HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 21st AUGUST 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, D Evans, R Sowden, Mrs I Weeks Mrs E. Tickell, P Beck, Mrs D Denston, M Burridge, R Veitch

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

PUBLIC ATTENDANCE: County Cllr Mrs M Harvey
District Councillor Mrs S Schillemore
Adrian Gray Head of Highways Traffic Manager, Hampshire County Council
Richard Sykes, Principal Engineer for Highways unit South
Hampshire County Council. (HCC) (arrived7.30pm)
1 member of the Press.
30 members of the Public were present.

HPC 0085/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss J Murray, P Little, Dr C. Jacobs and A Forbes.

HPC 086/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No Declarations of interest were received.

HPC 087/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

County Councillor Mrs M Harvey advised that things were quiet at County level but was able to report that the Morrisons roundabout will be completely dug out and re-done shortly.

HPC 088/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

District Cllr D Evans reported that things were quiet at District level.

HPC 089/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

Cllr Mrs L. Evans reported that the SID Group were making good progress and were about to begin using the equipment again.

It was advised that Jordan Walker of the Countryside Team was leaving HPC. Cllr Mrs L Evans thanked him for all the hard work that he had put in over several years of service.

Tony Bushnell of the Blendworth Brass Band had unfortunately passed away, Cllr Mrs L Evans advised that a memorial service will be held at 2.00pm at the Latter Day Saint Chapel, 68-78 Kingston Crescent, North End, Portsmouth. PO2 8AQ. On Saturday 2nd September. It was also asked that a sympathy card be sent to Mr Bushnell's family.

HPC 90/17/18 **PUBLIC SESSION**

The meeting was duly opened to the public.

Mrs Jean Reynolds asked if there is any development with the layby in Havant Road, County Councillor Mrs M Harvey advised she was trying to get an update and agreed to keep everyone informed. Mrs Reynolds asked about the car park at the Linden Development, Cllr Mrs E Tickell advised that the Developers are being chased and there was a meeting taking place and she was waiting to hear the outcome.

Mrs Sue Wilson referred to Item 15 regarding the sign that Holy Trinity Blendworth had applied for through a Grant Application, she advised that the actual amount that they would require is not £500 as originally asked for but £187.50.

District Councillor Mrs S Schillemore asked that she would like to speak on Item 11 if necessary.

HPC 091/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 24th JULY 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 24TH July 2017 be duly signed as a true record of the meeting.

HPC 092/17/18 **TO RECEIVE A REPRESENTATIVE FROM HAMPSHIRE COUNTRY COUNCIL – HIGHWAYS, TO PROVIDE AN UPDATE AND RESPOND TO QUESTIONS REGARDING THE JUNCTION AT HAZLETON WAY.**

Mr Adrian Gray, Head of Highways Traffic Management addressed the meeting. Cllr Mrs L Evans advised that all the questions received in the Parish office prior to the meeting had been passed on to Mr Gray.

Mr Gray advised that the Bus priority on the A3 and the Hazleton traffic lights had been a difficult junction to operate and gave a general update on the situation, advised that signals and how it operated were looked at in June this year. Several Councillors asked questions and Mr Gray agreed to take away anything he could not answer and report back. Cllr Mrs L Evans asked if the Bus Lane could be reduced in length or at least looked at a discussion took place. Mr Gray addressed all the other traffic issues that had been emailed in to the Parish Office giving relative information, then several questions were taken from the public a lengthy discussion took place.

Cllr Mrs L Evans thanked Mr Gray for attending the meeting which was much appreciated.

HPC 093/17/18 **TO RECEIVE AND APPROVE THE ORDERS OF PAYMENT (LIST 5 ATTACHED).**

Cllr Mrs L Evans asked for any questions. Cllr Mrs I Weeks asked why we rented the photo copier Cllrs Mrs L Evans advised that it enabled us to have the most up to date equipment it also covered servicing and it was the best package.

It was **RESOLVED** that the Order for Payment (List 5 attached) be approved and duly signed.

HPC 094/17/18 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT.**

The Report was noted.

HPC 095/17/18 **TO RECEIVE A REPORT AND CONSIDER THE PROPOSED LICENCE REQUIRED IN RESPECT OF THE AUSTRALIAN WAR MEMORIAL – HORNDEAN CHILDREN OF THE 1940'S**

Cllr Mrs L Evans referred to the Report and draft Licence. Mr Sykes from Hampshire County Council was available to answer any questions in respect of the Licence.

Cllr Mrs L Evans advised that it was necessary for HPC to make two decisions one was whether the Council was prepared to take on the maintenance of the area and the other was to agree the conditions of the Licence.

Cllr Mrs L Evans addressed the meeting stressing that it was important that HPC get everything in place correctly from the start and understand what the responsibilities were.

