HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 18 APRIL 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, Mrs D Denston, 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: One member of the press and one member of the public were in attendance.

HPC 001/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

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

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

HPC 002/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 003/16/17 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

The Chairman stated that there was no update from County Councillor Mrs M Harvey but said she would provide a report at the next Council meeting, being the Annual Parish meeting on Monday 25th April 2016.

HPC 004/16/17 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor Mrs E Tickell was circulated (see attached).

Cllr D Evans stated that a Local Planning Enforcement Plan, which describes the means by which EHDC exercises its powers in this respect, had been drawn up by and was agreed by Council. The document can be downloaded from the EHDC website.

HPC 005/16/17 **PUBLIC SESSION**

The Chairman opened the meeting to members of the public. No questions were asked.

HPC 006/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 14 MARCH 2016**

It was **RESOLVED** that the minutes of the Council meeting held on the 14th March 2016 be duly signed as a true record of the meeting. The following typos were noted:

- Pg. 48, minute HPC 238/15 should read as “Cllr N Wren be elected on to the Staff Committee” rather than “Cllr N Wren be a listed Member on the Staff Committee”.
- Pg. 51, minute HPC 248/15 should state “April”, not March.

HPC 007/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

The orders for payment (list 1) were circulated. It was noted that the agenda Item should read as “List 1” instead of “12”. This was due to it being the start of the new financial year, whereby it starts back at list 1.

It was **RESOLVED** that the orders for payment (List 1) be approved and duly signed.

HPC 008/16/17 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CLYDESDALE, CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 31/03/2016**

The bank reconciliations for the Clydesdale, Co-Operative and Cambridge and County as at 31.03.2016 were circulated. The item was deferred until the next Council meeting due to the bank statements having not been made available.

HPC 009/16/17 **TO RECEIVE AND AGREE THE FINANCIAL RISK ASSESSMENT AS AT 31 MARCH 2016**

The Financial Risk Assessment was circulated. It was **RESOLVED** that the presented Risk Assessment be agreed and that a Business Continuity Plan be devised by the Finance and General Purposes Committee.

HPC 010/16/17 **TO CONSIDER AND AGREE THE FUTURE OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETINGS WITHIN WHICH GRANT APPLICATIONS ARE CONSIDERED**

It was **RESOLVED** that

- Grant applications be considered at any one of the Finance and General Purposes Committee meeting throughout the year.
- If necessary, grant applications be brought to full Council for consideration.

HPC 011/16/17 **TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:**

- **CITIZENS ADVICE BUREAU EAST HAMPSHIRE - £4,000**

A short discussion took place and it was **RESOLVED** that the Citizens Advice Bureau East Hampshire be awarded £2,000 of the £4,000 grant requested and that this be their 2015/16 funding. This was proposed by Cllr Mrs Weeks and seconded by Cllr D Evans.

HPC 012/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 21 MARCH 2016 IN RESPECT OF THE FOLLOWING GRANTS:**

- **HOME-START BUTSER - £1,650**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Home-Start Butser with a grant of £1,650 as per their grant request.

- **AGE CONCERN COWPLAIN - £700**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Age Concern Cowplain with a grant of £700 as per their grant request.

HPC 013/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF THE PLAY AREA AT JUBILEE FIELD**

The Chairman gave an update on the status of the play area at Jubilee Field. She said that planning permission had been granted and that the contractor's costings was rather higher than anticipated, resulting in a shortfall.

It was noted that there was £35,000 in the playground reserves and a suggestion was made whereby the shortfall could be made up using some of the funds in the reserves.

It was **RESOLVED** that an item be put on the next Council agenda to secure the shortfall and the exact amount of shortfall to be noted.

HPC 014/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF FOOTPATH 26A**

The Chairman stated that part of footpath 26A will be completed this financial year and that the Community Access Officer was in the process of establishing who owns what part of the footpath.

It was suggested that an update in respect of footpath 26A could be made an agenda item every second month so that it doesn't get forgotten.

HPC 015/16/17 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 21 MARCH 2016 FOR A WORKING PARTY TO BE AGREED TO CONSIDER THE EXTENSION OF JUBILEE HALL**

The recommendation of the Finance and General Purposes Committee was circulated.

