Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 19 SEPTEMBER 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Executive Officer & Clerk to Council

13 September 2016

AGENDA

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest.

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

4. To receive a written update from a District Councillor regarding District Council matters.

5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*

6. To approve the Minutes of the Council Meeting held on the 22 August 2016.

7. To receive and approve the Orders for Payment (List 6 attached).

8. To receive the monthly finance report.

9. To elect Members to the Planning and Public Services Committee.

10. To receive and consider a report in respect of the goal post at Five Heads Recreation Ground.

11. To receive and approve the Declaration of Dell Piece West as a Local Nature Reserve.

12. To receive a report and consider the way forward in respect of a payment received for the purpose of benefitting the local community.

13. 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.

14. 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.

15. To receive and note the renewal of the Insurance Terms and Policy Schedule for 2016/17.

16. 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.

17. To receive and agree the recommendation from the Staff Committee on the 06 September 2016, in respect of the revised Terms of Reference.

18. 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.

19. 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.

20. To receive a written update on the progress of resolutions from previous meeting(s).

21. 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.

22. **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).**

23. To approve the Confidential Minutes of the Council Meeting held on the 22 August 2016.

24. 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.

Item 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 22 AUGUST 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, M Burridge (Vice Chairman), D Evans, P Little, Miss J Murray, Mrs E Tickell, Mrs I Weeks and N. Wren.

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

PUBLIC ATTENDANCE: Two members of the public and one member of the press were in attendance.

HPC 108/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs D Denston, A Forbes, Dr C Jacobs and County Councillor Mrs Marge Harvey.

No apologies for absence were received from Councillor R Sowden.

HPC 109/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 110/16/17 **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). No questions were put forward.

HPC 111/16/17 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from District Councillors.

HPC 112/16/17 **PUBLIC SESSION**

No questions were asked in the public session.

HPC 113/16/17 **TO CONSIDER THE CO-OPTION OF: MR RICHARD VEITCH TO REPRESENT DOWNS WARD**

It was **RESOLVED** that Richard Veitch be co-opted as a Member of HPC, to represent Downs Ward.

This was proposed by Cllr Burridge and seconded by Cllr Beck.

During this agenda item, District Councillor Guy Sheppard entered the meeting as a member of the public.

HPC 114/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 25 JULY 2016 AND THE EXTRAORDINARY MEETING HELD ON 08 AUGUST 2016.**

It was **RESOLVED** that the minutes of the Council meeting held on 25 July 2016 and the minutes of the Extraordinary meeting held on the 08 August 2016 be duly signed as a true record of the meeting.

HPC 115/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 5 ATTACHED)**

The Orders for Payment (List 5 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

HPC 116/16/17 **TO RECEIVE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted as read.

HPC 117/16/17 **TO ELECT MEMBERS TO THE PLANNING AND PUBLIC SERVICES COMMITTEE**

It was **RESOLVED** that Cllr Little be elected as a member of the Planning and Public Services Committee. This was proposed by Cllr Beck.

HPC 118/16/17 **TO ELECT MEMBERS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

It was **RESOLVED** that Cllr Little be elected as a member of the Finance and General Purposes Committee. This was proposed by Cllr D Evans.

HPC 119/16/17 **TO RECEIVE AND CONSIDER THE AMENDED TERMS OF REFERENCE IN RESPECT OF THE PLANNING AND PUBLIC SERVICES COMMITTEE**

The amended Terms of Reference in respect of the Planning and Public Services Committee were circulated.

A discussion took place and suggestions for amendments were put forward.

A vote was taken and it was **RESOLVED**, with nine Members voting for, that the following changes be made:

- Paragraph 2 under the heading "Prerequisite" be removed in its entirety.
- Add "South Downs National Park" in paragraph 2, under the heading "Powers" to read "To consider planning applications submitted to East Hampshire District Council and South Downs National Park for work within the Horndean Parish Council area and make recommendations as to their acceptance or refusal.

Cllr Burridge abstained from the vote.

HPC 120/16/17 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE REPAIRS TO THE LYCH GATE AT ALL SAINTS CHURCH, CATHERINGTON**

A report by the Senior Administrator was circulated.

A discussion took place and it was **RESOLVED** that HPC proceed with the repair works of the Lych Gate and that the shortfall be covered by way of a virement from the general reserves to the Earmarked Reserves.

