HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 23 OCTOBER 2017 AT 7.00 P.M.

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

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

PUBLIC ATTENDANCE: 1 member of the Press, County Councillor Mrs Marge Harvey & District Councillors Sara Schillemore & Guy Shepherd, were present.

HPC 122/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

HPC 123/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 124/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated. She said there was a need to save 140 million pounds in the HCC budget.

HPC 125/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A verbal report by District Cllr D Evans was given. He stated that adoption of the Parish Council Charter had taken place and the purpose of the Parish Council Charter was to define how District and Parish Councils work together.

HPC 126/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

There were no comments by the Chairman.

HPC 127/17/18 **PUBLIC SESSION**

The meeting was opened to members of the public.

A query regarding the upkeep of the roundabout near Morrisons was raised. County Councillor Mrs Harvey said she would continue to raise the issue and ask for an update.

A concern was raised regarding Japanese Knotweed at the top of Keydell Avenue and Rosemary Way. It was noted that the weed was in flower and had deposited its seed.

The empty planters in the village centre near the Spa Shop were discussed and the Chairman said the works were ongoing with District Cllr Mrs E Tickell being involved as ward Councillor.

HPC 128/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18 SEPTEMBER 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 18 September 2017 be duly signed as a true record of the meeting.

HPC 129/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 7 ATTACHED)**

The Orders for Payment (List 7 attached) was circulated.

A query was raised regarding the cost of 2x surveys to show the location of Japanese knotweed (reference 40 and 41, payee details PBA Solutions). The Chairman explained that there were two areas within the Parish where the weed had moved into gardens. She said there were mortgage compliance regulation obligations whereby HPC are required to prove it is being monitored.

The RFO clarified that the payment of £183 + VAT to the Christmas Decorators for the deposit for Christmas Tree Lighting is 50% of the total cost.

The Chairman clarified that the vehicles being operated by HPC were the two vehicles used by the Countryside Team.

It was **RESOLVED** that the Orders for Payment (List 7 attached) be approved and duly signed.

HPC 130/17/18 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by Members.

HPC 131/17/18 **TO RECEIVE AND APPROVE THE BANK RECONCILLIATION- CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 30 SEPTEMBER 2017**

It was **RESOLVED** that the bank reconciliations for the Co-Operative (£215,123.36), Lloyds (£275,000.00) and Cambridge and County (£132,378.55) as at 30th September 2017 be approved and were duly signed by Cllr Mrs I Weeks.

It was noted that two of the bank statements had been signed by the Internal Auditor.

HPC 132/17/18 **TO RECEIVE AND CONSIDER THE REPORT PREPARED BY THE INTERNAL AUDITOR – 2017/2018**

A report by the Internal Auditor at Auditing Solutions Ltd was circulated. The Chairman said that the report was positive and the Internal Auditor was very complimentary of the RFO, including being impressed with the draft budget.

The RFO stated that there was one factual error on page 3 with it stating "currently trialling the latest Purchase Ledger additions to the software for the company". He said that this was an aspiration and was not yet available but said HPC had volunteered to be the first Parish Council to pilot it.

The Recommendations from the Internal Auditor report were discussed and the final recommendations were made as follows

RECOMMENDATION	RESPONSE
Review of Assessment and Management of Risks	
R1. A formal Playground and Recreation ground inspection policy should be developed to ensure that the council's approach to risk in this area has been properly considered and understood and is built into both the Health & safety and Financial Risk Assessments	**Agreed.**
R2. All Council personnel responsible for inspecting playground and recreation area facilities should be sent	**Agreed to investigate costs.**

on "update" or CPD courses, hosted by an organisation such as RoSPA to ensure that their skills are appropriately updated and that they are aware of any new developments in this area.	
Review of Income	
R3. The review of fees charged by the Council should take place annually, as part of the budget setting process managed by the RFO. It is not necessary to compare charges with those of any other Council, only to ensure that the fees and charges made are reasonable and proportionate for the service being offered.	**Agreed.**
Review of Petty Cash	
R4. As the Petty Cash Account has become to all extent and purposes, redundant, serious consideration should be given to closing this facility.	**Council agreed to leave petty cash at current level of £100.**
Review of Investments and Loans	
R5. With a total fund balance currently in excess of £0.5 million, the Council is required to develop and adopt formally an Investment Strategy.	**Agreed.**
R6. Members should ensure that in developing such a strategy, it balances the need to achieve a better return on investments whilst minimising the Council's risk of losing funds through a bank failure.	**Agreed.**

