HORNDEAN PARISH COUNCIL

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

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge, Mrs D Denston, D Evans, A Forbes (Vice Chairman), Dr C Jacobs, Mrs E Tickell.

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, 1 member of the public and District Councillor Sara Schillemore were present.

HPC 147/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, Miss J Murray, R Veitch, Mrs I Weeks, N Wren and County Councillor Mrs Marge Harvey

No apologies for absence were received from Councillor R Sowden.

HPC 148/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 149/17/18 **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.

HPC 150/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated.

HPC 151/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman thanked staff and all agencies involved for the preparation and work involved in the running of the Remembrance Service and Parade.

She informed Members that Cllr Little had relinquished his position and thanked him for his work as a Parish Councillor.

She reminded Members that the Annual Carol Service was scheduled to take place on the evening of Tuesday 12th December 2017, 7pm start and asked that if anyone was interested in attending the CAB AGM, they could book a place via the office and said the details would be emailed by the Chief Officer.

HPC 152/17/18 **PUBLIC SESSION**

The meeting was duly opened to members of the public.

District Councillor Sara Schillemore informed Members that the speed gun, purchased by EHDC and Clanfield, Horndean and Rowlands Castle Parishes, intended for use in the South of East Hampshire, had been located at Waterlooville Police Station. It was asked that HCC be made aware of its location.

AGP 11.12.17

Kim O'Brien, property owner of a house on London Road queried the next steps for the management of Japanese Knotweed in the garden of the property which had grown on her land, originating from Parish Council land. She suggested that a Mortgage Compliance package be obtained, as per her Solicitors advice in order to help with the sale of her property.

HPC 153/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 23 OCTOBER 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 23 October 2017 be duly signed as a true record of the meeting.

HPC 154/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

The Orders for Payment (List 8 attached) was circulated.

It was queried whether the hedge at Chervil Close was owned by HPC, as per reference No. 15 on the Orders for payment. The Chief Officer said she would confirm these details and report back to Council.

It was **RESOLVED** that the Orders for Payment (List 8 attached) be approved and duly signed.

HPC 155/17/18 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

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

HPC 156/17/18 **TO RECEIVE AND CONSIDER AN UPDATE IN RESPECT OF THE DRAFT BUDGET 2018/2019, INCLUDING THE RECOMMENDATIONS FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017**

A report by the RFO was circulated. The RFO stated that he had been chasing EHDC for the Tax Base and information regarding the Council Tax Support Grant but was yet to receive any information regarding either. The District Councillors confirmed they had also not yet received any information regarding either.

HPC 157/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE ACRHCITECTURAL SERVICES REQUIRED FOR THE EXTENSION OF JUBILEE HALL**

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

HPC 158/17/18 **TO RECEIVE A VERBAL UPDATE REGARDING THE LAND EAST OF HORNDEAN DEVELOPMENT AND TO CONFIRM MEMBERSHIP OF THE WORKING PARTY**

The Chairman referred to the District Councillor report from Item 4, indicating that it had been announced that Bloor Homes have signed up to deliver the LEOH development in Horndean.

Members of the LEOH Working Party were confirmed as follows

- Cllr D Evans
- Cllr Mrs L Evans
- Cllr D Alexander
- Cllr Mrs E Tickell
- Cllr Mrs D Denston

HPC159/17/18 **TO RECEIVE A REPORT AND AGREE THE RECOMMENDATION WITHIN THE INTERNAL AUDITORS REPORT PERTAINING TO THE PROVISION OF REFRESHER COURSES FOR HPC STAFF, ENGAGED IN PLAY AREA INSPECTIONS**

A report by the Chief Officer was circulated and a discussion took place.

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It was **RESOLVED** that Council did not wish to proceed with the additional training for staff in relation to Play Area Inspections given the timely and thorough procedures already in place.

HPC 160/17/18 **TO RECEIVE AND AGREE THE REVISED PLANNING POLICY**

It was **RESOLVED** that the revised Planning Policy be adopted with the following amendment

- Remove the wording 'in responding to Planning' from paragraph b.