HPC 121/16/17 **TO CONSIDER THE WAY FORWARD IN RESPECT OF THE OFFICIAL OPENING OF THE NEW PLAY AREA AT JUBILEE FIELD**

Suggestions were put forward by Members and it was **RESOLVED** that

- the event include tea, cake and refreshments.
- the Clerk look into contacting Mr Hollingbury for his availability.
- the opening event take place towards the end of September, once the play area has been handed over to HPC as complete.
- The Clerk contacts the local schools to be invited to attend and use the equipment.

HPC 122/16/17 **TO RECEIVE A REPORT AND CONSIDER THE REPLACEMENT OF THE GATE TO JUBILEE FIELD TO ENABLE EASIER ACCESS FOR MOBILITY SCOOTERS/WHEELCHAIR USERS**

A report by the Clerk was circulated. It was **RESOLVED** that given that the gate in its current state is fully compliant with all relevant legislation, it remain in position with no perusal to purchase a new gate.

HPC 123/16/17 **TO RECEIVE A REPORT AND CONSIDER THE FUTURE OF ARMED FORCES DAY**

A report by the Clerk was circulated. A discussion took place and it was **RESOLVED** that HPC continue to hold an Armed Forces Day Service each year within the Parish.

HPC 124/16/17 **TO CONSIDER AND AGREE THE PROPOSED BUILDING VISITS IN RESPECT OF THE CRICKET PAVILION AT LAND EAST OF HORNDEAN**

The Chairman and District Councillor Guy Sheppard gave an update on the Cricket Pavilion at Land East of Horndean. It was **RESOLVED** to continue with the building visits in preparation and pay the bill if necessary.

HPC 125/16/17 **TO RECEIVE AND CONSIDER A DRAFT OF THE NEWLY DESIGNED PARISH WEBSITE**

The Chairman asked for feedback from Councillors of the newly designed Parish website, following the link having been emailed out to all Members.

The general consensus was that Councillors liked the new website with only a couple of changes to be made. It was **RESOLVED** that HPC take over the newly designed Parish website, with the following changes being made prior to the handover:

a) The scrolling photos be moved to below the navigation tabs.
b) A "back to the top" button be added to make it easier for users, to save the need for scrolling through a lengthy page to reach the top.

HPC 126/16/17 **TO CONSIDER AND AGREE REPRESENTATION AT THE SOUTH DOWNS NATIONAL PARK AUTHORITY WORKSHOP**

The Chairman asked for volunteers to attend the South Downs National Park Authority Workshop. Three Councillors put their names forward as a possibility to attend, being Cllr Burridge, Cllr Alexander and Cllr Little. It was **RESOLVED** that those who volunteered would check their diaries and confirm their attendance with the Clerk.

HPC 127/16/17 **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 128/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 19 SEPTEMBER 2016**

Noted.

HPC 129/16/17 **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 8:10pm

HPC 130/16/17 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 25 JULY 2016**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 25 July 2016 be duly signed as a true record of the meeting.

HPC 131/16/17 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF AN ONGOING INSURANCE CLAIM**

A report by the Clerk was circulated. The Clerk explained that she had since been informed that Horndean Parish Council's insurance company had agreed to settle the claim on a 50/50 liability basis.

HPC 132/16/17 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD WITH REGARD TO THE PURCHASING OF LAND**

A report by the Clerk and details of the land were circulated.

A discussion took place and many reasons were put forward in favour of its ownership, as well as against its ownership.

It was **RESOLVED** that HPC were not in favour of purchasing the land. This was proposed by Cllr Burridge and seconded by Cllr Wren.

The meeting closed at 9.00pm

.....
Chairman

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Dated

Item 3

Ref - HPC 110/16/17

Report from County Councillor Mrs Marge Harvey 22nd August 2016

August is a quiet month as we don't have meetings, so not too much to report.

One thing that has just been released is that the broadband connection for Catherington is now up and running and hopefully things have improved for this part of Horndean.

I have asked that white lines are refreshed as they are looking faint and the last time this was done is almost 4 years ago when I was first elected.

My co chairmanship of the Autism Board has now been confirmed so now the hard work begins!
I am still working with the officers about traffic issues and trying to get Horndean Parish Council to spend some money on SLRs to try and slow the traffic down.

