HORNDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 22 MAY 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, Dr C Jacobs, P Little, R Sowden, Mrs E Tickell, R Veitch, Mrs I Weeks.

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

PUBLIC ATTENDANCE: There were two members of the public and one member of the press present. District Councillor Sara Schillemore was also present.

HPC 024/17/18 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Forbes proposed that Cllr Mrs L Evans be elected as Chairman of Horndean Parish Council. This was seconded by Cllr Beck.

Cllr Burridge proposed that Cllr Alexander be elected as Chairman of Horndean Parish Council. This was seconded by Cllr Sowden.

A paper ballot took place and 4 Members voted for Cllr Alexander to be elected Chairman and 9 Members voted for Cllr Mrs L Evans to be elected Chairman.

It was **RESOLVED** that

- Cllr Mrs L Evans be elected Chairman of Horndean Parish Council, with a total of 9 votes.
- The declaration of acceptance of office be duly signed.

HPC 025/17/18 **TO ELECT A VICE CHAIRMAN**

Cllr Beck proposed that Cllr Burridge be elected as Vice Chairman of Horndean Parish Council. This was seconded by Cllr Little.

Cllr Mrs Tickell proposed that Cllr Forbes be elected as Vice Chairman of Horndean Parish Council. This was seconded by Cllr D Evans.

A paper ballot took place and 6 Members voted for Cllr Burridge to be elected Vice Chairman and 7 Members voted for Cllr Forbes to be elected Vice Chairman.

It was **RESOLVED** that

- Cllr Forbes be elected Vice Chairman of Horndean Parish Council with a total of 7 votes.
- The declaration of acceptance of office be duly signed.

HPC 026/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor N Wren.

No apologies for absence were received from Cllr Miss J Murray.

HPC 027/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 028/17/18 **PUBLIC SESSION**

The meeting was duly opened to the public.

Mr Steward asked for details of when HCC and the Portfolio Holder would be invited to attend a meeting of the Parish Council to discuss how the junction of Catherington Lane, Portsmouth Road and Dell Piece West could be improved. Mr Steward asked if the meeting date could be publicised to invite members of the public to write in. The Chairman said that the parties concerned had indicated they would be happy to attend a meeting and she informed Mr Steward that the meeting date would be publicised.

Mr Steward also asked for an update on plans regarding the extension of Jubilee Hall. The Chairman informed Mr Steward that the minutes from the working party meeting would be available shortly.

HPC 029/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 24 APRIL 2017**

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

HPC 030/17/18 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

The Chairman informed Members that there were no powers delegated to Sub Committee's, Employees and other Local Authorities. She stated that all Terms of Reference had been reviewed and updated this year.

The information was duly noted by Members.

HPC 031/17/18 **REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

The Terms of Reference for Committee's within HPC were circulated. Cllr D Evans stated that the Terms of Reference for the Finance and General Purposes Committee had been expanded to alleviate some of the work from full Council. He invited Members to attend the committee meetings or ask any questions they may have.

It was noted that Members were happy with the Terms of Reference for all Committee's within HPC.

HPC 032/17/18 **RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES**

It was **RESOLVED** that the following Councillors be accepted as Committee members as per their nomination to existing Committees and the following Councillors be elected as Chairman of each Committee.

Finance & General Purposes Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr D Evans
- Cllr L Evans
- Cllr A Forbes
- Cllr P Little

It was **RESOLVED** that Cllr D Evans be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr Forbes and seconded By Cllr Burridge.

Planning & Public Services Committee

- Cllr P Beck
- Cllr Dr C Jacobs
- Cllr P Little
- Cllr Miss J Murray
- Cllr R Sowden
- Cllr Mrs E Tickell
- Cllr R Veitch
- Cllr Mrs I Weeks
- Cllr N Wren

It was **RESOLVED** that Cllr Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr Mrs Weeks and seconded by Cllr Little.

Grounds Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr Mrs D Denston
- Cllr P Little
- Cllr M R Sowden
- Cllr Mrs E Tickell
- Cllr N Wren

It was **RESOLVED** that Cllr Mrs Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr Sowden and seconded By Cllr Mrs Denston.

Staff Committee

- Cllr A Forbes
- Cllr L Evans
- Cllr Miss J Murray
- Cllr Mrs E Tickell
- Cllr Mrs I Weeks
- Cllr R Veitch
- Cllr N Wren

It was **RESOLVED** that Cllr Forbes be elected as Chairman of the Grounds Committee. This was proposed by Cllr Beck and seconded By Cllr Veitch.

