HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 14 MARCH 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, D Evans, A Forbes, Mrs E Tickell, Mrs I Weeks, N. Wren

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior Administrator (Minute Taker)

PUBLIC ATTENDANCE: Three members of the public, one member of the press and County Councillor Mrs M Harvey were in attendance.

HPC 228/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, M Burridge, Mrs D Denston, Dr C Jacobs, Miss J Murray and Mrs A Reece.

No apologies were received from Cllr R Sowden who was absent.

HPC 229/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 230/15 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Councillor Mrs M Harvey was circulated (see attached).

It was suggested by a Council Member that some signage be put up by HCC to show that Old Lane/The Creek in Horndean is not a through road. County Councillor Mrs M Harvey asked that the Clerk write a letter to HCC to this effect which she said she was happy to back up.

Devolution was discussed, with County Councillor Mrs M Harvey having answered questions put to her.

HPC 231/15 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from the District Council, however, the Chairman stated that she had attended a meeting of The Association of Town and Parish Councils, whereby devolution was discussed. Please see attached points spoken of by the Chairman.

HPC 232/15 **PUBLIC SESSION**

The Chairman opened the meeting to members of the public.

A member of the public thanked the Council for the ditches having been cleared at Downhouse Road, however, he stated that the ditches still get blocked up with debris when it rains and suggested HPC contact Probation regarding Community Service workers assisting in the clearance of the debris.

HPC 233/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15 FEBRUARY 2016**

It was **RESOLVED** that the minutes of the Council meeting held on the 15th February 2016 be duly signed as a true record of the meeting.

HPC 234/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

The orders for payment (list 11) were circulated.

It was **RESOLVED** that the orders for payment (List 11 attached) be approved and duly signed.

HPC 235/15 **TO RECEIVE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated.

It was stated that the underspend was in line with what HPC had expected. The report was read by Members and noted.

HPC 236/15 **TO RECEIVE AND CONSIDER THE REVISED SCHEDULE OF MEETINGS FOR 2016/2017**

The revised schedule of meetings for 2016/2017 was circulated and it was **RESOLVED** that they be agreed.

HPC 237/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Chairman stated that a meeting was planned for the 16th of March 2016 with two of the main Cricket Clubs to discuss their thoughts on the Cricket Pitch and Pavilion. She said that HPC had received a quote from the architect but that it had come out a lot higher than was anticipated and suggested that a working party meeting be arranged to discuss it further.

The next meeting of the development panel is scheduled to take place on 5th April 2016.

HPC 238/15 **TO CONSIDER AND AGREE CLLR WREN'S APPLICATION TO JOIN THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr N Wren be elected on to the Staff Committee.

HPC 239/15 **TO NOTE THE ELECTION OF CLLR WEEKS AS VICE CHAIRMAN TO THE STAFF COMMITTEE**

Duly noted.

HPC 240/15 **TO RECEIVE A REPORT ON JAY CLOSE IMPROVEMENTS AND AGREE A WAY FORWARD**

A report by Cllr D Evans was circulated and it was suggested that one or two picnic benches be located (position as yet to be decided) and reviewed after three months to see if the location creates a problem and if so, the bench/es could be moved to another location. It was also suggested that some additional hedging be planted so that it could not be easily breached by small children or balls kicked in that direction.

It was agreed that standing orders be stood down to allow a member of the public to speak.

Mr N Graham of Jay Close spoke of his disapproval towards to recommendations made. He asked if a road safety assessment had taken place due to concerns that if the hedge was not maintained, he felt it would cause an obstruction to vehicles driving out of the road. The Chairman informed Mr Graham that no risk assessments would be conducted until a decision was made.

Mr N Graham also stated that he felt if picnic benches were put in place, it would encourage anti-social behaviour and that this had been an issue in previous years when there was a play park in position.

It was stated that discussions had taken place with PCSO's and Community Support Officer's and no concerns had been raised regarding the recommendations made. It was suggested that Council members could contact Highways at HCC to ensure the recommendation of the hedges would not cause any visibility issues.

It was **RESOLVED** that

a) Additional hedging be planted in order to fill gaps along the boundary with Stonechat Road and otherwise improve the hedge so that it cannot easily be breached by small children or balls kicked in that direction.
b) Additional hedging be planted along each side of the green from Stonechat Road for a distance of about 20m to provide additional obstruction and hinder running onto the road.
c) Securely locating one picnic table in position, yet to be decided and the installation be reviewed after three months and removed and re-located should vandalism and anti-social behaviour become a serious nuisance.
d) Applying for funds to cover the materials from Cllr D Evans' EHDC Councillor Community grant allocation and Developer's Contributions.

HPC 241/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE PARKING AT NORTHFIELD CLOSE**

It was **RESOLVED** that a consultation letter be sent to residents of Northfield Close, stating that HPC had observed some damage to the green space at Northfield Close and were proposing the installation of dragons teeth to help protect the site from damage, due to vehicles using the pavement to park and overhanging the green.

