Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 20 NOVEMBER 2017 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

15 November 2017

AGENDA

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest.

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

4. To receive a written update from District Councillors regarding District Council matters.

5. To receive the Chairman's comments.

6. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*

7. To approve the Minutes of the Council Meeting held on the 23 October, 2017.

8. To receive and approve the Orders for Payment (List 8 attached).

9. To receive and agree the monthly finance report.

10. 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.

11. To receive an update in respect of the architectural services required for the extension of Jubilee Hall.

12. To receive a verbal update regarding the Land East of Horndean development and to confirm membership of the working party.

13. To receive a report regarding the recommendation within the internal auditors report pertaining to the provision of refresher courses for HPC staff, engaged in play area inspections.

14. To receive and agree the revised Planning Policy.

15. To receive an update in respect of the Ash trees infected with Chalara within the parish.

16. To receive and consider the demarcation of parish boundaries pertaining to the Land East of Horndean development.

17. To receive and consider the applications in respect of the following Grants:

    - All Saints Church, Catherington - £1,000
    - Horndean Community Association - £2,000.

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.

19. To receive the recommendation from the Grounds Committee on the 13 November 2017, in respect of extending the boardwalks at Dell Piece West.

20. To receive the recommendation from the Finance and General Purposes Committee on the 06 November 2017, in respect of the Hand/Arm Vibration Policy.

21. To note the next scheduled meeting of the Council being the 11 December, 2017.

22. **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).**

23. To approve the Confidential Minutes of the Council Meeting held on the 18 September 2017 and 23 October 2017.

24. To receive and consider the application for electricity to a private dwelling within Catherington Lith.

25. 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.

Item 7

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

.....
Chairman

.....
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**

Horndean Parish Council

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20th November 2017

SUBJECT OF REPORT: Finance Report

Expenses
Following investigation, mileage paid to caretakers for hall openings will now be taxed.

Current Bank Accounts
The bank accounts that we hold have been reconciled to the end of October 2017.
At that point in time the total balance stood at £570.1k

Income & Expenditure
The year to date position at the end of October 2017 showed a favourable variance of £32.4k.
The main components of this underspend are as follows:

i) Staff Salaries : £11.4k (partly due to vacancy in Countryside team)
ii) Hall Hire, income banked in excess of the target: £6.7k
iii) Vehicle Running Costs: £0.8k
iv) Play Equipment Repairs: £2.1k
v) Countryside Sites: £2.0k

Balance Sheet

Current Assets

As at 31st October Current Assets totalled £579.0k
Cash balances, including Petty Cash, totalled £570.2k
Debtors (unpaid hall invoices) stood at £3.0k.
VAT to be reclaimed from HMRC stood at £5.8k. The Quarter 2 (Jul-Sep) claim has been paid.

Liabilities

As at 31st October 2017 Current Liabilities totalled £3.9k.
This comprised of accruals (supplier invoices outstanding) of £2.7k
Hall Income deposits received that are due for return of £0.7k.
Hall Income received for bookings after the end of this accounting periods (October 31st) of £0.5k

Earmarked Reserves

There has been no change to the Earmarked Reserves of £177.2k since the start of the financial year. The Staff reserve held to cover the final 3.5 months of the 18 month contract will not be required due to staff vacancies in the Countryside Team
The next set of detailed management accounts will be Quarter 3 (December).

Full Year Forecast
A forecast has been made to year end and the anticipated outturn at this stage is an underspend of between £35k and £40k.

Report Prepared by Simon Ritson, Responsible Finance Officer

ITEM : 10

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 20th November 2017

SUBJECT OF REPORT: Budget 2018-19 Update

The first draft 2018-19 budget was presented to full council at a Budget workshop held on Tuesday 26th September 2017.

It has been built from the bottom up by considering the full year income and expenditure 2016-17 and the year to date April to September for 2017-18.

The first draft showed a deficit of £28.0k, which for the purposes of that draft, had been assumed will be funded from the General Reserve in 2018-19.

