HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 18 SEPTEMBER 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, Mrs D Denston, D Evans, A Forbes (Vice Chairman), R Sowden, Mrs E Tickell, R Veitch

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

PUBLIC ATTENDANCE: 1 member of the Press and 5 members of the Public were present.

HPC 107/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge, Dr C Jacobs, P Little, Miss J Murray, Mrs I Weeks and N Wren.

Apologies for absence were received from County Cllr Mrs M Harvey.

HPC 108/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 109/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received due to County Cllr Mrs Harvey having submitted her apologies for the meeting.

HPC 110/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted by Members.

HPC 111/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman said she had recently attended an EHDC meeting of Town and Parish Councils. She said she met the new CEO of the Citizens Advice Bureau, who stated they would still be appreciative of grant monies from Town and Parish Councils.

HPC 112/17/18 **PUBLIC SESSION**

There were no questions from members of the public.

HPC 113/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 21 AUGUST 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 21 August 2017 be duly signed as a true record of the meeting. It was noted that Cllr Forbes Apologies were included in the signed minutes.

HPC 114/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)**

The Orders for Payment (List 6 attached) was circulated. It was noted that the Orders for Payment within the Councillor packs was different to the version originally emailed to all Members, the difference being the addition of the 2x invoices for payment to the Landlord of Tyfield House.

It was **RESOLVED** that the Orders for Payment (List 6 attached) be approved and duly signed.

HPC 115/17/18 **TO PRESENT THE GRANT AWARDS TO THE FOLLOWING SUCCESSFUL APPLICANTS**

It was agreed for this item to be dealt with next so the groups in attendance could attend other arranged meetings.

- **1ST HORNDEAN SCOUT GROUP - £500**

It was **RESOLVED** to award 1st Horndean Scout Group with a publicity cheque of £500 as per their successful grant request. The group explained that the grant was being used towards the purchase of a box trailer which would enable 1st Horndean Scout Group to take the whole group, along with their equipment, on trips, without the need to rely on numerous cars transporting the equipment.

- **BLENDWORTH BRASS BAND - £500**

It was **RESOLVED** to award Blendworth Brass Band with a publicity cheque of £500 as per their successful grant request. The group explained that the grant was going to be used for the purchase of new banner stands, since theirs were extremely old and in need of replacing.

- **HOLY TRINITY CHURCH BLENDWORTH - £187.50**

It was **RESOLVED** to award Holy Trinity Church Blendworth with a publicity cheque of £187.50 as per their successful grant request. They explained that the grant was going to be used towards the purchase of a new replacement sign to be erected, giving direction to "Holy Trinity Church Blendworth", rather than the current sign stating "Parish Church".

HPC 116/17/18 **TO CONSIDER THE PROPOSED OPTIONS AND AGREE THE WAY FORWARD IN RESPECT OF THE CLOTHING COLLECTION BINS SITED AT LITH VIEW CAR PARK**

A report by the Chief Officer was circulated. A discussion took place regarding whether rates should be payable for ownership of a car park if benefit was not derived from the bring site, where the recycling and charity clothing containers were situated.

The Chief Officer said that EHDC were adamant that rates were payable for Lith View Car Park and said she recommended consideration be given to support option 3, as per one of the proposals made by EHDC: "Keep all arrangements as is, with EHDC providing the bring site, the cleanliness of the bring site and clearance of fly tips with no share of the income to go to the Parish but EHDC continue to maintain the hedge and the shrub bed". Her reason for this recommendation was that it would facilitate a recycling site for residents and the undertaking of the maintenance could be considered as an element of recompense for the payments made by EHDC, by the respective charities.

The Chief Officer explained that HPC were still awaiting a definitive answer from EHDC, in relation to their proposed option 1: "keep all elements of the bring site and take a share of the income from the textiles collected at this site, then the grounds maintenance i.e. the hedge and the shrub bed that we have been maintaining would then be the Parish Council's responsibility to maintain".

It was **RESOLVED** that

- HPC request information from EHDC relating to the legislation regarding the requirement to pay rates with there being no financial drawdown.
- HPC investigate the amount of income received for the bring site being in situ.

HPC 117/17/18 **TO RECEIVE AND CONSIDER QUOTATIONS IN RESPECT OF THE COUNCILS INSURANCE POLICY**

A report by the Chief Officer was circulated. Clarification was given by the Chairman, stating that no formal quotation was received for quote 1, but she said the quote was received via an email and could be viewed if Members wished.

It was **RESOLVED** that Council accept the recommendation of the report and proceed with the quotation received from Zurich Municipal, total cost £7,342- Long Term Agreement (quote 2).

HPC 118/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 23 OCTOBER 2017**

Noted.

HPC 119/17/18 **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 7.56pm.

HPC 120/17/18 **TO RECEIVE A VERBAL UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE BOUNDARIES WITHIN CATHERINGTON LITH**

A verbal update by the Chief Officer was given and a discussion took place.

