forward would be for it to be issued to the Parish. Cllr Mrs L Evans asked for clarification as to why it had to be renewed every five years and what were there reasons that it would not be issued? Mr Sykes advised that the only reasons when a License is not issued is if the highway land is needed to be used for a highway related issued or if a Council cancels it. Cllr Mrs E Tickell expressed concerns that HPC could be liable.

It was agreed that the Chief Officer would make a full Report to the next Council meeting with extensive details of the Cultivation Licence and what's involved and then Council can then debate this. It was also agreed that the Chief Officer would arrange a meeting with all parties concerned prior to the Council meeting.

HPC 077/17/18 **TO RECEIVE AND AGREE THE REVISED DESIGN SPECIFICATION IN RESPECT OF THE EXTENSION TO JUBILEE HALL.**

Cllr Mrs L Evans advised that this was the first stage to get Architect quotes. Cllr Mr D Evans referred to the draft specification. A lengthy discussion took place. Cllr Mrs L Evans advised that as there were no expertise within the Council the decision had to be made in hiring an Architect and a Project Manager. Cllr M Burridge drew attention to several legal requirements and responsibilities.

Cllr Mrs L Evans asked that a meeting prior to the Council meeting on 21st August 2017 take place with the Jubilee Hall Working Party, this was agreed.

HPC 078/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 03 JULY 2017, IN RESPECT OF THE PROPOSED IMPROVEMENTS TO FOOTPATHS WITHIN HAZLETON COMMON.**

Cllr Mrs L Evans referred to the Report.

It was **RESOLVED** that these recommendations be put in place. Proposed Cllr M Burridge, Seconded Cllr P Little.

HPC 079/17/18 **TO RECEIVE THE RECOMMENDATION FROM GROUNDS COMMITTEE ON 03 JULY 2017, IN RESPECT OF THE REVISED CATHERINGTON LITH MANAGEMENT PLAN.**

It was **RESOLVED** that these recommendation be adopted. Proposed Cllr P Little, Seconded Cllr M Burridge.

HPC 080/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON 03 JULY 2017, IN RESPECT OF THE DEMARCATION OF BOUNDARIES WITHIN HPC SITES**.

Cllr D Evans asked for clarification in respect of costings. Cllr Mrs E Tickell advised that this was not a major exercise and was already a work in progress project.

It was **RESOLVED** that these recommendations be adopted. Proposed Cllr P Beck, Seconded Cllr M Burridge.

HC 081/17/18 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVOUS MEETING(S)**

Cllr Mrs L Evans referred to the Chief Officer's Report, advised that the missing floral display had now been replaced.

Cllr M Burridge attended the Bio Blitz and advise it was a really good event and thanked the Countryside Team. Cllr Mrs E Tickell also advised that she had attended and reported that it was a superb experience.

Cllr Mrs L Evans advised that at the last Committee Forum meeting it was expressed that all the floral displays were appreciated by residents and it was asked if we could extend this.

HPC 082/17/18 **TO NOTE THE NEXT SCHEDLED MEETING OF THE COUNCIL BEING 21ST AUGUST 2017.**

The date was duly noted.

HPC 083/17/18 **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, albeit there were no members of the public present.

The public part of the meeting closed at 8.20pm.

HPC 084/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 19 JUNE 2017**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 19 June, 2017 be duly signed as a true record of the meeting.