HPC 161/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE ASH TREES INFECTED WITH CHALARA WITHIN THE PARISH**

A report by the Grounds Manager was circulated. It was **RESOLVED** that Council proceed with the programme of removing Ash affected with Chalara die back on trees posing a risk to public safety.

HPC 162/17/18 **TO RECEIVE AND CONSIDER THE DEMARCATION OF PARISH BOUNDARIES PERTAINING TO THE LAND EAST OF HORNDEAN DEVELOPMENT**

A report and maps were circulated. The Chairman stated that HPC would need to ask EHDC to review the boundaries under a Community Governance Review.

HPC 163/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

- **All Saints Church, Catherington - £1,000**
  Cllr D Evans informed Members that the Finance Committee had requested further information relating to the large amount of reserves held by All Saints Church, Catherington. Further information was subsequently received and circulated.

  It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000 as per their grant application request. This was proposed by Cllr D Evans and seconded by Cllr Alexander.

- **Horndean Community Association - £2,000**
  It was **RESOLVED** that Horndean Community Association be awarded £2,000 as per their grant application request with a proviso, contingent upon when a contract for the work has been awarded and total funding for the project has been secured.

HPC 164/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017, IN RESPECT OF THE WINTER/SUMMER FLORAL DISPLAYS WITHIN THE VILLAGE CENTRE**

It was **RESOLVED** that a budget of £2,600 for 2018/2019 be approved for the installation of all year round floral displays and for existing planters to be upgraded to tower planters.

It was noted that the winter floral displays were already in position within Horndean Parish.

HPC 165/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017, IN RESPECT OF EXTENDING THE BOARDWALKS AT DELL PIECE WEST**

It was **RESOLVED** that the recommendation from the Grounds Committee on the 13 November 2017 be agreed as follows

Dell Piece West

- To proceed with the purchasing of materials to extend and improve the boardwalks at ~~Downs Park~~, at a total cost of £1,844.24 ex VAT.
- To apply for District Councillor grant funding from Cllr Mrs E Tickell and to look at available funds for Environmental Improvements within the Developers Contributions.

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HPC 166/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON THE 6TH NOVEMBER 2017, IN RESPECT OF THE HAND/ARM VIBRATION POLICY**

It was **RESOLVED** that the recommendation from the Finance and General Purposes Committee meeting on the 6th November 2017 be approved as follows

- The Hand/Arm Vibration Policy be adopted.
- A comprehensive procedure be drafted to accompany the Policy in readiness for consideration at the Grounds Committee meeting on 29th January 2018.

HPC 167/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11 DECEMBER 2017**

Noted.

HPC 168/17/18 **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 8.15PM

HPC 169/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 18 SEPTEMBER 2017 AND 23 OCTOBER 2017**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on the 18th September 2017 and 23rd October 2017 be duly signed as a true record of the meeting.

HPC 170/17/18 **TO RECEIVE AND CONSIDER THE APPLICATION FOR ELECTRICITY TO A PRIVATE DWELLING WITHIN CATHERINGTON LITH**

An email conversation between the Grounds Manager and a staff member at SSE was circulated regarding the application for electricity to a private dwelling within Catherington Lith.

An update by the applicant was also circulated and a discussion took place. It was **RESOLVED** that the applicant procced with the application process through making contact with SSE.

HPC 171/17/18 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE PRESENCE OF JAPANESE KNOTWEED WITHIN THE BOUNDARIES OF TWO PRIVATE DWELLINGS WITHIN HORNDEAN**

A report by the Grounds Manager and Chief Officer was circulated. A discussion took place and it was **RESOLVED** that Council proceed with the mortgage compliant programme of works at a cost of £600 + VAT per property.