District Cllr Mrs S Schillemore addressed the meeting giving reasons as to why the memorial was important and asked if HPC could this evening agree the draft Licence in principal as the group felt they were running out of time. Cllr Mrs L Evans accepted the comments

The following conditions within the Draft Licence 1, 2, 3,8 and15 were discussed at length.

It was **RESOLVED** that the ownership of the memorial become part of the Parish Assets and the Chief Officer be delegated to work with HCC for the finalisation of the Licence and enable this project to move forward.

Nikki Radcliffe thanked HPC.

HPC 096/17/18 **TO RECEIVE A REPORT AND CONSIDER THE PROPOSED CONFIGURATION OF THE FOOTBALL PITCHES AT FIVE HEADS RECREATION GROUND.**

Cllr Mrs L Evans referred to the Report and asked for comments drawing attention to the requested Parish requirements, all agreeing that the Countryside Team would deal with the overgrown bush the other a request for a net to be erected was discussed.

It was **RESOLVED** that the Chief Officer look into costings for nets and investigate other options.

Further discussion took place about Public Liability Insurance on the fields.

It was **RESOLVED** that the Chief Officer to check to see If all works are covered on the fields or whether the football club would need to cover the work themselves.

With these provisos the changes to the football pitch layouts were agreed by Council.

HPC 098/17/18 **TO RECEIVE AND AGREE THE REVISED DESIGN SPECIFICATION IN RESPECT OF THE EXTENSION TO JUBILEE HALL.**

Cllr Mrs L Evans referred to the Report and asked for comments, Cllr M Burridge advised he had no comments and proposed that this move forward.

This was agreed.

HPC 098/17/18 **TO NOTE THE FORMATION OF A FINANCE AND GENERAL PURPOSES SUB-COMMITTEE.**

This was duly noted.

HPC 099/17/18 **TO RECEIVE AND CONSIDER THE GRANT APPLICATION IN RESPECT OF THE HOLY TRINITY CHURCH, BLENDWORTH – SUM NOT EXCEEDING £500.**

Cllr Mrs L Evans referred to the Application and asked for comments, a short discussion took place.

It was **RESOLVED** that an amount of £187.50 be duly given to the Holy Trinity Church.

HPC 100/17/18 **TO RECEIVE AND CONSIDER THE RE-INSTATEMENT OF THE ANNUAL GRANT IN RESPECT OF HORNDEAN COMMUNITY ASSOCIATION.**

Cllr Mrs L Evans explained for the benefit of newer members, that in the past, an annual grant had been given. This had been reduced and finally withdrawn some years ago. A discussion took place.

It was **RESOLVED** that the Annual Grant to Horndean Community Association is not re-instated however any individual Grant Applications will be looked at on their own merit.

HPC101/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON 31 JULY 2017, IN RESPECT OF THE REVISED FINANCIAL REGULATIONS.**

Cllr Mrs L Evans referred to the Regulations. Cllr D Evans referred to all the items that have been amended within the Regulations.

It was **RESOLVED** that these be adopted.

HPC10217/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON 31ST JULY 2017 IN RESPECT OF THE DRAFT BUDGET TIMETABLE FOR 2018/2019**

Cllr D Evans referred to the Draft Budget timetable for 2018/2019 and asked that these dates be noted. Cllr D Alexander asked if these dates could also be added to the schedule of meetings calendar for 2018/2019.

The dates were duly noted and the Chief Officer was asked if the schedule of meetings for 2018/2019 could incorporate these dates.

HPC103/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON 31 JULY 2017, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:**
HORNDEAN TECHNOLOGY COLLEGE LUNCH CLUB - £350
BLENDWORTH BRASS BAND - £500
1ST HORNDEAN SCOUT GROUP - £500

Cllr Mrs Evans referred to the Grants.

It was **RESOLVED** that all the grants be approved.

HPC 104/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING 18th SEPTEMBER 2017.**

The date was duly noted.

Meeting closed at 9.19pm

HPC 105/17/18 **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.

HPC 106/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 AUGUST 2017, REGARDING THE EXPIRY OF THE FIXED-TERM CONTRACTS**.

It was **RESOLVED** to agree the recommendation from the Staff Committee as detailed in the Report.

- One employee to be offered a permanent contract from the 13th December 2017.
- The second and additional person to be offered a further 18 month fixed term contract.
- If the collection of waste is undertaken in-house, the net cost for the additional employee would represent an increase to the budget of £18.2k for 2018/19.