HPC 033/17/18 **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM**

There was no appointment of any new Committees.

HPC 034/17/18 **REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

The Chairman stated that both Standing Orders and Financial Regulations had been amended throughout the year.

It was **RESOLVED** that Council continue to amend Standing Orders and Financial Regulations as and when appropriate.

HPC 035/17/18 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

The Chairman stated that there are none. This was noted by Members.

HPC 036/17/18 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

A list of representatives of external bodies were circulated.

It was **RESOLVED** that the list be amended (attached) as below.

- Cllr Mrs Denston to take over from Cllr Forbes in representing Horndean Community Association.
- Cllr Beck to represent the Lovedean Village Residents Association.
- Cllr Alexander to represent the East Hampshire Passenger Transport Forum.

HPC 037/17/18 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Chief Officer confirmed that a 3 year agreement was in place for insurance cover in respect of all insured risks. She confirmed that the insurance cover was due to expire on 30 September 2017 and said a review will be taken up at the appropriate time. This was noted by Members.

HPC 038/17/18 **REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

It was **RESOLVED** that the Councils and Employees membership of other Bodies should continue unaltered as follows.

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employees for HR and Employment Law Advice.
- Society of Local Council Clerks.
- Campaign for Protection of Rural England.
- Hampshire Playing Fields Association.
- The Institution of Occupational Safety and Health (IOSH).
- The Institute of Local Council Management.

HPC 039/17/18 **REVIEW THE COUNCILS COMPLAINTS PROCEDURE**

It was **RESOLVED** that the Complaints procedure remain adopted.

HPC 040/17/18 **REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

It was **RESOLVED** that the procedure for handling requests made under the Freedom of Information Act be adopted with the addition of a title being inserted at the top of the policy.

HPC 041/17/18 **REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Press and Media Policy was circulated and it was **RESOLVED** that it remain adopted.

HPC 042/17/18 **TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS**

It was **RESOLVED** that the current list of bank mandates and signatories be agreed as follows

- Cllr Mrs L Evans

- Cllr Miss J Murray
- Cllr M Burridge
- Cllr Mrs E Tickell
- Cllr Dr C Jacobs
- Cllr Mrs D Denston
- Cllr D Evans
- Cllr P Beck
- Carla Baverstock- Jones (Chief Officer)

HPC 043/17/18 **TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2017/18**

The total precept requirement in respect of 2017/18 was noted as £364,420.

HPC 044/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)**

The Orders for Payment (List 2 attached) was circulated.

A query was raised by Cllr D Evans regarding item 65. He asked for an explanation of why the Aircondirect amount was shown as a negative. The Chief Officer explained that this was in relation to a refund due to a faulty unit from Aircondirect and said that there appeared to have been a typo. She said she would confirm this with the RFO and report back to Members.

It was **RESOLVED** that the Order for Payment (List 2 attached) be approved and duly signed.

HPC 045/17/18 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE ARRANGEMENTS FOR REMEMBRANCE SUNDAY**

The Chairman informed Members that Mr Peter Cox from the Royal British Legion had stepped down as Parade Marshall as of this year, for the Remembrance Day Service held in Horndean.

It was **RESOLVED** to send a letter of thanks to Mr Cox in recognition of his length of service as Parade Marshall in Horndean.

HPC 046/17/18 **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.