It was **RESOLVED** that HPC reserve their position of objection to the land being claimed by adverse possession.

HPC 121/17/18 **TO RECEIVE A VERBAL UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF AN APPLICATION FOR ELECTRICITY TO BE PROVIDED TO A PROPERTY WITHIN CATHERINGTON LITH**

A verbal update by the Chief Officer was given.

It was **RESOLVED** that no further investigations be made by HPC but that the application would be considered if the applicant submits a second request.

The confidential part of the meeting closed at 8.17PM

M S

.....
Chairman

23/10/17

.....
Dated

Item 6

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 6 - 18-09-17			BANK ENTRIES: 18/08/17 to 12/09/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		AUGUST 2017 - DIRECT DEBITS				
1	07/08/2017	SSE Gas	10.00	2.00	12.00	Gas at Napier Hall: 5 July - 3 Aug 2017
2	31/07/2017	Veolia	166.02	33.20	199.22	Waste Removal - August 2017
3	28/07/2017	PHS Group	115.84	23.17	139.01	Dust Mats, Hand Dryer 1/9/17-30/11/17
		SEPTEMBER 2017 - DIRECT DEBITS				
4	01/09/2017	Luckylite	520.00	0.00	520.00	Luckylite: August 2017 Rent
5	24/08/2017	Business Stream	51.16	0.00	51.16	Waste Water 1 April-24 July
6	15/08/2017	Castle Water	145.14	0.00	145.14	Napier Hall Water: 18 Jan - 24 July
7	15/082017	Castle Water	22.68	0.00	22.68	Tyfield House Water: 20 Jan - 7 Mar 2017
8	11/08/2017	Castle Water	14.55	0.00	14.55	Water Trough Hollybank Close: 16 Jan -17 July
9	04/09/2017	Plusnet	12.50	2.50	15.00	Tyfield WIFI: 4/9/17 - 3/10/17
		AUGUST 2017 BACS				
10	18/08/2017	Horndean PC Salaries	14,900.29	0.00	14,900.29	Net Salaries - July 2017
11	15/08/2017	Screwfix	3.33	0.66	3.99	Trailer Board Socket
12	18/08/2017	B & Q	13.46	2.69	16.15	Caprinol Wood Treatment for The Granary
13	18/08/2017	Viking	78.22	11.85	90.07	Kettle, Coffee, Waste Bin, Stationery
14	18/08/2017	Viking	22.37	4.47	26.84	Mouse for Office Computer
15	14/08/2017	Annodata	254.91	50.98	305.89	Photocopying : 10 May - 14 Aug 2017
16	09/08/2017	Carters of Swanwick	102.70	20.54	123.24	Annual Service Chain Saw
17	09/08/2017	Carters of Swanwick	101.92	20.38	122.30	Annual Service Chain Saw
18	09/08/2017	Carters of Swanwick	106.94	21.39	128.33	Annual Service Pole Saw
19	09/08/2017	Carters of Swanwick	106.44	21.29	127.73	Annual Service Pole Saw
20	09/08/2017	Carters of Swanwick	30.00	6.00	36.00	Annual Service of Chainsaw
21	09/08/2017	Carters of Swanwick	229.61	45.92	275.53	Annual Service of Chainsaw
22	23/08/2017	Holy Trinity Church	187.50	0.00	187.50	Grant Awarded
23	15/08/2017	Abbey Polythene	200.00	40.00	240.00	10 Boxes Clear Compactor Sacks
24	24/08/2017	Rowlands Castle Cleaning	75.00	0.00	75.00	Window Cleaning at Tyfield, Napier, Jubilee
25	24/08/2017	1st Horndean Scout Group	500.00	0.00	500.00	Grant awarded
26	23/08/2017	Blendworth Brass Band	500.00	0.00	500.00	Grant awarded
27	31/08/2017	Hampshire Pension Fund	4,043.70	0.00	4,043.70	Pension Contributions - August 2017
28	31/08/2017	HMRC	3,880.36	0.00	3,880.36	PAYE/NI August 2017
29	31/08/2017	Horndean Technology College	350.00	0.00	350.00	Grant Awarded
		SEPTEMBER 2017 BACS				
30	04/09/2017	Petty Cash	75.21	0.00	75.21	Petty Cash 1 -31 August 2017
31	07/09/2017	CartridgeSave	77.77	15.55	93.32	4 Colour Toner for Chief Officer's office
32	30/08/2017	Richard Merritt Chemicals	73.65	14.73	88.38	Janitorial Supplies
33	29/08/2017	Screwfix	20.25	4.05	24.30	Safety Gloves for Countryside Team
34	15/08/2017	Blendworth Tyres	31.00	6.20	37.20	Installation of New Trailer Socket for Trailer
35	16/08/2017	Connected	179.00	0.00	179.00	Internet Connection Issues, new Router and set up charge