HPC 133/17/18 **TO DISCUSS AND REVIEW THE COMMITTEE STRUCTURE AND TO UPDATE STANDING ORDERS ACCORDINGLY**

Information was circulated regarding a request for another Councillor to join the Staff Committee. A discussion took place and it was **RESOLVED** that

- The previously agreed Committee numbers remain the same (7 Members other than Planning), thereby not adding any additional members to the Staff Committee.
- A special motion be added to Standing Orders, as per resolution of the Council on 24th June 2013, to authorise the Chairman and Vice Chairman of the Council to have ex officio rights to attend Committee meetings of the Council. These rights do not include voting rights.

HPC134/17/18 **TO RECEIVE A REPORT AND AGREE A RESPONSE TO THE DRAFT RECOMMENDATIONS ON FUTURE ELECTORAL ARRANGEMENTS, PUBLISHED BY THE LOCAL GOVERNMENT BOUNDARY COMMISSION**

A report by Cllr Mrs E Tickell was circulated and the following points were highlighted.

- Horndean Parish would lose 1 Councillor.
- The main considerations were: The Improvement of electoral equality, reflect community identity and provide for effective and convenient local government.

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

- A letter be sent (as per the draft by Cllr Mrs E Tickell) to LGBRE setting out the response of Horndean Parish Council to their proposals.
- The same letter be sent to EHDC to enable them to include the response in its response to their proposals.

This was proposed by Cllr Burridge and seconded by Cllr Little.

HPC 135/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE CLOTHING COLLECTION BINS SITED AT LITH VIEW CAR PARK**

It was **RESOLVED** that the item be deferred as no further updates were available to date.

HPC 136/17/18 **TO RECEIVE AND CONSIDER THE REVISED QUOTATION IN RESPECT OF THE REPAIRS TO PLAY EQUIPMENT AT MERCHISTOUN HALL**

An updated report by the Senior Administrator was circulated, along with a revised quotation.
It was **RESOLVED** that

- HPC proceed with the original quotation to replace the Grand Canyon Play Equipment in its entirety at Merchistoun Hall, at a total cost of £1,867.28.
- The works be carried out by HAGS-SMP Ltd T/A RSS Playmakers.

HPC 137/17/18 **TO RECEIVE AND CONSIDER A QUOTATION IN RESPECT OF THE REPLACEMENT HEATING SYSTEM AT NAPIER HALL**

A report by the Senior Administrator was circulated and a discussion took place.

It was **RESOLVED** that

- Standing Orders be stood down and accept the one received quotation due to exceptional circumstances, given the deterioration of the boiler and the lack of response from other contractors.
- The boiler at Napier Hall be replaced at a total cost of £4,150.00 and the installation be undertaken by Stuart Jobson Ltd.
- Standing Orders were reinstated.

HPC 138/17/18 **TO RECEIVE AND CONSIDER THE PROPOSED PLANNING POLICY**

A Planning Code by HALC was circulated and it was resolved that the following changes be made and reviewed by full Council, with the view to it being adopted.

- Pg. 1. Paragraph a.: Add "HPC" after the wording "Comply with the".
- Pg. 1. 3rd bullet point under the Code of Conduct Advice heading: Remove brackets and wording in brackets.
- Pg.3. Clarification to be sought regarding the information under the heading "But you can still participate if".

HPC 139/17/18 **TO DISCUSS AND AGREE REPRESENTATION AT THE ANNUAL GENERAL MEETING OF THE HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS**

It was **RESOLVED** that Cllr Mrs L Evans and Cllr Forbes be booked a place to attend the Annual General Meeting of Hampshire Association of Local Councils.