The confidential part of the meeting closed at 8.22PM

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Chairman

21/8/17
.....
Dated

1121. 8

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 4 - 24-07-17			BANK ENTRIES: 06/06/17 to 17/07/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		JUNE 2017 - DIRECT DEBITS				
1	04/06/2017	Plusnet	12.50	2.50	15.00	Tyfield WIFI: 4/6/17-3/7/17
2	01/06/2017	Fuelgenie	155.44	31.09	186.53	Fuel
3	01/06/2017	Peach	138.11	27.62	165.73	Tyfield Line, Alarm, Napier, Jubilee WIFI : May Calls/June Rent
4	01/06/2017	Vodafone	47.00	9.40	56.40	Mobiles : May Calls/June Rent
5	08/06/2017	SSE (Napier)	41.92	2.09	44.01	Napier Gas: 9 May- 6 June
6	31/05/2017	Veolia	204.40	40.88	245.28	Waste Removal - May 2017
		JULY 2017 - DIRECT DEBITS				
7	01/07/2017	Luckylite	520.00	0.00	520.00	Luckylite: July 2017 Rent
8	04/07/2017	Plusnet	12.50	2.50	15.00	Tyfield WiFI: 4/7/17-3/8/17
9	09/06/2017	PHS Group	210.25	42.05	252.30	Air Fresheners, Hand Driers, Waste Collection
10	09/06/2017	PHS Group	89.23	17.85	107.08	Waste Coll, San Disposal
11	01/07/2017	Peach	134.07	26.81	160.88	Tyfield Line, Alarm, Napier, Jubilee WIFI : June Calls/July Rent
12	03/07/2017	Fuelgenie	170.23	34.06	204.29	Fuel
13	01/07/2017	Vodafone	47.00	9.40	56.40	Mobiles : June Calls/July Rent
14	28/06.2017	SSE	181.84	9.09	190.93	Electric at Napier 29 Mar-27 June
		JUNE 2017 BACS				
15	01/06/2017	Petty Cash	14.50	0.00	14.50	Petty Cash - May 2017
16	31/05/2017	Scandor	707.83	141.57	849.40	Final Payment Re Deep Dell
17	30/05/2017	Hampshire County Council	17.16	3.43	20.59	Hand Gel and Batteries
18	01/06/2017	B & Q	40.77	8.13	48.90	Gripfill, Mach Screw, Ply (Repair of Trailer)
19	08/06/2017	Rowlands Castle Cleaning	75.00	0.00	75.00	Window Cleaning for Tyfield, Jubilee and Napier
20	31/05/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking - May 2017
21	05/06/2017	Playsafety Ltd	538.65	107.73	646.38	Inspection of all Playgrounds
22	30/04/2017	Richard Merritt Chemicals	45.78	9.16	54.94	Janitorial Supplies
23	08/06/2017	AVS Fencing	131.43	26.29	157.72	Cath Down/Hzl Comm Fence Repair
24	30/05/2017	Clyde & Co	68.00	0.00	68.00	VAT only on Insurance Claim
25	08/06/2017	Radian (Rkadia)	35.50	7.10	42.60	Hire of Meeting Room and Refreshments for Architect
26	20/06/2017	Horndean PC Employees	14,555.24	0.00	14,555.24	Net Salaries - June 2017
27	26/04/2017	Horndean Walking Netball	200.00	0.00	200.00	Approved Grant From Council
28	21/04/2017	Victim Support	200.00	0.00	200.00	Approved Grant From Council
29	15/05/2017	JDC Outdoor Services	9,234.00	1,846.80	11,080.80	Yoells Copse:Footpath Creation (Developers contribution)