The confidential part of the meeting closed at 8.50PM

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Chairman

11-12-17
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Dated

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 8 - 20-11-17			BANK ENTRIES: 17/10/17 to 14/11/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details ITEM 8
		OCTOBER 2017 - DIRECT DEBITS				
1	03/10/2017	Southern Electric	129.29	6.46	135.75	Napier Hall : Electric 28 June-29 Sep
2	04/10/2017	SSE Gas	11.86	0.59	12.45	Napier Hall: Gas 5 Sep - 2 Oct 2017
3	05/10/2017	Southern Electric	186.63	9.33	195.96	Tyfield House: Electric 5 July - 3 Oct 2017
4	30/09/2017	Veolia	166.02	33.20	199.22	Waste Removal - September 2017
5	17/10/2017	British Telecom	85.50	17.10	102.60	Jubilee Hall Alarm : 1 Oct - 30 Dec 2017 (02392 592978)
6	17/10/2017	British Telecom	71.10	14.22	85.32	Jubilee Payphone : 1 Oct-30 Dec 2017 (02392 597321)
		NOVEMBER 2017 - DIRECT DEBITS				
7	01/11/2017	Luckylite	520.00	0.00	520.00	November 2017 Rent
8	03/11/2017	SSE	201.36	10.06	211.42	Jubilee Hall: Electric 5 July - 10 October
9	20/10/2017	British Telecom	85.20	17.04	102.24	Tyfield WIFI Line : 1 Oct - 31 Dec 2017 (02392 570550)
10	04/11/2017	Plusnet	12.50	2.50	15.00	Tyfield WiFI: 4/11/17 - 3/12/17
11	01/11/2017	Peach	140.88	28.18	169.06	Tyfield Line, Alarm, Napier, Jubilee WIFI : Oct Calls/Nov Rent
12	01/11/2017	FuelGenie	190.08	38.01	228.09	Fuel - October 2017
		OCTOBER 2017 BACS				
13	30/09/2017	Richard Merritt Chemicals	32.71	6.54	39.25	Janitorial Supplies
14	10/10/2017	AVS Fencing	54.87	10.97	65.84	2.1 x 100mm Round Post and Staples
15	05/10/2017	Blendworth Tree Surgeons	260.00	52.00	312.00	Reduce hedge next to Pylon Chervil Close
16	13/10/2017	AVS Fencing	83.46	16.69	100.15	3 Oak Planks cut into slats (for Benches)
17	03/10/2017	Spaldings	30.81	6.16	36.97	Balecord 10000 Hay Twine - Pk 2 Rolls
18	20/10/2017	Horndean PC Employees	13,636.84	0.00	13,636.84	Net Salaries - October 2017
19	19/10/2017	Rowlands Castle Cleaning	75.00	0.00	75.00	Window Cleaning at Tyfield, Jubilee and Napier
20	18/10/2017	HALC	40.00	8.00	48.00	Basic Planning Course for Cllr Sowden
21	18/10/2017	HALC	40.00	8.00	48.00	Officers Update Course for RFO
22	14/10/2017	Auditing Solutions	420.00	84.00	504.00	Internal Audit
23	15/10/2017	Blendworth Property Maintenance	140.00	0.00	140.00	Repair to Skylight at Napier Hall
24	18/10/2017	EHDC	72.00	0.00	72.00	Printing of 600 Remembrance Service Sheets
25	24/10/2017	Hampshire County Council	32.75	6.55	39.30	Stationery
26	27/10/2017	Griffin Fire & Training Ltd	75.00	15.00	90.00	Napier Hall: Fire Alarm Inspection & Service
27	23/10/2017	Viking	60.25	12.05	72.30	Stationery
28	18/10/2017	Screwfix	38.18	7.63	45.81	Wood Preserver, Saw and Gloves x 6 prs
29	31/10/2017	HMRC	3,675.14	0.00	3,675.14	PAYE/NI October 2017
30	31/10/2017	Hampshire Pension Fund	3,696.18	0.00	3,696.18	Pension Contributions - October 2017
		NOVEMBER 2017 BACS				
31	02/11/2017	Crafty Capers (Amazon)	-10.84	-2.17	-13.00	Refund of Self Adhesive Eyes for Christmas Reindeers