It was stated that the removal of the covenant on Jubilee Hall is currently under investigation. The Clerk stated that there would need to be an agreement from both EHDC and the developer before the covenant could be lifted. She stated that if all parties agree for the covenant to be lifted, it would be fairly easy at a cost of approximately £500. She said if they were not in agreement, it would need to be dealt with at a tribunal and could be fairly costly.

The Chairman stated that HPC would need to establish who the parties involved were via the S106 Agreement and said that investigations were ongoing.

It was **RESOLVED** that

a) A Working Party be set up, consisting of Councillors D Evans, A Forbes, Mrs D Denston and the Clerk, to work through a proposal in respect of the extension of Jubilee hall and report back to Council.
b) Other Councillors not present be given the opportunity to join as a member of the Working Party at another meeting.

HPC 016/16/17 **TO RECEIVE AND CONSIDER THE OBTAINING OF LEGAL ADVICE IN RESPECT OF THE REMOVAL OF THE COVENANT ON JUBILEE HALL**

The Chairman stated that an update on the previous agenda item had already be given.

It was **RESOLVED** that if the removal of the covenant turned out to be simple, that the Clerk be given delegated powers to deal with it, within her agreed spending limit.

HPC 017/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 21 MARCH 2016 TO SUPPORT USING COUNCIL FUNDS TO SUPPLEMENT THE ARCHITECTS FEES OVER THE S106 FUNDING**

The recommendation of the Finance and General Purposes Committee was circulated. The Chairman stated that EHDC would be obtaining two additional quotations.

It was **RESOLVED** that the recommendation of the Finance and General Purposes Committee be agreed as follows

- HPC support using Council funds to supplement the architect's fee, above and beyond the available funds in the S106 Agreement.

HPC 018/16/17 **TO RECEIVE AN UPDATE ON THE LAND EAST OF HORNDEAN DEVELOPMENT AND CONSIDER THE RECOMMENDATIONS OF THE WORKING PARTY IN RESPECT OF THE CRICKET PAVILION AND DECIDE THE WAY FORWARD**

A report by the Working Party was circulated and it was agreed that an architect be engaged.

Cllr D Evans said that the report could be taken forward to the LEOH development Panel meeting at EHDC on 3rd May 2016.

HPC 019/16/17 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE GREEN SPACE AT NORTHFIELD CLOSE**

A report by the Clerk was circulated. It was **RESOLVED** that the recommendation be accepted as follows

a) Wooden posts be erected to prevent vehicles parking and using the area on which to turn.
b) Any measures would need to be capable of facilitating the grass cutting machinery which needs to have access to the area.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs Denston.

HPC 020/16/17 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE EMPTYING OF THE DUAL PURPOSE WASTE BINS**

A report by the Temporary Grounds Manager was circulated and it was **RESOLVED** that the current contractor - The Landscape Group continue with the service already provided to HPC, at the new price of £6 per bin lift, being the lowest cost quoted, given that 6 of the 21 bins are currently included in the contract they have with EHDC.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Forbes.

HPC 021/16/17 **TO CONSIDER A REPRESENTATIVE TO ATTEND THE SOUTH DOWNS NATIONAL PARK AUTHORITY WOKSHOPS**

It was **RESOLVED** that The Chairman and the Executive Officer attend as representatives to the South Downs National Park Authority Workshops.

HPC 022/16/17 **TO CONSIDER AND AGREE THE ANNUAL SUBSCRIPTION/ADMINISTRATION FEE OF £65.00 IN RESPECT OF THE EXECUTIVE OFFICER'S MEMBERSHIP OF THE INSTITUTE OF LOCAL COUNCIL MANAGEMENT**

It was **RESOLVED** that the annual subscription/administration fee of £65.00 in respect of the Executive Officer's Membership of the Institute of Local Council Management be agreed.

HPC 023/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE ANNUAL MEETING ON THE 16 MAY 2016**

Noted.

HPC 024/16/17 **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 025/16/17 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 15 FEBRUARY 2016 AND 14 MARCH 2016**

The confidential minutes of the Council meeting held on the 15th February 2016 and 14 March 2016 were circulated.

It was **RESOLVED** that the confidential minutes of the Council meetings held on 15th February 2016 and 14th March 2016 be duly signed as a true record of the meeting.

The meeting closed at 8:50pm.

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Chairman

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Dated