HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 19 SEPTEMBER 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge (Vice Chairman), Mrs D Denston, D Evans, A Forbes, Dr C Jacobs, P Little, Mrs E Tickell, R Veitch, and N. Wren.

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

PUBLIC ATTENDANCE: Five members of the public and one member of the press were in attendance. County Councillor Mrs Marge Harvey was also in attendance.

HPC 133/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, J Murray and I Weeks.

No apologies for absence were received from Councillor R Sowden.

HPC 134/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 135/16/17 **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 (as attached). Clarification from Cllr Forbes was sought regarding the BOAT at Old Lane.

Cllr Mrs Marge Harvey confirmed that the consultation for double yellow lines on Murray Road would be going out at the same time as the consultation for Rowlands Castle Road.

HPC 136/16/17 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from District Councillors.

Cllr Burridge asked if HPC could write to the District Council regarding the low heras fence rail near Catherington Lane junction with the A3. He said the 4x4 wooden posts were broken and were causing a hazard. It was queried whether or not the land in question was the responsibility of HCC and not EHDC.

It was **RESOLVED** that HPC and the District Councillors would write to the relevant Council concerned.

HPC 137/16/17 **PUBLIC SESSION**

Mr Hammerton, resident of Rowlands Castle Road asked how Rowlands Castle Road would be protected from construction traffic, when works take place for the LEOH development. The Chairman said that it is usual to have a Traffic Management Plan that would encompass construction traffic, but said that this would not happen until works were ready to start and plans had been put in.

HPC 138/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 22 AUGUST 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 22 August 2016 be duly signed as a true record of the meeting. It was noted that "Mr Hollingbury's" name was spelt incorrectly on page 26, minute HPC 121/16/17 and should have been spelt as "Mr Hollingbery"

HPC 139/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)**

The Orders for Payment (List 6 attached) was circulated and it was **RESOLVED** that it be approved and duly signed. This was proposed by Cllr Mrs Denston and seconded by Cllr Burridge.

HPC 140/16/17 **TO RECEIVE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted as read. Cllr D Evans asked if it was possible for the RFO to include the net figure of underspend in the next monthly report.

HPC 141/16/17 **TO ELECT MEMBERS TO THE PLANNING AND PUBLIC SERVICES COMMITTEE**

It was **RESOLVED** that Cllr Veitch be duly elected as a member of the Planning and Public Services Committee.

HPC 142/16/17 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE GOAL POST AT FIVE HEADS RECREATION GROUND**

A report by the Executive Officer was circulated, along with information correspondence and photos from residents in the area. A discussion took place and residents were given the opportunity to voice their concerns and reasoning for their request for the goal post to be repositioned.

The Chairman suggested that the residents report all incidents to the Police, as and when they happen and said that the more reports received by the Police, the more the Police would be able to prioritise and give their time to a particular issue.

It was **RESOLVED** that

- HPC would monitor for one month, the incidents regarding footballs ending up in resident's gardens near to the football goal, as well as cases of anti-social behaviour.
- HPC would liaise with the PCSO's for the number of incident reports received regarding anti-social behaviour in the area concerned.
- HPC would look into other possible locations at the Recreation Ground for the goal post to be moved to.
- The matter be brought back to the next Council meeting on Monday 24th October 2016 for a decision to be made on how to proceed.

HPC 143/16/17 **TO RECEIVE AND APPROVE THE DECLARATION OF DELL PIECE WEST AS A LOCAL NATURE RESERVE**

A report by the Executive Officer was circulated and It was **RESOLVED** that the declaration of Dell Piece West as a Local Nature Reserve was agreed by Council.

HPC 144/16/17 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF A PAYMENT RECEIVED FOR THE PURPOSE OF BENEFITTING THE LOCAL COMMUNITY**

A report by the Executive Officer was circulated and suggestions as per the report were welcomed by all members.

It was **RESOLVED** that

- The £5,000 received in connection with the Solar Farm at Lovedean be used towards the suggested projects, being

  - Repairs to the cast iron finger post outside the bird in hand public house.
  - Replacement of the main doors, garden works, repainting of the car parking lines and refurbishment of the small kitchen at Lovedean village hall.