The confidential part of the meeting closed at 9.21PM

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Chairman

18/9/17
.....
Dated

Item 9

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 5 - 21-08-17			BANK ENTRIES: 18/07/17 to 17/08/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		JULY 2017 - DIRECT DEBITS				
1	07/07/2017	SSE Gas	17.79	0.88	18.67	Gas at Napier Hall: 7 June-4 July 2017
2	11/07/2017	SSE	187.80	9.39	197.19	Electric at Jubilee Hall: 12 April-4 July 2017
3	31/07/2017	Veolia	166.02	33.20	199.22	Waste Removal - July 2017
4	11/07/2017	SSE	192.26	9.61	201.87	Electric at Tyfield House: 12 April-4 July 2017
5	15/07/2017	BT	85.61	17.12	102.73	Jubilee Hall Alarm : 1 July - 30 Sep 2017 (02392 592978)
		AUGUST 2017 - DIRECT DEBITS				
6	18/07/2017	BT	71.10	14.22	85.32	Jubilee Payphone : 1 July-30 Sept 2017 (02392 597321)
7	01/08/2017	Luckylite	520.00	0.00	520.00	Luckylite: July 2017 Rent
8	20/07/2017	BT	85.20	17.04	102.24	Tyfield WIFI Line : 1 July-30 Sept 2017 (02392 570550)
9	04/08/2017	Plusnet	12.50	2.50	15.00	Tyfield WiFi: 4/8/17-3/9/17
10	01/08/2017	Peach	137.97	27.59	165.56	Tyfield Line, Alarm, Napier, Jubilee WIFI : July Calls/Aug Rent
11	01/08/2017	Vodafone	47.00	9.40	56.40	Mobiles : June Calls/July Rent
12	01/08/2017	Fuelgenie	149.81	29.97	179.78	Fuel
		JULY 2017 BACS				
13	20/07/2017	Horndean PC Employees	14,284.02	0.00	14,284.02	Net Salaries: July 2017
14	20/07/2017	Rowlands Castle Cleaning	75.00	0.00	75.00	Window Cleaning for Tyfield, Jubilee and Napier
15	18/07/2017	Scandor	96.00	19.20	115.20	5 Mats for Jubilee Play Area
16	20/07/2017	DNB Tree Surgery Ltd	450.00	90.00	540.00	Fell Oak Tree @ Wagtail Copse
17	17/07/2017	PRS for Music	158.47	31.69	190.16	Jubilee Hall Annual Charges 1 Aug 2017-31 July 2018
18	20/07/2017	CIA	81.00	16.20	97.20	Charge to attend Alarm on 19th July
19	31/07/2017	Hampshire Pension Fund	3,995.54	0.00	3,995.54	Pension Contributions - July 2017
20	31/07/2017	HMRC	3,913.08	0.00	3,913.08	PAYE/NI July 2017
21	31/07/2017	Petty Cash	105.07	0.00	105.07	Petty Cash 1-31 July 2017
		AUGUST 2017 BACS				
22	28/07/2017	Viking	204.33	4.68	209.01	Postage, Stationery
23	25/07/2017	Screwfix	27.14	5.43	32.57	Fixings for Basketball net at Jubilee
24	28/06/2017	Annodata	201.93	40.39	242.32	Copier Rental : 26/08/17-25/11/2017
25	13/07/2017	PPL	244.04	48.81	292.85	Annual Music Licences for Jubilee and Napier
26	04/08/2017	LCR	17.00	0.00	17.00	Annual Subscription for NALC Magazines
27	10/08/2017	Dickies Store	114.92	22.98	137.90	Uniform for CT and Caretaker
28	02/08/2017	Sean Mason Electrical	250.00	50.00	300.00	2 LED Emergency Lights at Jubilee Hall
29	24/07/2017	MOT & Service World	211.00	42.20	253.20	Replace offside window on ST08 vehicle
30	31/07/2017	F R Jones & Son	42.25	8.45	50.70	3 Stihl Hedge Trimmer Grease 225g
31	09/08/2017	Petty Cash	39.95	7.99	47.94	Loppers for CT Team
32	01/08/2017	Hampshire County Council	38.08	7.62	45.70	4 Boxes A4 Paper
33	04/08/2017	PositivID Identity Systems	7.50	1.50	9.00	ID Badge for New Caretaker of Napier Hall
34	01/08/2017	Vision ICT Ltd	215.00	43.00	258.00	Website Hosting & Support Oct 17-Sep 18
35	08/08/2017	Carters of Swanwick	37.50	7.50	45.00	Sharpen Hedge Trimmers
36	08/08/2017	Carters of Swanwick	37.50	7.50	45.00	Sharpen Hedge Trimmers
37	31/07/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking - June 2017
38	02/08/2017	Screwfix	17.90	3.58	21.48	Metal Grinding Disc, Reversible Tarp 4x5m
		JULY 2017 DEBIT CARD				
39	14/07/2017	Autoculture Distribution	5.71	1.14	6.85	New Part for CT Lawnmower
		AUGUST 2017 DEBIT CARD				