Assumptions present:

1. The tax base will remain at 5,394. East Hampshire District Council will provide the figure for 2018-19 shortly.
2. The Council Tax Support Grant (from East Hampshire District Council) of £21.5k remains in place.
3. There is likely to be an underspend in 2017-18 in excess of £28k so there will be no reduction in General reserves.
4. Staff cost of living inflation of 1.5% and performance related increase of 3%.

The members present scrutinised the draft budget by cost centre and by individual line.

A number of amendments and updates were discussed at the workshop and fed into the second draft budget version 2 (v2) which was presented at the Finance & General Purposes Meeting on Monday 6th November. This reduced the deficit to a provisional £20.3k.

At the Grounds committee meeting held on Monday 13th November there was further discussion on the budget and a further amendment has been made to the draft budget (v3).
Additionally, as further information has been received a few other refinements have been made to produce a draft budget version 3 (v3).

All these changes are listed in the table below.

East Hampshire have been chased for clarity re assumptions 1 and 2 detailed above and we have been in receipt of the following email:

The draft taxbase will be reviewed over the coming days.

With regards to the CT support grant; the Revenue Support Grant paid to us by Central Govt included funding for the CTS grant to Parishes. This grant will cease in 2018/19, and there is a political decision to be made as to whether we continue to pay the grant out of our own resources, or to phase it out over a period of time, or to simply stop.

I was hoping for this decision this month to aid with the communication of precept request and taxbase information, but it may be pushed back to early December.

Version 1		General Reserves Funded Deficit in Version 1			-27,951	
CC	NC	Description	v1	v2	Change	Notes
n/a	346	Remove Fencing Reserve	5,000	0	-5,000	Fencing Reserve to be reviewed at 01/04/18
n/a	347	Remove Tree Reserve	4,000	0	-4,000	Tree Reserve to be reviewed at 01/04/18
201	2000	Increase Admin by 1/2 day to extra 1 day per week	11,575	14,115	2,540	could reduce back to 1/2 day
201	2050	Staff Mileage	1,500	3,600	2,100	Increase for change in caretaker claims
201	4030	External Audit	1,160	1,300	140	2016-17 bill recently arrived
201	4040	Reduction in Zurich Insurance	9,800	7,500	-2,300	2017-18 bill recently arrived
201	4040	Reduction in Came & Co. Insurance (Vehicles)	1,700	1,300	-400	2017-18 bill recently arrived
301	1075	Increase Hall Hire Target (Napier)	-20,400	-22,200	-1,800	Target increased
305	1075	Increase Hall Hire Target (Jubilee)	-20,400	-22,200	-1,800	Target increased
315	3001	Lucky Lite Rent	2,345	2,511	166	
408	6130	Village Centre	0	1,800	1,800	Summer & Winter Flowers in Village Centre
470	6624	Waste Removal	600	1,500	900	adjustment to Green Waste tipping
		Total of V1 to V2 changes			-7,654	
Version 2		**Restated General Reserves Funded Deficit in Draft v2**			**-20,297**	
CC	NC	Description	v2	v3	Change	Notes
201	2050	Staff Mileage	3,600	5,400	1,800	Further increase for change in caretaker claims
201	4062	Events	4,500	6,500	2,000	Estimated Increase for Traffic Mgt re Remembrance Day
408	6130	Village Centre	1,800	2,600	800	Increase to Summer & Winter Flowers in Village Centre
		Total of V2 to V3 changes			4,600	
Version 3		**Restated General Reserves Funded Deficit in Draft v3**			**-24,897**	

There is an additional Finance & General Purposes meeting to be held on Monday 4th December for further discussion and refinement of the budget.

Report Prepared by Simon Ritson, Responsible Finance Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 20 November 2017**

AGENDA ITEM: 11

SUBJECT OF REPORT: Architects Quotations – Jubilee Hall Extension

BACKGROUND

The procurement process to engage architectural services for the extension of Jubilee Hall is progressing and to this end the following quotations have been received:

Quote 1: £61,700 + VAT

Quote 2: £35,350 + VAT.