HPC 140/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 SEPTEMBER 2017 IN RESPECT OF THE WOODLAND MANAGEMENT PLAN**

The recommendation from the Grounds Committee on the 25th September 2017 was circulated as follows

*"It was **RESOLVED** that the Grounds Committee recommend to Council that the Woodland Management Plan be adopted."*

It was **RESOLVED** that the Woodland Management Plan be adopted by Council.

HPC 141/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 SEPTEMBER 2017 IN RESPECT OF A GOAL POST AT DEEP DELL**

It was **RESOLVED** that the recommendation from the Grounds Committee meeting on the 25th September 2017 be agreed and HPC would not proceed with the installation of a Goal Post at Deep Dell Recreation Ground at this time.

HPC 142/17/18 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS**

A report by the Chief Officer was circulated and noted by Members.

HPC 143/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 20 NOVEMBER 2017**

Noted.

HPC 144/17/18 **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 8.40PM

HPC 145/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 21 AUGUST 2017**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 21 August 2017 be duly signed as a true record of the meeting.

HPC 146/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 16 OCTOBER 2017, IN RESPECT OF STAFFING WITHIN THE COUNTRYSIDE TEAM**

The recommendation from the Staff Committee meeting on the 16th October 2017 was circulated and it was **RESOLVED** that

- It be agreed for the Chief Officer and Grounds Manager to consider all options and make a decision according to team requirements.
- Countryside Team to consist of 4 full-time permanent members + 1 part-time (3 days per week) fixed term contract (9 months). To include one possible in-house promotion and one position to be recruited externally.