I met with Emma Pond last week to go through the traffic calming schemes and what can happen to try and slow the traffic. I think that we will need to go back out to consultation for some of the schemes as we have received some objections to some of the double yellow lines schemes, but I think that we will be able to sort them out quite easily.

As usual, I am quite happy to answer any questions that you may have.

Marge

25/07/2016	Petty Cash	VISA	V1617027	40.00	0.00%	0.00	40.00	Top Up Petty Cash	n/a
26/07/2016	Land Registry	VISA	V1617028	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
26/07/2016	Land Registry	VISA	V1617029	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
	AUGUST 2016 DEBIT CARD								
03/08/2016	Experian Business	VISA	V1617030	17.99	20.00%	3.60	21.59	Experian Business Check	n/a
04/08/2016	Land Registry	VISA	V1617031	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
11/08/2016	F G Adamson	VISA	V1617032	8.45	20.00%	1.69	10.14	Height Adjust Lever for Mower	183988
	TOTALS			**73,080.01**		**9,446.03**	**82,526.03**		

Ref - HPC 115/16/17

INVOICES TO BE APPROVED FOR PAYMENT — **LIST 5: 22-08-16**

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	NONE								
	TOTALS			**0.00**		**0.00**	**0.00**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS — **LIST 5: 22-08-16**

Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	JULY 2016							**Details**	
18/07/2016	Dog Training	DC	I1617122	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2615
18/07/2016	Country Park Quilters	DC	I1617123	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2600
18/07/2016	Woman Of The Way	DC	I1617124	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2628
18/07/2016	Private	DC	I1617125	50.82	0.00%	0.00	50.82	Hire of Jubilee Hall	6036
18/07/2016	Private	DC	I1617126	129.64	0.00%	0.00	129.64	Hire of Jubilee Hall	5967
26/07/2016	EHDC	DC	I1617127	211.20	0.00%	0.00	211.20	Hire of Jubilee Hall	2598
26/07/2016	Hampshire County Council	DC	I1617128	750.00	0.00%	0.00	750.00	Grant for QE Country Park	2016-17/002
25/07/2016	Private	DC	I1617129	93.48	0.00%	0.00	93.48	Hire of Jubilee Hall	6228
25/07/2016	PFM WEL-being	DC	I1617130	82.50	0.00%	0.00	82.50	Hire of Jubilee Hall	2615
25/07/2016	Private	DC	I1617131	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6198
27/07/2016	Butser Fest Ticket purchase	DC	I1617132	20.00	0.00%	0.00	20.00	Butser-Fest Ticket Sale	n/a
27/07/2016	HMRC	DC	I1617133	5,415.75	0.00%	0.00	5,415.75	Q1 2016-17 VAT Return	n/a
28/07/2016	Horndean Baptist Church	DC	I1617134	823.62	0.00%	0.00	823.62	Hire of Napier Hall	2608-10, 2617, 2623-25
29/07/2016	Brendoncare	DC	I1617135	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2629
29/07/2016	Butser Lace	DC	I1617136	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2632
31/07/2016	Cambridge & Counties	DC	I16171365	143.04	0.00%	0.00	143.04	July Interest	n/a
	AUGUST 2016								
01/08/2016	Busybees	DC	I1617137	409.20	0.00%	0.00	409.20	Hire of Jubilee Hall	2640-2
01/08/2016	Horndean Hawks	DC	I1617138	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
01/08/2016	Horndean F C	DC	I1617139	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/08/2016	Slimming World	DC	I1617140	666.00	0.00%	0.00	666.00	Hire of Jubilee Hall	2648
01/08/2016	Private	DC	I1617141	29.04	0.00%	0.00	29.04	Hire of Jubilee Hall	6224
01/08/2016	Private	DC	I1617142	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6232
01/08/2016	Private	DC	I1617143	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6221
01/08/2016	Private	DC	I1617144	396.00	0.00%	0.00	396.00	Hire of Napier Hall	2633, 2634
03/08/2016	Southern Health	DC	I1617145	39.60	0.00%	0.00	39.60	Hire of Jubilee Hall	2626
05/08/2016	Bank Interest	DC	I1617146	11.54	0.00%	0.00	11.54	Bank Interest	n/a
08/08/2016	Diddi Dance	DC	I1617147	33.00	0.00%	0.00	33.00	Hire of Napier Hall	2658
08/08/2016	Diddi Dance	DC	I1617148	16.50	0.00%	0.00	16.50	Hire of Napier Hall	2657
08/08/2016	Diddi Dance	DC	I1617149	16.50	0.00%	0.00	16.50	Hire of Napier Hall	2649
09/08/2016	Purple Promotions	DC	I1617150	198.00	0.00%	0.00	198.00	Hire of Napier Hall	2621
09/08/2016	Purple Promotions	DC	I1617151	148.50	0.00%	0.00	148.50	Hire of Napier Hall	2650
08/08/2016	Lovedean Karate	DC	I1617152	264.00	0.00%	0.00	264.00	Hire of Napier Hall	2636, 2637, 2651
08/08/2016	M S Society	DC	I1617153	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2659
08/08/2016	Private	DC	I1617154	51.00	0.00%	0.00	51.00	Hire of Napier Hall	6231
08/08/2016	Ams4Fitness	DC	I1617155	105.60	0.00%	0.00	105.60	Hire of Napier Hall	2643
08/08/2016	Ams4Fitness	DC	I1617156	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2635
08/08/2016	Homestead Dog Training	DC	I1617157	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2645
08/08/2016	Slimming World	DC	I1617158	158.40	0.00%	0.00	158.40	Hire of Napier Hall	6245
08/08/2016	Private	DC	I1617159	22.00	0.00%	0.00	22.00	Hire of Jubilee Hall	5967
	TOTALS			**11,172.91**	**0.00**	**0.00**	**11,172.91**		