Quote 3: £57,000 + VAT

The submissions are currently being evaluated and scored in accordance with the award criteria stated within the Tender documentation.

RECOMMENDATION

Council may wish to consider and note the quotations received.

Report prepared by

Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 20 November 2017**

AGENDA ITEM: 13

SUBJECT OF REPORT: Playground Inspections

BACKGROUND

The recommendations within the interim report prepared by the internal auditor included the provision of refresher training to be made available to members of staff undertaking playground inspections.

At present we have 2 staff members qualified to complete the necessary safety assessments with training/examinations being repeated on a 3 yearly basis.

Safety inspections are completed weekly with an additional full assessment undertaken annually by an external provider.

The option of additional training in order to ensure knowledge, skills and awareness of new developments etc., are updated during the 3 year period has been explored.

I have subsequently been informed that appropriate refresher courses are available, the nearest venue being in London, at a cost of £215 + VAT per person (not including travel costs).

RECOMMENDATION

Council may wish to give consideration as to the necessity for additional training, given the timely and thorough procedures already in place.

Report prepared by

Carla Baverstock-Jones
Chief Officer

Item 14

Planning Code

Introduction

The aim of this code is to help parish councillors to;

a. Comply with the Horndean Parish Council Code of Conduct
b. Be lawful in responding to planning applications in their role in responding to planning applications, and supporting the planning authority with local knowledge.

When forwarding a response councillors are making a corporate decision.

- Councillors should be impartial and balanced.
- You should consider if you have an interest?
- All decisions should be 'reasonable'.
- You can be predisposed but not predetermined.
- You must consider all material considerations.
- You must abide by your own council's code of conduct.

1. Code of Conduct Advice:

- If you have any doubts about the application of your council's code of conduct to your own circumstances you should seek early advice from the Chief Officer, and preferably well before any meeting takes place.
- Leave the room if Standing Orders say you must.
- If you are able to stay as a member of the public, do not try to influence the decision improperly.

2. Relationship of this document to the Code of Conduct:

- Do apply the rules in your code of conduct first, which must always be complied with. These include both the rules on Interests and Disclosable Pecuniary Interests (DPIs), and any other interests identified by your council, and the general rules giving effect to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Do then apply the guidance in this code, which seeks to explain and supplement the code of conduct and the law on decision-making for the purposes of planning control.

3. Development Proposals and Personal Interests

- Do disclose the existence and nature of your interest as required by your council's code of conduct.
- Do take into account when approaching a decision that the Principle of Integrity is defined in terms that "Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships".

It is therefore advisable that you:

- Don't seek or accept any preferential treatment, or place yourself in a position that could lead the public to think you are receiving preferential treatment, because of your position as a councillor. This would include, where you have a disclosable or other personal conflict of interest in a proposal, using your position to discuss that proposal with officers or councillors when other members of the public would not have the same opportunity to do so.
- However, you are not prevented from seeking further information in an application in which you may have a conflict of interest, but that your role as a councillor may place additional limitations on you in representing the proposal in which you have a personal interest.
- Do notify the chairman and Chief Officer where it is clear to you that you have a disclosable pecuniary interest or other personal conflict of interest and note that:

  - You must not get involved in the consideration of the application.

4. Fettering Discretion in the Planning Process (natural justice, predisposition and predetermination):

- Don't fetter your discretion by approaching the decision with a closed mind.
- Do be aware that in your role as an elected Member you are entitled, and are often expected, to have expressed views on planning issues and that these comments have an added measure of protection under the Localism Act 2011.
- Do keep at the front of your mind that, when you come to make the decision, you are entitled to have and to have expressed your own views on the matter, provided you are prepared to reconsider your position in the light of all the evidence and arguments;

- must keep an open mind and hear all of the evidence before you, including the arguments from all sides and any advice from the clerk;
- Is not required to cast aside views on planning policy you held when seeking election or since acting as a councillor, in giving fair consideration to points raised;
- Is only entitled to take account a material consideration and must disregard considerations irrelevant to the question and legal context at hand; and
- Is to come to a decision after giving what you feel is the right weight to those material considerations.
- Do be aware that you can be biased where the Council is the landowner, developer or applicant if you have acted as, or could be perceived as being, a chief advocate for the proposal.