32	31/10/2017	Staff Expenses	71.84	0.00	71.84	Staff Expenses: 1-31 October
33	31/10/2017	Richard Merritt Chemicals	110.28	22.06	132.34	Janitorial Supplies
34	28/09/2017	Annodata	201.93	40.39	242.32	Copier Rental : 26/11/17-25/02/2018
35	30/10/2017	Screwfix	36.78	7.35	44.13	Bolts and Ear Plugs
36	30/10/2017	Office Furniture	178.00	35.60	213.60	8 Conference Chairs
37	17/11/2017	Rialtas Business Solutions	275.00	55.00	330.00	Bookings Software Annual Support
38	02/11/2017	Lizard Audio Ltd	300.00	60.00	360.00	Remembrance Day Service Set Up & Sound Engineer
39	08/11/2017	Screwfix	25.81	5.16	30.97	Multipurpose Blade/2 x Moulded Masks
40	31/10/2017	The New Blendworth Centre	147.33	29.47	176.80	Litter Picking - October 2017
41	31/10/2017	Hampshire County Council	5.55	1.11	6.66	Box of Nitrile Exam Gloves
		OCTOBER 2017 DEBIT CARD				
42	13/10/2017	Fancy Dressed Party (Amazon)	6.72	1.35	8.07	3 x Nose Black Sponges for Christmas Reindeers
43	13/10/2017	Sunny Market (Amazon)	0.98	0.00	0.98	5 Red Noses for Christmas Reindeers
44	13/10/2017	Glowsticks.co.uk	51.29	10.26	61.55	Glowsticks for Carol Service
45	13/10/2017	Crafty Capers (Amazon)	13.62	2.72	16.34	Self Adhesive Eyes for Christmas Reindeer
46	16/10/2017	Amazon	13.32	2.66	15.98	Vacuum Cleaner Bags for Jubilee Hall
47	25/10/2017	Little Crafty Bugs (Amazon)	8.22	1.66	9.88	Self Adhesive Eyes for Christmas reindeer
		NOVEMBER 2017 DEBIT CARD				
48	31/10/2017	edecks.co	284.00	56.80	340.80	40 x 50mm Black Decking Anti Slip Decking
49	27/10/2017	Farnham Castle	511.40	102.28	613.68	Advert for Estate Warden Position
		TOTALS	**26,494.84**	**841.99**	**27,336.84**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 8 - 20-11-17			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
50	28/10/2017	Blendworth Tree Surgeons	945.00	189.00	1,134.00	27 Loads of Waste Processed
51	10/11/2017	HAGS-Smp Ltd	1,867.28	373.45	2,240.73	Maintenance of Grand Canyon Play Equipment-Merchistoun Hall
52	14/11/2017	Stuart Jobson Gas & Plumbing Services	4,150.00	0.00	4,150.00	Supply & Fit Valiant Boiler
		TOTALS	**6,962.28**	**562.45**	**7,524.73**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 8 - 20-11-17			BANK ENTRIES: 17/10/17 to 14/11/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		OCTOBER 2017				
53	17/10/2017	Private	79.20	0.00	79.20	Hire of Jubilee Hall
54	17/10/2017	MS Society	52.80	0.00	52.80	Hire of Jubilee/Napier Hall
55	17/10/2017	Private	138.16	0.00	138.16	Hire of Napier Hall
56	17/10/2017	Horndean Twinning Association	77.88	0.00	77.88	Hire of Jubilee Hall
57	17/10/2017	Lovedean Karate	264.00	0.00	264.00	Hire of Napier Hall
58	17/10/2017	U3A	33.00	0.00	33.00	Hire of Napier Hall
59	17/10/2017	Private	100.00	0.00	100.00	Jubilee Hall Deposit
60	19/10/2017	Private	158.08	0.00	158.08	Jubilee Hall Deposit/Hall Hire
61	23/10/2017	EHDC	4,405.00	0.00	4,405.00	Installation Steps Cath Lith
62	23/10/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
