HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 25 JULY 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge (Vice Chairman), Mrs D Denston, D Evans , Dr C Jacobs, Mrs E Tickell, N. Wren, A. Forbes, Mrs I Weeks, Miss J. Murray, P Beck.

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Gill Foster (Minute Taker), Matt Madill (Grounds Manager), Simon Ritson (RFO)

PUBLIC ATTENDANCE: County Cllr Mrs M. Harvey, District Cllr Mrs S. Schillemore (arrived at 7.09pm), 6 Members of the public, Rebecca Probert Community Development Officer EHDC and 1 member of the Press.

HPC 076/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R. Sowden

HPC 077/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 078/16/17 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

County Cllr Mrs M Harvey gave a verbal Report advising that an Officer had looked at Old Lane and agrees that an application for a restricted byway would be appropriate. Safety Audits on Catherington Lane and White Dirt Lane will take place. Cllr Mrs D. Denston raised the issue of the weeds in the gutters and pathways. Cllr Harvey advised this was being addressed.

HPC 079/16/17 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from District Councillors.

HPC 080/16/17 **PUBLIC SESSION**

The Chairman opened the meeting to members of the public.

Mr Steward Acknowledged and thanked the Councillors for their support in getting broadband into Catherington.

He spoke on behalf of Mr Evershed regarding the steps in the car park on the Gales Development. Cllr Mrs L Evans advised that the Parish support their concerns and a letter would be sent to EHDC accordingly.

County Cllr Mrs. M Harvey asked if the information regarding Parking Restrictions can go on the HPC website.

Mr J. Coles addressed the Councillors regarding the Surveyors Report due to be discussed under Item 33 in the Private & Confidential part of the meeting. He expressed his feelings and asked that the Council vote to move Item 33 into the Public Section of the meeting. Cllr Mrs L Evans responded saying it would stay within the Private and Confidential Section.

HPC081/16/17 **TO CONSIDER THE CO-OPTION OF MR PETER LITTLE TO REPRESENT MURRAY WARD.**

Peter Little addressed the meeting and answered questions from Councillors.

It was **RESOLVED** that Peter Little be co-opted as a member of HPC to represent Murray Ward.

HPC 082/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 20TH JUNE 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 20th June 2016 be duly signed as a true record of the meeting.

HPC 083/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

The Orders for Payment (List 4 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

HPC 084/16/17 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION –CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 30 JUNE 2016**

The bank reconciliations for the Co-Operative and Cambridge and County as at 30th June 2016 were circulated.

It was **RESOLVED** that the bank reconciliations for the Co-Operative (£155,846.36) and Cambridge and County (130,558.70) as at 30th June 2016 be approved and duly signed.

HPC 085/16/17 **TO RECEIVE THE MONTHLY FINANCE REPORT.**

Cllr D Evans clarified that the contributions from individual Councillors were Councillor Grants.

It was **RESOLVED** that the Monthly Finance Report be approved.

HPC 086/16/17 **TO RECEIVE AND AGREE THE QUARTERLY MANAGEMENT ACCOUNTS FOR 2015/16**

The RFO addressed the meeting. Cllr Mrs L Evans advised that the £5,000 from the Solar Panel Farm was awaiting a response from the Lovedean Residents Association who had been asked if there was any specific project they would like to spend the money on. Cllr Mrs S. Schillemore asked if Councillors at District level could be made aware of this.

It was **RESOLVED** that the Quarterly Management Accounts for 2015/16 be approved.

HPC 087/16/17 **TO RECEIVE AND AGREE THE DRAFT TIMETABLE OF MEETINGS REQUIRED TO PRODUCE THE 2017/18 BUDGET**

The proposed timetable of meetings was referred to and it was highlighted that the workshop on 12th September 2016 was one for all Councillors to attend.

It was **RESOLVED** that the Draft Timetable be approved.