36	03/09/2017	Blendworth Tree Surgeons	500.00	100.00	600.00	Emergency Tree Works at Jubilee Hall
37	03/09/2017	Blendworth Tree Surgeons	600.00	120.00	720.00	Emergency Tree Works at Jay Close
38	03/09/2017	Blendworth Tree Surgeons	700.00	140.00	840.00	Reduce Hedges at Horndean Rec Ground
39	24/08/2017	Spaldings	44.80	8.96	53.76	2 x Tine Leaf Rakes. 2 x Bypass secateurs
40	25/08/2017	Blendworth Property Maintenance	130.00	26.00	156.00	Supply and Fit Coded Lock
41	31/08/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking - August 2017
42	04/09/2017	MOT & Service World	150.98	23.20	174.18	MOT & Service for ST08 XVV
		AUGUST 2017 DEBIT CARD		0.00	0.00	
43	25/08/2017	Click Cleaning Ltd	23.99	4.79	28.78	4 Mop Heads for Napier Hall
		SEPTEMBER 2017 DEBIT CARD				
44	30/08/2017	Cheltenham Mowers Ltd	5.52	1.10	6.62	Replacement Trigger for Strimmer
45	05/09/2017	DIY Spare Parts	4.50	0.92	5.52	Helical Spring for Chainsaw
		TOTALS	**29,508.64**	**802.02**	**30,310.76**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 6 - 18-09-17			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
46	06/09/2017	BDO	1,300.00	260.00	1,560.00	Review of annual return yr end March 2017
		TOTALS	1,300.00	260.00	1,560.00	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 6 - 18-09-17			BANK ENTRIES: 18/08/17 to 12/09/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		AUGUST 2017				
47	18/08/2017	Private	187.12	0.00	187.12	Hire of Jubilee Hall Deposit and Hall Hire
48	22/08/2017	Private	-100.00	0.00	-100.00	Refund of Hall Deposit
49	22/08/2017	Horndean Baptist Church	782.99	0.00	782.99	Hire of Napier Hall
50	23/08/2017	Private	69.43	0.00	69.43	Hire of Napier Hall
51	24/08/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
52	22/08/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
53	22/08/2017	MS Society	52.80	0.00	52.80	Hire of Jubilee/Napier Hall
54	31/08/2017	Private	100.00	0.00	100.00	Hire of Jubilee Hall deposit
55	31/08/2017	Jigy Wrigglers	19.80	0.00	19.80	Hire of Jubilee Hall
56	31/08/2017	Pilates (Alison)	25.50	0.00	25.50	Hire of Napier Hall
57	31/08/2017	Private	26.52	0.00	26.52	Hire of Jubilee Hall
58	31/08/2017	Butser Lace	34.00	0.00	34.00	Hire of Napier Hall
59	31/08/2017	Purple Promotions	198.00	0.00	198.00	Hire of Napier Hall
60	31/08/2017	Ams4Fitness	92.40	0.00	92.40	Hire of Jubilee/Napier Hall
61	31/08/2017	Cambridge & Counties	117.28	0.00	117.28	Bank Interest
		SEPTEMBER 2017				
62	01/09/2017	Horndean F.C	83.34	0.00	83.34	Hire of Pitches
63	01/09/2017	Brendoncare	17.00	0.00	17.00	Hire of Napier Hall
64	01/09/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
65	01/09/2017	Slimming World	825.00	0.00	825.00	Hire of Jubilee Hall
66	01/09/2017	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
67	04/09/2017	Busybees	435.60	0.00	435.60	Hire of Jubilee Hall
68	05/09/2017	Private	100.00	0.00	100.00	Hire of Jubilee Hall
69	05/09/2017	Private	50.32	0.00	50.32	Hire of Jubilee Hall
70	06/09/2017	Horndan Baptist Church	349.41	0.00	349.41	Hire of Napier Hall
71	04/09/2017	Bank Charge repaid	6.00	0.00	6.00	Refund of Bank Charge
72	04/09/2017	PFM Wel-Being	16.50	0.00	16.50	Hire of Jubilee Hall
73	04/09/2017	1st Catherington Air Scouts	52.80	0.00	52.80	Hire of Jubilee Hall
74	07/09/2017	Private	158.08	0.00	158.08	Hire of Jubilee Hall
75	07/09/2017	Private	77.56	0.00	77.56	Hire of Jubilee Hall
76	04/09/2017	On All Paws	158.40	0.00	158.40	Hire of Jubilee Hall
77	04/09/2017	Dog Training	363.00	0.00	363.00	Hire of Napier Hall
78	04/09/2017	Private	109.12	0.00	109.12	Hire of Jubilee Hall
79	04/09/2017	Yoga	52.80	0.00	52.80	Hire of Napier Hall
		TOTALS	4,684.93		4,684.93	

SIGNED:	
SIGNED:	
DATE:	LIST 6 - 18-09-17