So, how should members ensure they are not judged to be predetermined?

Simply do not participate if:

- you have a personal interest that is a Disclosable Pecuniary Interest(DPI).
- you have a personal interest that is not a DPI but would contravene your council's code of conduct.
- people would think there was a real possibility you would be biased
- you have a 'closed mind' on this matter.
- you cannot avoid being influenced by something that is not relevant.

But you can still participate if:

you are either [or both] a district/borough and county councillor,

** (It is acceptable for a parish councillor who is also a councillor on the local planning authority to participate in a planning application to be decided by the principle authority)*

provided that

- the proposal does not substantially affect the well-being or financial standing of the parish or town council;

you make it clear that:

- your views are expressed on the limited information before you only;

- you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that ward or parish, as and when.

5. Contact with Applicants, Developers and Objectors

- Do refer those who approach you for planning, procedural or technical advice to the clerk.
- Don't agree to any formal meeting with applicants, developers or groups of objectors where you can avoid it.
- Don't attend a planning presentation without the Clerk present.
- Do be aware that a presentation is a form of lobbying and, whilst you may express any view on the merits or otherwise of the proposal presented, you should never state how you or other councillors would intend to vote at a meeting.

6. Lobbying of Councillors

- Do explain to those lobbying you that, whilst you can listen to what is said, it may subsequently prejudice your impartiality, and therefore your ability to participate in the council's decision making, to make any sort of promise to vote one way or another, or give such a firm point of view that it amounts to the same thing.
- Do remember that your overriding duty is to the whole community not just to the people in your ward [if applicable] and, taking account of the need to make decisions impartially, that you should not improperly favour, or appear to improperly favour, any person, company, group or locality.
- Don't accept gifts or hospitality from any person involved in or affected by a planning proposal.
- Do copy or pass on any lobbying correspondence you receive to the Clerk.

7. Lobbying by Councillors

- Don't become a member of, lead or represent an organisation whose primary purpose is to lobby, promote or oppose planning proposals unless it is your intention to openly campaign on the matter and step away from the Executive when it comes to make its decision.

- Do join general interest groups which reflect your areas of interest and which concentrate on issues beyond particular planning proposals (such as the Victorian

Society, CPRE, Ramblers Association or a local civic society), but you should normally seek to disclose that interest on the grounds of transparency where the organisation has made representations on a particular proposal.

- Don't excessively lobby fellow councillors regarding your concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning response is to be made.

8. Site Visits

- You must not trespass.
- You should not lobby or seek to influence neighbours with your views.
- The purpose of the site visit is to enable you to understand/visualise the proposal you are considering, and no more.

9. Decision Making

- Do come to meetings with an open mind and demonstrate that you are open-minded.
- Do come to your decision only after due consideration of all of the information reasonably required upon which to base a decision.
- Don't vote or take part in the meeting's discussion on a proposal unless you have been present to hear the entire debate.
- Do make sure that if you are proposing, seconding or supporting a decision contrary to the development plan that you clearly identify and understand the planning reasons leading to this conclusion. These reasons must be given prior to the vote and be recorded.

10. Training

- Don't participate in decision making at meetings dealing with planning matters if you have not attended planning training as offered by your principal authority and the Hampshire ALC.
- Do endeavour to attend any other specialised training sessions provided, since these will be designed to extend your knowledge of planning law, regulations, and procedures.

HORNDEAN PARISH COUNCIL

Grounds Meeting **Date: 20th November 2017**

AGENDA ITEM: 15

SUBJECT TITLE: Ash Die Back - update

PURPOSE OF REPORT: To update council of progress with Ash (Chalara) Die Back

BACKGROUND:

I wrote a quick report about how Ash Die Back had affected the Ash trees at Catherington Lith. During the meeting I mentioned I was going to meet with East Hants Tree officers to discuss how best to deal with the problem

After a meeting on 11th October 2017 it was agreed that we carry out a programme of removing the Ash trees affected by die back which cause a risk to public safety. This will be along footpaths and roadsides on our land around the Lith. Ash causing no risk to public safety will be left and monitored.