The confidential part of the meeting closed at 8.50PM

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Chairman

20/11/17
.....
Dated

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 7 - 23-10-17			BANK ENTRIES: 13/09/17 to 16/10/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		SEPTEMBER 2017 - DIRECT DEBITS				
1	01/08/2017	FuelGenie	106.94	21.39	128.33	Fuel - August 2017
2	01/09/2017	Peach	136.87	27.37	164.24	Tyfield Line, Alarm, Napier, Jubilee WIFI : Aug Calls/Sep Rent
3	01/09/2017	Vodafone	48.78	9.75	58.53	Mobiles : Aug Calls/Sep Rent
4	07/09/2017	Busness Stream	106.44	0.00	106.44	Water at Jubilee 1/4/17-6/9/17
5	06/09/2017	SSE Gas	10.00	2.00	12.00	Gas at Napier4/8/17-4/9/17
6	various	PHS	89.98	18.00	107.98	Air Fresheners, Waste Coll., San Disp. Duty of Care 01/10/17-30/9/18
7	31/08/2017	Veolia	204.40	40.88	245.28	Waste Removal - September 2017
		OCTOBER 2017 - DIRECT DEBITS				
8	01/10/2017	Luckylite	520.00	0.00	520.00	October 2017 Rent
9	04/10/2017	Plusnet	12.50	2.50	15.00	Tyfield WiFI: 4/10/17 - 3/11/17
10	09/09/2017	PHS	189.75	37.95	227.70	Air Fresheners, Hand Driers, Waste Coll. 14/10/17-13/01/18
11	09/09/2017	PHS	72.50	14.50	87.00	Waste Coll, San Disposal 14/10/17-13/01/18
12	02/10/2017	FuelGenie	209.74	41.95	251.69	Fuel - September 2017
13	01/10/2017	Peach	135.42	27.08	162.50	Tyfield Line, Alarm, Napier, Jubilee WIFI : Sep Calls/Oct Rent
14	01/10/2017	Vodafone	47.00	9.40	56.40	Mobiles : Sep Calls/Oct Rent
		SEPTEMBER 2017 BACS				
15	01/10/2017	CIA	269.00	53.80	322.80	Service Agreement 1/11/17-30/09/2018
16	15/09/2017	AVS Fencing	11.16	2.23	13.39	3.6M Green Rail
17	12/09/2017	Viking	27.83	5.56	33.39	Batteries, T Towels, Credit for Returned Mop Heads
18	20/09/2017	Horndean PC Employees	13,332.82	0.00	13,332.82	Net Salaries - September 2017
19	11/09/2017	Microsoft	92.15	18.43	110.58	Online Services 23/5/18-7/8/18
20	26/09/2017	Hendy Ford	437.59	87.52	525.11	Annual Service on HU65 UVJ
21	21/09/2017	Rowlands Castle Cleaning	130.00	0.00	130.00	Window cleaning at Tyfield, Napier and Jubilee
22	28/09/2017	HMRC	3,536.39	0.00	3,536.39	PAYE/NI September 2017
23	28/09/2017	Hampshire Pension Fund	3,648.91	0.00	3,648.91	Pension Contributions - September 2017
		OCTOBER 2017 BACS				
24	02/10/2017	Petty Cash	11.36	0.00	11.36	Petty Cash 1 - 28 September
25	28/09/2017	MOT & Service World	91.92	18.38	110.30	Battery for ST08 XVV
26	27/09/2017	Watling & Hirst Ltd	175.00	35.00	210.00	Payroll Q2 2017-18
27	26/09/2017	St John Ambulance	210.00	42.00	252.00	Requalification Course for First Aid
28	23/09/2017	Abbey Polythene	59.00	11.80	70.80	Heavy Duty Black Refuse Sacks
29	27/09/2017	B & Q	29.17	5.83	35.00	Metal Paint for Fitness Equipment
30	29/09/2017	Blendworth Property Maintenance	110.00	0.00	110.00	Supply and Fit Lock on COSHH Cupboard
31	28/09/2017	Screwfix	29.16	5.83	34.99	7 year Carbon Monoxide Alarm
32	11/09/2017	Blendworth Tyres Ltd	13.25	2.65	15.90	Trailer Boot Cover and Pin
33	30/09/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking - September 2017
34	03/10/2017	Screwfix	11.66	2.33	13.99	2 Tins Ronseal Woodstain for Painting Benches
35	03/10/2017	The Christmas Decorators	183.00	36.60	219.60	Deposit for Christmas Tree Lighting
36	03/10/2017	AVS Fencing	17.92	3.58	21.50	4 x 3.6 Metre Green rails (Dell Piece West)
37	02/10/2017	Viking	22.26	4.45	26.71	Bucket and Mop for Napier Hall
38	28/09/2017	Stuart Jobson	60.00	0.00	60.00	Relight Gas Boiler and Check Safe and Working
39	12/10/2017	Poppy Appeal	105.00	0.00	105.00	3 Poppy Wreaths for Poppy Appeal
40	16/10/2017	PBA Solutions	232.50	46.50	279.00	Survey site to Show Location of Knotweed
41	16/10/2017	PBA Solutions	232.50	46.50	279.00	Survey site to Show Location of Knotweed
		SEPTEMBER 2017 DEBIT CARD				
42	14/09/2017	DVLA	240.00	0.00	240.00	12 Months Tax for Countryside Vehicle HY65 UVJ
43	13/09/2017	First Aid.co.uk	7.65	1.53	9.18	2 Emergency Eyewash 250ml (First Aid Kit at Luckylite)
44	20/09/2017	Equip4work	49.00	9.80	58.80	Hailo L60 eastclix Stepladder 3 Tread
45	27/09/2017	Medisupplies	10.35	2.07	12.42	6 x Pen Torches
		OCTOBER 2017 DEBIT CARD				