- The RFO be asked to work out the practicalities of moving the money from one account to another.
- A District Councillor Grant from Cllr Mrs Schillemore be investigated for the purchase of two benches, to be located opposite the Bird in Hand Public House and at the junction of Lovedean Lane and Roads Hill.

HPC 145/16/17 **TO CONFIRM AS AGREED AT THE MEETING OF THE COUNCIL ON THE 16 MAY 2016 TO SECURE THE FUNDING SHORTAGE FROM HPC RESERVES IN RESPECT OF THE REPLACEMENT PLAY AREAS**

The resolution from the Council meeting on Monday 16th May 2016 was noted as accepted:
"A report by the Clerk was circulated and it was **RESOLVED** that the recommendation to consider a maximum spend of £16,000 to be made from the earmarked reserves be agreed."

HPC 146/16/17 **TO RECEIVE A REPORT PROVIDING CLARIFICATION AS TO THE AGENDA ITEM – ARMED FORCES DAY CONSIDERED AT THE MEETING OF THE COUNCIL ON THE 22 AUGUST 2016**

A report by the Clerk was circulated and it was noted as read.

HPC 147/16/17 **TO RECEIVE AND NOTE THE RENEWAL OF THE INSURANCE TERMS AND POLICY SCHEDULE FOR 2016/17**

The insurance renewal policies were circulated and noted as read.

HPC 148/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF MEETINGS, INSOFAR AS FUTURE MEETINGS OF THE STAFF COMMITTEE WILL NOT BE SCHEDULED BUT ARRANGED WHEN REQUIRED**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- The Staff Committee remain as a Committee of HPC and staff Committee meetings are called for as and when needed rather than being scheduled.

HPC 149/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF THE REVISED TERMS OF REFERENCE**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- The following amendments be made to the Terms of Reference

  - Title: change "Finance and Human Resources Committee" to "Staff Committee".
  - Second paragraph: change "F&HR Committee" to "Staff Committee".
  - Eighth paragraph: To be reworded as follows: "To ensure that the Health and Safety Policy is fit for purpose and complies with current Health and Safety legislation."
  - Tenth paragraph: change "human resources" to "employees".

HPC 150/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF THE CHANGE OF JOB TITLE FROM EXECUTIVE OFFICER TO CHIEF OFFICER**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- The Executive Officer's job title be changed to "Chief Officer".

HPC 151/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF CONSIDERING THE IMPLEMENTATION OF DRUG AND ALCOHOL TESTING**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- HPC do not implement drug and alcohol testing in respect of staff members.

HPC 152/16/17 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING (S)**

A report by the Clerk was circulated and noted by Councillors.

HPC 153/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 24 OCTOBER 2016 AND THE ADDITIONAL MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 05 DECEMBER 2016**

Noted.

HPC 154/16/17 **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. The public part of the meeting closed at 8:20pm.

HPC 155/16/17 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 22 AUGUST 2016**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 22 August 2016 be duly signed as a true record of the meeting.

HPC 156/16/17 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF THE EXPIRY OF THE PROBATIONARY PERIOD RELATING TO A MEMBER OF THE FINANCE TEAM**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- The member of staff in question be appointed as a permanent member of staff as per the recommendation in the report.

The meeting closed at 8:25pm

M S

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Chairman

24/10/16

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Dated

Item : 27

HORNDEAN PARISH COUNCIL

CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 19 SEPTEMBER 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge (Vice Chairman), Mrs D Denston, D Evans, A Forbes, Dr C Jacobs, P Little, Mrs E Tickell, R Veitch, and N. Wren.

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

HPC 154/16/17 **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.

The public part of the meeting closed at 8:20pm.

HPC 155/16/17 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 22 AUGUST 2016**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 22 August 2016 be duly signed as a true record of the meeting.

HPC 156/16/17 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SEPTEMBER 2016, IN RESPECT OF THE EXPIRY OF THE PROBATIONARY PERIOD RELATING TO A MEMBER OF THE FINANCE TEAM**

It was **RESOLVED** that the recommendation from the Staff Committee be accepted as follows:

- The member of staff in question (Kim Hall) be appointed as a permanent member of staff as per the recommendation in the report.

The meeting closed at 8:25pm

M.S.

Chairman

24/10/16

Dated