I have had to write a brief report on the East Hants Tree Portal as we are doing works in TPO'd woodland. EHDC also suggested we put up some posters around the site (see attached) and also let local residents know via letter drop of the problem so they check their trees.

SUGGESTIONS:

To carry out a programme of removing Ash affected with Chalara die back on trees posing a risk to public safety.

Initially we will look to do the works in house but any large dangerous Ash may have to be contracted out to qualified tree surgeons.

No material (Ash) should leave the site.

REPORT PREPARED BY:

Matthew Madill

Chalara ash dieback

The disease ash dieback is affecting woodland in this area. **The disease is not harmful to people or animals,** but it can kill ash trees.

To help stop the disease spreading:

- Scrape any mud and leaves from footwear, pushchairs, bikes, cars, dogs and horses before leaving woodlands
- Before visiting other places, clean mud and leaves from footwear, pushchairs, bikes, cars, dogs and horses
- Do not remove leaves, plants or wood from this area.

For further information:

visit **forestry.gov.uk/chalara**

use the QR code below or phone:

08459 335577

Contact:

Horndean Parish Council
02392597766

Item 18

TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13TH NOVEMBER 2017, IN RESPECT OF THE WINTER/SUMMER FLORAL DISPLAYS WITHIN THE VILLAGE CENTRE

The recommendation from the Grounds Committee on the 13th November 2017 was as follows

G 026/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF WINTER FLORAL DISPLAYS WITHIN THE CENTRE OF HORNDEAN**

A report by the Grounds Manager was circulated. The Chairman commented that she has received a lot of compliments from residents regarding the planters within the centre of Horndean.

The Chief Officer provided Members with an update, stating that since the report was prepared, the opportunity arose for the installation of winter planters and due to the shortage of winter plants, she agreed to have the planters fitted to lighting columns and installed within the village.

The Grounds Manager gave an estimated increase of £200-£300, stating he thought that would allow enough in the budget to upgrade the basic planters.

It was **RESOLVED** that a proposal budget of £2,600 be put forward to Council for approval, for the installation of all year round floral displays and for existing planters to be upgraded to tower planters.

Item 19

TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13TH NOVEMBER 2017, IN RESPECT OF EXTENDING THE BOARDWALKS AT DELL PIECE WEST

The recommendation from the Grounds Committee on the 13th November 2017 was as follows

G 028/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION OF EXTENDING THE BOARDWALKS AT DELL PIECE WEST**

A report by the Grounds Manager was circulated and it was **RESOLVED**

- To recommend to Council to proceed with the purchasing of materials to extend and improve the boardwalks at Downs Park.
- 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.

Item 20

HORNDEAN PARISH COUNCIL
HAND ARM VIBRATION POLICY

Horndean Parish Council have put in place measures to protect Countryside employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

- These measures will include:
- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate. This will enable Horndean Parish Council to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations1999.

The symptoms of HAVS are usually progressive with continuing exposure to vibration. There will be individual variation in the timing and rate of deterioration. The degree to which symptoms regress on removal from exposure to vibration is not known with any certainty and the condition may be irreversible.

Exposure to whole body vibration at low levels may aggravate existing back pain or other conditions whilst higher levels may cause symptoms to develop.

Purchasing Equipment.

When purchasing equipment, check manufacturers data to ensure vibration is within limits.

Training

All staff must be trained by a competent person and be aware of the risks of vibration prior to initial use.

Maintenance of Equipment.

In order to minimise the deterioration of equipment, items should be inspected and serviced on a regular basis. Advice from the suppliers/manufacturers should be taken into account.

Health Surveillance

Health Surveillance is carried out by the Occupational Health Service and is mandatory for employed who are regularly exposed to vibration above the Exposure Action Value (EAV=2.5.m/s2)Health surveillance is also offered to those exposed below the EAV if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arm, wrist or shoulders

or any condition which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc.