HPC 047/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 24 APRIL 2017**

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

The meeting closed at 7.55PM

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Chairman

19/6/17
Dated

Item 21

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 2 - 22-05-17		BANK ENTRIES: 19/04/17 to 17/05/17
Ref	Date of Invoice	Payee	Net	Total Payment	Details
		APRIL 2017 - DIRECT DEBITS			
1	11/04/2017	SSE	168.11	176.51	Gas : Napier 4 Mar - 7 April
		MAY 2017 - DIRECT DEBITS			
2	18/04/2017	BT	72.50	87.00	Jubilee Payphone : 1 April-30 June 2017 (02392 597321)
3	21/04/2017	BT	86.90	104.28	Jubilee Hall Alarm : 1 April-30 June 2017 (02392 592978)
4	01/05/2017	Luckylite	520.00	520.00	Luckylite : May 2017 Rent
5	04/05/2017	Plusnet	12.50	15.00	Tyfield WIFI : 4/5/17-3/6/17
6	24/04/2017	SSE	895.50	1,074.60	Electric: Jubilee 5 Jan - 11 April
7	24/04/2017	Southern Electric	577.11	692.53	Electric: Tyfield 5 Jan - 1 April
8	01/05/2017	Peach	140.68	168.82	Tyfield Line, Alarm, Napier, Jubilee WIFI : April Calls/May Rent
8	01/05/2017	Vodafone	47.00	56.40	Mobiles : April Calls/May Rent
9	02/05/2017	Fuelgenie	166.25	199.50	Fuel
10	17/04/2017	BT	86.90	104.28	Tyfield WIFI Line : 1 April-30 June 2017 (02392 570550)
		APRIL 2017 BACS			
11	01/04/2017	Blendworth Church	600.00	600.00	Approved Grant from Council
12	01/04/2017	Holy Trinity Church	500.00	500.00	Approved Grant from Council
13	01/04/2017	Bereavement Counselling	1,000.00	1,000.00	Approved Grant from Council
14	01/04/2017	Homestart Butser	1,500.00	1,500.00	Approved Grant from Council
15	01/04/2017	CAB	2,000.00	2,000.00	Approved Grant from Council
16	20/04/2017	Net Salaries	14,576.76	14,576.76	Net Salaries - April 2017
17	18/04/2017	Viking	51.57	57.89	Coffee and Various Stationery
18	28/03/2017	Annodata	201.93	242.32	Copier Rental : 26/05/17-25/08/2017
19	21/04/2017	Sean Mason Electrical	550.00	660.00	Replacement of Strip Lighting at Tyfield House
20	28/04/2017	HMRC	3,890.93	3,890.93	PAYE/NI April 2017
21	28/04/2017	Hampshire Pension Fund	3,626.27	3,626.27	Pension Contributions April 2017
		MAY 2017 BACS			
22	25/04/2017	South East Employers	199.00	238.80	Associate Membership 1 April-31 March
23	28/04/2017	Screwix	133.31	159.97	Hitachi Belt Sander and spare Belts
24	01/04/2017	Lucky-Lite Caravan Storage	292.75	292.75	Electricity at Lucky Lite
25	24/04/2017	Griffin Fire & Training Ltd	249.00	298.80	Fire Servicing and Replacement Batteries
26	02/05/2017	Petty Cash	38.09	38.09	Petty Cash 1-30th April
27	16/06/2017	Havant Automotive	35.00	35.00	Vehicle Panel Repair HY65 UVJ
28	03/05/2017	B & Q	12.69	15.22	6 Bags Ballast, 1 Cement for Bin at Chervil Close
29	30/04/2017	The New Blendworth Centre	147.33	176.80	Litter Picking April 2017
30	01/04/2017	The Hampshire Playing Fields Association	60.00	60.00	Annual Membership 2017-18
31	02/05/2017	AVS	4.11	4.93	Large Galvanised Auto Gate Catch/Hzlton Common
32	02/05/2017	Glanvilles	490.00	580.00	Adverse Possession Claim
33	30/04/2017	Blendworth Property Maintenance	490.00	490.00	Fit New 5 Bar Gate at Napier Hall
34	28/04/2017	Broxap	255.95	307.14	Litter Bin with Logo, Fixings/Delivery for Chervil Close
35	11/04/2017	Screwfix	5.98	7.18	Goldscrews 5 x 50mm Pk200
36	02/05/2017	Viking	18.24	20.09	Refreshments/Stationery
37	05/05/2017	Viking	2.99	3.59	Stationery
38	09/05/2017	Fenland Leisure	37.55	45.06	Gate Spring for Steelway Play area-Downs Park
39	10/05/2017	AVS Fencing	559.79	671.76	Gate, Posts, Rail, Concrete:Yoells Copse
40	08/05/2017	Screwfix	8.98	10.77	100 Pack Goldscrews
41	09/05/2017	Screwfix	10.24	12.29	Gloss Paint for Yoells Copse sign