63	23/10/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
64	26/10/2017	Bank Interest	0.01	0.00	0.01	Bank Interest from 14 Day Business A/c
65	27/10/2017	HMRC	2,901.69	0.00	2,901.69	Q2 2017-18 VAT Return
66	30/10/2017	Bibble Bubble Baby Yoga	168.00	0.00	168.00	Deposit/Hall Hire Napier Hall
67	30/10/2017	Busybees	396.00	0.00	396.00	Hire of Jubilee Hall
68	30/10/2017	Pilates	34.00	0.00	34.00	Hire of Napier Hall
69	30/10/2017	Slimming World	825.00	0.00	825.00	Hire of Jubilee Hall
70	31/10/2017	Brendoncare	17.00	0.00	17.00	Hire of Napier Hall
71	31/10/2017	Purple Promotions	198.00	0.00	198.00	Hire of Napier Hall
72	31/10/2017	Chocolate Strawberry	105.60	0.00	105.60	Hire of Jubilee Hall
73	30/10/2017	Dog Training	400.00	0.00	400.00	Hire of Napier Hall
74	30/10/2017	Dog Training	75.20	0.00	75.20	Hire of Napier Hall
75	31/10/2017	Brendoncare	17.00	0.00	17.00	Hire of Napier Hall
76	31/10/2017	Cambridge & Counties	117.49	0.00	117.49	Bank Interest - October 2017
		NOVEMBER 2017				
77	01/11/2017	Diddi Dance	66.00	0.00	66.00	Hire of Napier Hall
78	01/11/2017	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
79	01/11/2017	ams4fitness	254.60	0.00	254.60	Hire of Napier/Jubilee Hall
80	01/11/2017	Horndean F.C	83.34	0.00	83.34	Hire of Pitches
81	01/11/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
82	01/11/2017	Jiggy Wrigglers	105.60	0.00	105.60	Hire of Jubilee Hall
83	02/11/2017	Hire of Jubilee Hall	170.00	0.00	170.00	Hire of Jubilee Hall
84	02/11/2017	Hire of Jubilee Hall	51.48	0.00	51.48	Hire of Napier Hall
85	02/11/2017	Hire of Jubilee Hall	65.34	0.00	65.34	Hire of Jubilee Hall
86	03/11/2017	Hire of Jubilee Hall	58.08	0.00	58.08	Hire of Jubilee Hall
87	06/11/2017	Abstract	190.60	0.00	190.60	Hire of Napier Hall
88	06/11/2017	Butser Lace	34.00	0.00	34.00	Hire of Napier Hall
89	06/11/2017	Private	20.00	0.00	20.00	Damage to Hall
90	06/11/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
91	07/11/2017	Private	275.02	0.00	275.02	Deposit/Hall Hire
92	07/11/2017	MS Society	52.80	0.00	52.80	Hire of Jubilee/Napier Hall
93	07/11/2017	Brownies	39.60	0.00	39.60	Hire of Jubilee Hall
94	07/11/2017	Brownies	59.40	0.00	59.40	Hire of Jubilee Hall
95	07/11/2017	PFM WEL-being	66.00	0.00	66.00	Hire of Jubilee Hall
96	07/11/2017	Yoga	79.20	0.00	79.20	Hire of Jubilee Hall
97	07/11/2017	Private	58.79	0.00	58.79	Hire of Napier Hall
98	07/11/2017	Private	58.08	0.00	58.08	Hire of Napier Hall
99	07/11/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
100	08/11/2017	Private	58.08	0.00	58.08	Hire of Jubilee Hall
101	09/11/2017	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
102	09/11/2017	Private	-4.51	0.00	-4.51	Overpayment of Jubilee Hall Hire Returned
103	13/11/2017	Havant Borough Council	59.50	0.00	59.50	Hire of Napier Hall
104	13/11/2017	U3A	33.00	0.00	33.00	Hire of Napier Hall
105	14/11/2017	Private	12.00	0.00	12.00	Hire of Jubilee Hall
106	14/11/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
		TOTALS	12,459.67	0.00	12,459.67	

SIGNED:	
SIGNED:	
DATE:	LIST 8 - 20-11-17