HPC 242/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE UPDATED MANAGEMENT PLAN- DELL PIECE WEST**

The updated Management Plan for Dell Piece West was circulated and it was **RESOLVED** that it be adopted with no further changes to be made.

HPC 243/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE AMENDED JOB DESCRIPTION/PERSON SPECIFICATION- TO BE APPOINTED ON A FIXED TERM CONTRACT TO THE COUNTRYSIDE TEAM**

The amended Job Description and Person Specification was circulated and it was **RESOLVED** that it be agreed.

HPC 244/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE AMENDED JOB DESCRIPTION FOR THE POSITION OF TEMPORARY ASSISTANT GROUNDS MANAGER**

The amended Job Description for the temporary Grounds Manager was circulated and it was **RESOLVED** that it be agreed.

HPC 245/15 **TO RECEIVE A REPORT AND CONSIDER QUOTATIONS IN RESPECT OF REFUSE COLLECTION WITHIN THE PARISH**

The Clerk stated that the Countryside Team were still awaiting some of the quotations and suggested that the item be deferred until further information was collated.

It was **RESOLVED** that the item be deferred until the quotations had been received.

HPC 246/15 **TO RECEIVE A REPORT AND AGREE THE REVISED TERMS AND CONDITIONS IN RESPECT OF HALL HIRE**

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

It was **RESOLVED** that the following additions and amendments to the hall booking terms and conditions be made

- The deposit charges be amended for Napier and Jubilee Hall, for casual hall hirers to read as follows

  DEPOSITS (DAMAGE DEPOSIT AND CANCELLATION FEE DEPOSIT)
  £200 for discos, parties wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards).

  £100 for discos and parties where the booking is for a children's party (age 12 and under) and any other function i.e. a christening, wake, baby shower, meeting or training event etc.

- A cancellation charge be added for casual hall hirers for both Napier and Jubilee Hall, to read as follows

  Cancellation of confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.

  Cancellation of confirmed booking within 14 days of event will result in loss of the hall hire charge.

  If full payment is not received by 14 days before the event, the booking will be cancelled and will result in a 25% deduction (taken from the deposit) of the hall hire charge.

  No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

- Wording be added for both Napier and Jubilee Hall, for both casual and regular hall hirers, to read as follows

  Hall hirers must be 18 years or above to make a booking.

- Wording be added for both Napier and Jubilee Hall, for both casual and regular hall hirers, to read as follows

  CHARGE FOR ADDITIONAL HALL OPENING AND CLOSE

  If the hirer has booked the hall for a continuation of 4 or more hours and wishes for the hall to be closed for an hour and then re-opened, there will be no extra charge.

  If the hirer has booked the hall for less than 4 hours and wishes for the hall to be closed for an hour and then re-opened, there will be a charge of £5.00 added to the booking.

HPC 247/15 **TO RECEIVE AN UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE RESURFACING OF LITH LANE**

The Executive Officer said that upon seeking legal advice, it had been confirmed that HPC had no legal obligation to resurface Lith Lane and asked how the Council wished to proceed in respect of Lith Lane.

A short discussion took place and based on legal advice provided to HPC, it was **RESOLVED** that the Executive Officer carry out repairs to the pot holes on Lith Lane as and when needed.

This was proposed by Cllr D Evans and seconded by Cllr Alexander.

HPC 248/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 18 APRIL 2016**

Noted.

HPC 249/15 **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.**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

HPC 250/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 15 FEBRUARY 2016**

The confidential minutes of the Council meeting held on the 15th February 2016 were circulated.

It was **RESOLVED** that they be amended by reducing the amount of discussion recorded, whereby they include a tight summary only and resolution.

HPC 251/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2016/17**

The Executive Officer circulated an amended report which had previously been presented to the Staff Committee within which increases to staff salaries were discussed and agreed, with the exception of one employee whose salary was further increased.

It was **RESOLVED** that staff salaries were increased in accordance with the amended report and as from the 01 April 2016.

The recommendation from the Staff Committee regarding the Executive Officer's remuneration was discussed and agreed.

HPC 252/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2016 IN RESPECT OF THE EXPIRY OF THE PROBATIONARY PERIOD FOR A MEMBER OF STAFF**

It was **RESOLVED** that the member of staff having successfully completed her probationary period continues to be employed on a permanent basis.

HPC 253/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE ONGOING MATTERS RELATING TO THE LITH**

A verbal update was provided relating to the boundaries and access issues on the Lith within which it was confirmed that a surveyors report remains in the process of being completed in order to ascertain the parish boundaries. The issue of access remains as previously agreed and as per legal advice.

The meeting closed at 9:10PM

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Chairman

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Dated