April 2017

Welsh council's vibration assessment failed to account for tool use duration

Wrexham County Borough Council has been prosecuted after 11 of its workers developed harm-arm vibration syndrome (HAVS). The authority had an inadequate risk assessment and ignored its own policies on monitoring workers' vibration exposure using handheld power tools, such as lawn mowers, strimmers and leaf blowers.

An employee who was part of the north Wales council's "streetscene" department, responsible for street cleaning, grass cutting and highway maintenance, was diagnosed with HAVS in September 2015.

Rob Jones, 57, had HAVS symptoms for ten to 15 years before he was diagnosed by the council's occupational health department after his manager noticed him rubbing his hands and fingers, said the Health and Safety Executive's (HSE) investigating officer, Mhairi Duffy.

The council's risk assessment for vibrating tools had not considered the duration of exposure, its effects on "at-risk" employees and specific working conditions such as low temperatures, as recommended in HSE guidance L140 (bit.ly/2xN1VN9).

Its safe system of work was also insufficient."There was no information behind the statements, 'Avoid prolonged exposure' and 'Use the right tool'," said Duffy. "So employees weren't informed what a long period of time was or how to select low-vibration tools."

The council also ignored its own "gold standard" policy on hand-arm vibration that set out parameters for risk assessment, had examples of lower-vibration tools and maintenance practices, and identified the need for training and HAVS health surveillance.

"It was an absolutely brilliant policy covering everything they needed to do in order to comply with the regulations," Duffy said. "Unfortunately, they hadn't done any of it." The document was prepared in response to the findings from an audit in February 2011. The audit, by a team of HSE inspectors and council environmental health officers, assessed the arrangements for managing safety and health in the department. But the auditors found there were "limited arrangements in place" so the objective of the exercise was changed to evaluating "whether the culture and limited health and safety arrangements were delivering compliance".

Jones had HAVS symptoms for up to 15 years

It found non-compliance in several areas including: hand-arm vibration assessments; small plant maintenance; the provision of PPE; and the provision of information, instruction and training.

After Jones's diagnosis the council made improvements. It updated its risk assessment, created a tool inventory, and began monitoring workers' vibration exposure.

It also introduced health surveillance for employees using vibrating equipment, after which a further 11 cases of HAVS and carpal tunnel syndrome were uncovered. One worker was identified with both conditions under two separate RIDDOR forms.

Wrexham County Borough Council pleaded guilty to breaching s 2(1) of the Health and Safety at Work Act.

At Mold Magistrates' Court, District Judge Gwyn Jones fined it £150,000 plus £10,090 in costs. He reduced the £400,000 starting point, based on the council's £220m annual revenue budget, to take into account its early guilty plea and the fact it was a public body

What is HAV?

HAV is vibration which reaches your hands when you are working with hand held tools or hand guided machinery, or when you are holding materials which are being processed by machinery.

factors that affect the severity of the risk. These include:

Grip, push and other forces to guide and apply vibrating tools or work pieces
Exposure patterns, length and frequency off work as well as rest periods
How much of the hand is exposed to vibration
Factors affecting blood circulation, such as temperature and smoking
Pre-existing medical conditions
Individual susceptibility.

Minimisation or reduction

Reduce the need to use vibrating tools where possible
Use tools of low vibration or those fitted with anti-vibration mechanisms
Use the lightest tool, which will perform the task to reduce the force required to hold it
Ensure that handles are designed to reduce vibrations transmitted to the hand
Maintain tools to reduce slack in bearings and imbalance of rotating parts and hence vibration levels
Keep blades and chisels sharp in order to reduce the need to grip the tool tightly or to push the tool hard against the work piece
Spread the use of equipment or tools among a number of people to reduce individual exposure
Take frequent breaks when using vibration tools
Wear gloves when vibrating equipment is being used in order to keep the hands warm when environmental conditions are cold and damp or when compressed air tools become cold due to air expansion. Gloves should not be used solely in attempting to reduce the amount of vibration transmitted to the hands and arms.