HPC 088/16/17 **TO RECEIVE AND AGREE THE BUSINESS CONTINUITY PLAN.**

The RFO addressed the meeting referring to the Draft Business Continuity Plan. Cllr Mrs L Evans suggested that a mobile number be added to the contact numbers offering hers. Cllr A Forbes asked what policy there was to back up records. The RFO advised that there was not a plan but a lot was stored online. Cllr D Evans suggested that a copy of the plan be kept at certain Councillor/Officers homes.

It was **RESOLVED** that the Draft Business Continuity Plan be adopted.

HPC 089/16/17 **TO RECEIVE A REPORT AND CONSIDER THE PURCHASING OF A SOFTWARE PACKAGE TO ASSIST IN THE MANAGEMENT OF HALL BOOKINGS.**

The RFO referred to the Report, discussion took place.

It was **RESOLVED** that the Purchasing of a new Software Package be approved.

HPC 090/16/17 **TO RECEIVE AND A REPORT AND CONSIDER QUOTATIONS IN RESPECT OF THE ENGAGEMENT OF AN INTERNAL AUDITOR.**

Cllr Mrs L Evans advised it was good practise to change the Auditor.

(Cllrs Miss J Murray and Mrs D Denston abstained from the vote.)

It was **RESOLVED** that Quote 1 Auditing Solutions Limited be engaged as Auditor to HPC.

HPC 091/16/17 **TO RECEIVE A REPORT IN RESPECT OF THE PENSION SCHEME AND COMPLIANCE WITH THE PROVISIONS OF AUTOMATIC ENROLMENT.**

The RFO referred to the Report.

The Report was noted.

HPC 092/16/17 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF REPAIRS TO THE PATHWAYS WITHIN YOELLS COPSE AND CATHERINGTON LITH.**

The Grounds Manager referred to the Report. Discussion took place and Cllr Mrs L Evans suggested that the two locations be split within the quotation.

It was **RESOLVED** that Quote 4 be used for Yoells Copse. The purchase of 55 tons of Scalpings and the footpath between Down Road and Lith Lane be referred back to Grounds Committee for further consultation.

HPC 093/16/17 **TO RECEIVE AND CONSIDER QUOTATIONS IN RESPECT OF THE CHRISTMAS TREE LIGHTS.**

Discussion took place.

It was **RESOLVED** that Quote 3 be accepted using the option of large conifer with star. The 3 year rental contract including installation/take down and storage per year be accepted.

HPC 094/16/17 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF AN OUTSTANDING INVOICE.**

The Report was referred to. Cllr Forbes suggested we offer to pay half of the invoice. Cllr Mrs E. Tickell disagreed feeling the company were totally at fault. A lengthy discussion took place and it was felt another letter should be sent to the contractor stating that the Contractor is in breach of Contract for the following reasons:-

- Declining to carry out a site survey accompanied by the Clerk to the Parish Council.
- Further, the contract commencement date was cancelled on numerous occasions without notification raising doubt as to the Contractor's bona fide intention to perform the contract in any event.

It was **RESOLVED** that a letter be sent to the Contractors stating the above.

HPC094/16/17 **TO RECEIVE AND CONSIDER A DRAFT OF THE NEWLY DESIGNED PARISH WEBSITE**

Cllr Mrs L Evans asked for comments. Several Councillors raised suggestions but it was felt that overall the website was an improvement and agreed to take the matter forward.

HPC095/16/17 **TO RECEIVE AND CONSIDER A WRITTEN UPDATE IN RESPECT OF THE TRANSFER OF LAND AT WAGTAIL ROAD, HORNDEAN.**

Cllr Mrs L Evans referred to the Report. Discussion took place and it was felt that the CT should look at the land to decide if it is inside/outside our fence. Clerk will negotiate with Barretts to see if the one off payment can be increased.

HPC096/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT.**

Cllr Mrs L Evans advised that the architect in respect to the Pavilion design is suggesting managed visits to other sites.

It was **RESOLVED** that this item be brought back to the August meeting of the Council.