42	08/05/2017	Connected IT	100.00	100.00	Napier Hall Router
43	10/05/2017	Annodata	198.10	237.72	Photocopying : 13 Feb - 10 May 2017
44	05/05/2017	Value Products	6.15	7.38	3 Fire Exit Signs
45	11/05/2017	Blendworth Property Maintenance	50.00	50.00	Repair Toilet at Napier Hall
		APRIL 2017 DEBIT CARD			
46	26/04/2017	St Johns Ambulance	210.00	252.00	Requalification Course - member of CT
47	26/04/2017	Cromwell	124.21	149.05	5 Pairs Pro Vibration Gloves
		MAY 2017 DEBIT CARD			
48	01/05/2017	The Surrey Wildlife Trust	35.00	35.00	Reptiles - Ecology and Survey Training - 9 May 2017
49	28/04/2017	EHDC	125.00	125.00	Horndean Village Sign - Admin Fee
50	05/05/2017	Information Commissioner's Office	35.00	35.00	Data Protection Annual Registration
		TOTALS	35,205.37	36,312.46	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 2 - 22-05-17		
Ref	Date of Invoice	Payee	Net	Total Payment	Details
				0.00	
		TOTALS	0.00	0.00	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 2 - 22-05-17		BANK ENTRIES: 19/04/17 to 17/05/17
Ref	Date of Banking	Payer	Net	Total Receipt	Details
		APRIL 2017			
51	18/04/2017	Private	14.52	14.52	Hire of Jubilee Hall
52	26/04/2017	Diddi Dance	66.00	66.00	Hire of Napier Hall
53	27/04/2017	Diddi Dance	82.50	82.50	Hire of Napier Hall
54	28/04/2017	Brendoncare	17.00	17.00	Hire of Napier Hall
55	19/04/2017	Purple Promotions	198.00	198.00	Hire of Napier Hall
56	19/04/2017	Purple Promotions	198.00	198.00	Hire of Napier Hall
57	19/04/2017	Abstract	252.80	252.80	Hire of Napier Hall
58	18/04/2017	1st Catherington Air Scouts	120.60	120.60	Hire of Jubilee Hall
59	18/04/2017	Private	58.08	58.08	Hire of Jubilee Hall
60	18/04/2017	Private	58.08	58.08	Hire of Jubilee Hall
61	25/04/2017	Private	84.60	84.60	Hire of Jubilee Hall
62	24/04/2017	On All Paws	198.00	198.00	Hire of Jubilee Hall
63	24/04/2017	Private	42.57	42.57	Hire of Jubilee Hall
64	24/04/2017	Private	39.60	39.60	Hire of Jubilee Hall
65	27/04/2017	AirConDirect	-249.98	-249.98	Refund re faulty Air Con Unit
66	28/04/2017	Butser Lace	34.00	34.00	Hire of Napier Hall
67	30/04/2017	Cambridge & Counties	113.10	113.10	Bank Interest
		MAY 2017			
68	02/05/2017	Busybees	343.20	343.20	Hire of Jubilee Hall
69	02/05/2017	U3A	33.00	33.00	Hire of Napier Hall
70	02/05/2017	Horndean Football Club	83.34	83.34	Hire of Pitches
71	02/05/2017	Horndean Hawks	84.24	84.24	Hire of Pitches
72	02/05/2017	Ams4Fitness	145.20	145.20	Hire of Jubilee/Napier Hall
73	02/05/2017	Purple Promotions	198.00	198.00	Hire of Napier Hall
74	02/05/2017	Private	-100.00	-100.00	Deposit Refunded
75	03/05/2017	Slimming World	660.00	660.00	Hire of Jubilee Hall
76	05/05/2017	Abstract	152.80	152.80	Hire of Napier Hall
77	02/05/2017	Private	58.08	58.08	Hire of Jubilee Hall
78	02/05/2017	Brownies	39.60	39.60	Hire of Jubilee Hall
79	02/05/2017	PFM WEL-being	82.50	82.50	Hire of Jubilee Hall
80	02/05/2017	Woman of the Way	55.82	55.82	Hire of Jubilee Hall
81	02/05/2017	Dog Training	336.60	336.60	Hire of Napier Hall
82	02/05/2017	Private	43.56	43.56	Hire of Jubilee Hall
83	05/05/2017	Diddi Dance	33.00	33.00	Hire of Napier Hall
84	05/05/2017	Abstract	152.80	152.80	Hire of Napier Hall
85	08/05/2017	Horndean Baptist Church	686.28	686.28	Hire of Napier Hall
86	09/05/2017	HMRC	14,926.82	14,926.82	Q4 2016/17 VAT Return
87	10/05/2017	MS Society	26.40	26.40	Hire of Jubilee Hall
88	11/05/2017	Private	21.78	21.78	Hire of Jubilee Hall
89	15/05/2017	EHDC	211.20	211.20	Hire of Jubilee Hall (Local Election)
90	15/05/2017	Private	23.66	23.66	Hire of Jubilee Hall
91	16/05/2017	Private	158.08	158.08	Hire of Jubilee Hall
		TOTALS	18,775.93	18,775.93	

SIGNED:	
SIGNED:	
DATE:	LIST 2 - 22-05-17