40	01/08/2017	Eco-Sol Ltd	68.71	13.74	82.45	Fire Retardent Spray for Door Curtains at Jubilee Hall
41	01/08/2017	TLC (Southern) Ltd	46.10	9.22	55.32	Small Fluorescent Tubes for Napier Hall
		TOTALS	26,805.13	683.22	27,488.35	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 5 - 21-08-17			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		None				
		TOTALS	0.00	0.00	0.00	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 5 - 21-08-17			BANK ENTRIES: 18/07/17 to 17/08/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		JULY 2017				
42	17/07/2017	Lovedean Karate Club	264.00	0.00	264.00	Hire of Napier hall
43	17/07/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
44	17/07/2017	1st Catherington Air Scouts	79.20	0.00	79.20	Hire of Jubilee Hall
45	17/07/2017	Private	14.52	0.00	14.52	Hire of Jubilee Hall
46	20/07/2017	Private	146.95	0.00	146.95	Deposit and Hall Hire for Jubilee Hall
47	26/07/2017	Private	100.00	0.00	100.00	Deposit for Hire of Jubilee
48	25/07/2017	Private	28.05	0.00	28.05	Hire of Napier Hall
49	25/07/2017	Private	29.04	0.00	29.04	Hire of Jubilee Hall
50	25/07/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
51	25/07/2017	Brownies	79.20	0.00	79.20	Hire of Jubilee Hall
52	27/07/2017	Horndean Baptist Church	874.22	0.00	874.22	Hire of Napier Hall
53	27/07/2017	Hampshire County Council	750.00	0.00	750.00	Contribution to land Management of QECP
54	28/07/2017	Brendoncare	34.00	0.00	34.00	Hire of Napier Hall
55	28/07/2017	EHDC	3,404.00	0.00	3,404.00	Information Officer 2017-18
56	31/07/2017	AMS4Fitness	145.20	0.00	145.20	Hire of Jubilee/Napier Hall
57	31/07/2017	Private	-100.00	0.00	-100.00	Deposit refunded
58	31/05/2017	Cambridge & Counties	117.19	0.00	117.19	Bank Interest
59	31/07/2017	Pilates (Alison Thompson)	17.00	0.00	17.00	Hire of Napier Hall
60	31/07/2017	Butser Lace	34.00	0.00	34.00	Hire of Napier Hall
		AUGUST 2017				
61	03/08/2017	Jiggy Wrigglers	99.00	0.00	99.00	Hire of Jubilee Hall
62	01/08/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
63	01/08/2017	Horndean Football Club	83.34	0.00	83.34	Hire of Pitches
64	01/08/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
65	01/08/2017	Private	17.00	0.00	17.00	Hire of Napier Hall
66	02/08/2017	Busybees	396.00	0.00	396.00	Hire of Jubilee Hall
67	02/08/2017	Abstract Dance	189.60	0.00	189.60	Hire of Jubilee/Napier hall
68	03/08/2017	HMRC	6,994.41	0.00	6,994.41	Q1 2017-18 VAT Return
69	03/08/2017	Slimming World	660.00	0.00	660.00	Hire of Jubilee Hall
70	03/08/2017	Private	87.12	0.00	87.12	Hire of Jubilee Hall
71	03/08/2017	Dog Training (Liz Mould)	402.60	0.00	402.60	Hire of Napier Hall
72	07/08/2017	Private	34.66	0.00	34.66	Deposit for Jubilee Hall
73	07/08/2017	Private	65.34	0.00	65.34	Deposit for Jubilee Hall
74	09/08/2017	Private	73.13	0.00	73.13	Hire of Jubilee Hall
75	07/08/2017	On All Paws (Homestead)	158.40	0.00	158.40	Hire of Jubilee Hall
76	07/08/2017	PFM WEL-being	66.00	0.00	66.00	Hire of Jubilee Hall
77	07/08/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
78	07/08/2017	Brownies	39.60	0.00	39.60	Hire of Jubilee Hall
79	11/08/2017	Private	100.00	0.00	100.00	Deposit for Jubilee Hall
80	15/08/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
81	15/08/2017	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
82	16/08/2017	Lovedean Karate Club	264.00	0.00	264.00	Hire of Napier Hall
83	16/08/2017	Private	109.12	0.00	109.12	Hire of Jubilee Hall
84	16/08/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
85	16/08/2017	Purple Promotions	198.00	0.00	198.00	Hire of Napier Hall
		TOTALS	16,447.01		16,447.01	

SIGNED:	
SIGNED:	
DATE:	LIST 5 - 21-08-17