46	13/10/2017	4 x 4	293.53	58.71	352.24	Glass replacement for smashed rear window
		TOTALS	25,717.73	783.34	26,501.08	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 7 - 23-10-17			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
47	26/09/2017	Idverde Ltd	1,193.40	238.68	1,432.08	Empty Bins: July - September 2017
48	03/10/2017	Norse South East	16,000.00	3,200.00	19,200.00	Grass Cuttting for 2017 Season
49	19/09/2017	Zurich Municipal	7,342.36	0.00	7,342.36	Contract 01/10/17-30/09/18
50	29/09/2017	Came & Company	1,258.88	0.00	1,258.88	Agricultural Vehicle Insurance 01/10/17-30/09/18
51	07/10/2017	JDC Outdoor Services	4,405.00	881.00	5,286.00	Install Timber Steps to Reduce Path Slope at Cath Lith. (Developer's Cont.)
		TOTALS	30,199.64	4,319.68	34,519.32	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 7 - 23-10-17			BANK ENTRIES: 13/09/17 to 16/10/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		SEPTEMBER 2017				
52	11/09/2017	Lovedean Karate Club	237.60	0.00	237.60	Hire of Napier Hall
53	11/09/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
54	14/09/2017	Private	70.08	0.00	70.08	Hire of Jubilee Hall
55	18/09/2017	Private	143.56	0.00	143.56	Deposit and Hall Hire-Jubilee Hall
56	18/09/2017	Private	94.60	0.00	94.60	Hire of Napier Hall
57	18/09/2017	MS Society	52.80	0.00	52.80	Hire of Napier/Jubilee Hall
58	22/09/2017	Private	178.37	0.00	178.37	Deposit and Hall Hire-Jubilee Hall
59	25/09/2017	Rural Payments Agency	23.75	0.00	23.75	Adjustment to 2016 payment
60	26/09/2017	EHDC	192,979.00	0.00	192,979.00	2017-2018 Precept part 2 of 2
61	26/09/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
62	26/09/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
63	26/09/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
64	26/09/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
65	26/09/2017	Releasing Potential	25.50	0.00	25.50	Hire of Napier Hall
66	27/09/2017	Releasing Potential	100.00	0.00	100.00	Deposit for Napier Hall Hire
67	26/09/2017	Private	58.08	0.00	58.08	Hire of Napier hall
68	26/09/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
69	29/09/2017	Jiggy Wrigglers	59.40	0.00	59.40	Hire of Jubilee Hall
70	29/09/2017	Private	75.02	0.00	75.02	Hire of Jubilee Hall
71	30/09/2017	Cambridge & Counties	113.60	0.00	113.60	Bank Interest
		OCTOBER 2017				
72	02/10/2017	Alison Thompson Pilates	34.00	0.00	34.00	Hire of Napier Hall
73	02/10/2017	Busybees Rent	448.80	0.00	448.80	Hire of Jubilee Hall
74	02/10/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
75	02/10/2017	Horndean Football Club	83.34	0.00	83.34	Hire of Pitches
76	02/10/2017	Slimming World	554.40	0.00	554.40	Hire of Jubilee Hall
77	02/10/2017	Abtract	173.60	0.00	173.60	Hire of Napier Hall
78	02/10/2017	AMS 4 Fitness	198.00	0.00	198.00	Hire of Jubilee/Napier hall
79	02/10/2017	Private	14.52	0.00	14.52	Hire of Jubilee Hall
80	02/10/2017	On All Paws	198.00	0.00	198.00	Hire of Jubilee Hall
81	02/10/2017	PFM Wel-being	49.50	0.00	49.50	Hire of Jubilee Hall
82	02/10/2017	Dog Training	29.00	0.00	29.00	Hire of Napier Hall
83	02/10/2017	Dog Training	340.60	0.00	340.60	Hire of Napier Hall
84	04/10/2017	Butser Lace	34.00	0.00	34.00	Hire of Napier Hall
85	04/10/2017	Horndean Baptist Church	776.72	0.00	776.72	Hire of Napier Hall
86	09/10/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
87	10/10/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
88	10/10/2017	Private	100.00	0.00	100.00	Hire of Jubilee Hall Deposit
89	10/10/2017	Private	72.60	0.00	72.60	Hire of Jubilee Hall
90	10/10/2017	Private	50.82	0.00	50.82	Hire of Jubillee Hall
91	10/10/2017	Private	43.56	0.00	43.56	Hire of Napier Hall
92	11/10/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
93	12/10/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
94	12/10/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
95	12/10/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
96	16/10/2017	Purple Promotions	247.50	0.00	247.50	Hire of Napier Hall
97	16/10/2017	Private	-100.00	0.00	-100.00	Napier Hall Deposit Refunded
		TOTALS	197,205.92	0.00	197,205.92	

SIGNED:	
SIGNED:	
DATE:	LIST 7 - 23-10-17