30	21/06/2017	Robert Harriott	3,500.00	700.00	4,200.00	Quarterly Rent - Q2 2017-18
31	21/06/2017	Robert Harriott	201.55	0.00	201.55	Insurance - Q2 2017-18
32	24/06/2017	Blendworth Property Maintenance	50.00	0.00	50.00	Adjust Side Fire Door at Napier Hall
33	30/06/2017	HMRC	3,908.12	0.00	3,908.12	PAYE/NI - June 2017
34	30/06/2017	Hampshire Pension Fund	4,034.33	0.00	4,034.33	Pension Contributions - June 2017
		JULY 2017 BACS				
35	14/06/2017	B & Q	27.32	5.46	32.78	Fence Paint and Brushes-Lychgate Drive, Jubilee
36	16/06/2017	Screwfix	25.00	5.00	30.00	Gloves, 2 tins paint, WD40
37	05/07/2017	B & Q	15.92	3.19	19.11	Wasp Killer, Petrol Can, Timber
38	30/06/2017	Richard Merritt Chemicals	39.80	7.96	47.76	Janitorial Supplies
39	23/05/2017	Lizard Audio	41.67	8.33	50.00	Cable Ramp Guards-Armed Forces Day
0	22/06/2017	Hampshire Toilet Hire	110.00	22.00	132.00	Portaloo for Bio Blitz Event in July
1	19/06/2017	Dale Valley	120.00	24.00	144.00	H & S and Environmental Awareness Course
2	14/06/2017	Acas	170.00	0.00	170.00	Essential Skills for Managers Course
3	25/05/2017	Lizard Audio	141.67	28.33	170.00	Sound System Hire-Armed Forces Day
4	30/06/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking: June 2017
5	28/06/2017	Watling & Hirst	175.00	35.00	210.00	Payroll Q1 2017-18
6	05/06/2017	Connected IT	270.72	0.00	270.72	Microsoft Office 365 1.7.17-30.6.18
7	05/07/2017	Glanvilles	250.00	50.00	300.00	Adverse Possession Claim: May - July Fees
8	15/06/2017	Rialtas Businesss Solutions	468.30	93.66	561.96	Hall Bookings Training
9	03/07/2017	EHDC	563.00	0.00	563.00	Welcome to Horndean' Sign
	04/07/2017	AVS Fencing	76.25	15.25	91.50	Dell Piece West Fence repair
	01/07/2017	CIA	524.00	104.80	628.80	Tyfield Alarm Service Agreement 1/7/17-30/6/18
	20/06/2017	Hampshire County Council	37.83	7.57	45.40	Stationery and Antibacterial Liquid Soap
	19/06/2017	Screwfix	5.24	1.05	6.29	Dewalt Screwdriver Bit Box
	30/06/2017	Petty Cash	50.73	0.00	50.73	Petty Cash June 2017
	14/06/2017	Southern Fire Protection	130.00	26.00	156.00	6 Month Service/Inspection of Fire Alarms and Emergency Lighting
	13/07/2017	Southern Fire Protection	79.25	15.85	95.10	Annual Service -Fire Extgs at Tyfield and Jubilee
		JUNE 2017 DEBIT CARD				
	05/06/2017	Water Irrigation	5.62	1.13	6.75	Watering Lance Attachment for baskets in Square
	13/06/2017	Top Notch Signs	63.00	12.60	75.60	Basketball Warning Sign - Downs Park
	09/06/2017	Farnham Recruitment	389.80	77.96	467.76	Advert for Caretaker
		JULY 2017 DEBIT CARD				
	11/07/2017	R S Components	50.34	10.07	60.41	RS 12V lead Acid Battery (for water bowser)
	12/07/2017	Post Office	28.21	5.64	33.85	Alba Postal Mailing Scale for Tyfield House
		TOTALS	43,675.68	3,725.33	47,401.01	