HPC097/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF FOOTPATH 26A.**

Cllr Mrs L Evans referred to the information in the Councillor packs. The Clerk was asked to write to EHDC to express HPC's unhappiness at the length of time this project is taking.

HPC098/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ON 23RD MAY 2016 – TO REVIEW THE HEALTH AND SAFETY POLICY TO ENSURE THE SAFETY OF ELECTRICAL APPLIANCES WITHIN COUNCIL BUILDINGS.**

Cllr D Evans referred to the Report (attached). He referred to bullet point 4 of the Statement and suggested the wording should be changed to read as follows:- *comply with all relevant legal requirements.* It was also suggested that bullet point 4 of the Health & Safety Work etc Act 1974:- *to ensure safe handling and use of substances* be added to our Statement.

It was **RESOLVED** that the above amendments be made.

HPC099/16/17 **TO RECEIVE A REPORT IN RESPECT OF THE FEES PERTAINING TO OFFICER TIME IN RESPONDING TO APPLICATIONS AS PROVIDED BY FREEDOM OF INFORMATION ACT 2000.**

Cllr Mrs L Evans referred to the Report and this was noted.

HPC100/16/17 **TO CONSIDER AND AGREE REPRESENTATION AT THE AGM – HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS' ON 22ND OCTOVER 2016**

Cllr Mrs L Evans asked for volunteers, after no other volunteers were forthcoming Cllr Mrs L Evans advised she was happy to attend.

HPC101/16/17 **TO CONSIDER AND AGREE REPRESENTATION AT THE FUTURE OF LOCAL GOVERNMENT IN HAMPSHIRE WORKSHOP ON THE 6TH SEPTEMBER 2016.**

Cllr Mrs L Evans asked for volunteers, advising that herself and the Clerk would be happy attend, Cllr Mrs Denston advised she would be happy to go also. A copy of the Joint Statement was handed out to everyone.

HPC102/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 22ND AUGUST, 2016.**

Noted.

HPC103/16/17 **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.

HPC104/16/17 **TO RECEIVE A REPORT AND CONSIDER AN INCREASE TO STAFF SLARIES IN ACCORDANCE WITH THE NATIONAL JOINT COUNCIL AGREEMENT ANNOUNCED ON 16 MAY 2016.**

Cllr Mrs L Evans referred to the Report produced by the Clerk. Cllr Mr D. Evans asked the RFO if a copy of this Report could be put with the Budget Report papers.

It was **RESOLVED** that this increase be implemented.

HPC105/16/17 **TO RECEIVE A REPORT AND CONSIDER THE PROVISION OF A PAYMENT IN ADVANCE OF THE WORKS TO BE COMPLETED IN RESPECT OF THE PLAY AREAS.**

A discussion took place.

It was **RESOLVED** not to pay the invoice but consider documented progress payments (complying with 6.2 in the Financial Regulations).

HPC106/16/17 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF INDEMNITY INSURANCE.**

Cllrs Mrs L Evans and D Evans made a declaration of interest in that they had previously been clients of Glanvilles.

It was **RESOLVED** that Quote 1 acquired by Glanvilles at a cost of £492.75 be used.

HPC107/16/17 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE ONGOING BOUNDARY DISPUTES.**

It was **RESOLVED** that the Clerk write to the relevant party giving the findings of the Report and by agreement the caravan be removed and the boundary line re-fenced. The Surveyor has offered to stake out the Boundary so the fence line is in the correct place.

Cllr Mrs E. Tickell absented herself from the meeting.

Cllr Mrs L Evans referred to the Surveyors Report regarding the properties involved. Further discussion took place.

It was **RESOLVED** that the Clerk write to the land owner and Mr J Coles stating that the Surveyor's Report finds an encroachment on to HPC land of 18 – 124 inches and request that the fence be taken down. If the fence is not replaced along an agreed boundary HPC will write to the owner and Mr J Coles periodically to ensure the land is not acquired by Adverse Possession.

The meeting closed at 9:43pm.

Chairman

22/8/16

Dated