INVOICES TO BE APPROVED FOR PAYMENT		LIST 4 - 24-07-17			
Date of Invoice	Payee	Net	VAT	Total Payment	Details
23/06/2017	Idverde Ltd	1,193.40	238.68	1,432.08	Empty Bins: April-June 2017
	TOTALS	1,193.40	238.68	1,432.08	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 4 - 24-07-17			BANK ENTRIES: 06/06/17 to 17/07/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		JUNE 2017				
63	08/06/2017	Private	72.60	0.00	72.60	Hire of Jubilee Hall
64	12/06/2017	Private	-100.00	0.00	-100.00	Deposit refunded. Party 3/6/17
65	12/06/2017	Private	143.56	0.00	143.56	Hire of Jubilee- Deposit and Hall Hire
66	12/06/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
67	12/06/2017	PFM WEL-being	66.00	0.00	66.00	Hire of Jubilee Hall
68	12/06/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
69	12/06/2017	Jiggy Wrigglers	39.60	0.00	39.60	Hire of Jubilee Hall
70	12/06/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
71	12/06/2017	MS Society	26.40	0.00	26.40	Hire of Napier Hall
72	12/06/2017	Private	80.63	0.00	80.63	Hire of Jubilee Hall
73	12/06/2017	1st Cath Air Scouts	79.20	0.00	79.20	Hire of Jubilee Hall
74	12/06/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
75	12/06/2017	Dog Training	396.00	0.00	396.00	Hire of Napier Hall
76	12/06/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
77	13/06/2017	Ancient Order Of Foresters	19.80	0.00	19.80	Hire of Napier Hall
78	15/06/2017	EHDC	214.50	0.00	214.50	Hire of Jubilee Hall
79	20/06/2017	EHDC	1,375.00	0.00	1,375.00	Developers Contribution-Pathway Works at Cath Lith
80	19/06/2017	Lovedean Karate Club	237.60	0.00	237.60	Hire of Napier Hall
81	19/06/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
82	19/06/2017	Private	116.16	0.00	116.16	Hire of Jubilee Hall
83	22/06/2017	Private	-100.00	0.00	-100.00	Deposit Refunded. Party 18/6/17
84	26/06/2017	Diddi Dance	66.00	0.00	66.00	Hire of Napier Hall
85	26/06/2017	Co-Op	999.23	0.00	999.23	Bank Redress
86	26/06/2017	Private	-100.00	0.00	-100.00	Deposit Refunded. Party 25/06/17
87	29/06/2017	Private	14.52	0.00	14.52	Hire of Jubilee Hall
88	29/06/2017	Private	21.29	0.00	21.29	Hire of Jubilee Hall
89	30/06/2017	Brendoncare	34.00	0.00	34.00	Hire of Napier Hall
90	30/06/2017	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
91	31/05/2017	Cambridge & Counties	113.30	0.00	113.30	Bank Interest
		JULY 2017				
92	03/07/2017	Private	-100.00	0.00	-100.00	Deposit refunded. Party 1/7/17
93	03/07/2017	Private	-100.00	0.00	-100.00	Deposit refunded. Party 30/06/2017
94	03/07/2017	Private	-100.00	0.00	-100.00	Deposit refunded Party 2/7/17
95	03/07/2017	Butser Lace	51.00	0.00	51.00	Hire of Napier Hall
96	03/07/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
97	03/07/2017	Horndean Football Club	83.34	0.00	83.34	Hire of Pitches
98	03/07/2017	Purple Promotions	198.00	0.00	198.00	Hire of Napier Hall
99	03/07/2017	Ams4fitness	158.40	0.00	158.40	Hire of Napier/Jubilee Hall
100	03/07/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
101	04/07/2017	Busybees	448.80	0.00	448.80	Hire of Jubilee Hall
102	04/07/2017	Jiggy Wrigglers	79.20	0.00	79.20	Hire of Jubilee Hall
103	05/07/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
104	05/07/2017	Slimming World	660.00	0.00	660.00	Hire of Jubilee Hall
105	03/07/2017	Dog Training	200.00	0.00	200.00	Hire of Napier Hall
106	03/07/2017	Dog Training	169.60	0.00	169.60	Hire of Napier Hall
107	03/07/2017	PFM WEL-being	66.00	0.00	66.00	Hire of Jubilee Hall
108	03/07/2017	On All Paws	118.80	0.00	118.80	Hire of Jubilee Hall
109	10/07/2017	Private	143.56	0.00	143.56	Deposit and Jubilee Hall Hire
110	10/07/2017	Private	-100.00	0.00	-100.00	Deposit Refunded. Party 9.7.17
111	11/07/2017	Abstract	206.60	0.00	206.60	Hire of Jubilee and Napier
112	10/07/2017	Private	52.80	0.00	52.80	Hire of Napier/Jubilee
113	10/07/2017	Private	72.60	0.00	72.60	Hire of Jubilee Hall
114	10/07/2017	Private	18.70	0.00	18.70	Hire of Napier Hall
115	10/07/2017	Private	18.70	0.00	18.70	Hire of Napier Hall
116	12/07/2017	U3A	41.30	0.00	41.30	Hire of Jubilee Hall
117	13/07/2017	Rural Payments Agency	3,830.25	0.00	3,830.25	Higher Level Stewardship 2016-17
118	14/07/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
119	17/07/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
		TOTALS	10,629.44	0.00	10,629.44	

SIGNED:	
SIGNED:	
DATE:	LIST 4 - 24-07-17