SIGNED:	
SIGNED:	
DATE:	LIST 5: 22-08-16

Item 7

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17

Date of Invoice	Payee	Payment Method	Voucher Number	Net	LIST 6: 19-09-16 VAT Rate	VAT	Total Payment	BANK ENTRIES: 18/08/16 to 12/09/16 Details	Invoice No.
	AUGUST 2016 - DIRECT DEBITS								
03/08/2016	SSE	DD	D1617049	22.99	5.00%	1.14	24.13	Gas : Napier 2 July - 1st August	0005
24/08/2016	Vodafone	DD	D1617050	-217.12	20.00%	-43.42	-260.54	Refund from Vodafone	n/a
31/07/2016	Veolia	DD	D1617051	157.30	20.00%	31.46	188.76	Waste Removal - Luckylite July 2016	8791129875
28/07/2016	PHS Group	DD	D1617052	133.57	20.00%	26.71	160.28	Dust Mat/Hair Driers 1/9/16-30/11/16	63999125
	SEPTEMBER 2016 - DIRECT DEBITS								
01/09/2016	Luckylite	SO	D1617053	495.00	0.00%	0.00	495.00	Luckylite-September Rent	n/a
15/08/2016	Southern Water	DD	D1617054	114.96	0.00%	0.00	114.96	Water : Jubilee 4 Feb - 8 August 2016	704001594719
01/08/2016	Southern Water	DD	D1617055	79.78	0.00%	0.00	79.78	Water : Tyfield 17 January - 19 July 2016	718001134786
29/07/2016	Castle Water	DD	D1617056	213.13	0.00%	0.00	213.13	Sewerage : Napier 14/1/2016-15/07/2016	7816
02/08/2016	Castle Water	DD	D1617057	29.75	0.00%	0.00	29.75	Sewerage : Tyfield 17/1/2016-19/7/2016	8101
16/08/2016	Castle Water	DD	D1617058	42.47	0.00%	0.00	42.47	Sewerage : Jubilee 3/2/16 - 8/8/2016	9193
04/09/2016	Plusnet	DD	D1617059	15.00	20.00%	3.00	18.00	Internet Tyfield September 2016	76979812
	AUGUST 2016 BACS								
18/08/2016	The Christmas Decorators	BACS	B1617195	183.00	20.00%	36.60	219.60	Deposit for Christmas Tree Lighting	8161
19/08/2016	Net Salaries	BACS	B1617196	14,666.46	0.00%	0.00	14,666.46	Net salaries - August 2016	n/a
24/08/2016	Slimming World Refund	BACS	B1617197	158.40	0.00%	0.00	158.40	Refund of cancelled Napier Hall Booking	6245
31/08/2016	HMRC	BACS	B1617198	4,033.50	0.00%	0.00	4,033.50	PAYE/NI August 2016	n/a
31/08/2016	Hampshire Pension Fund	BACS	B1617199	3,510.55	0.00%	0.00	3,510.55	Pension Contributions August 2016	n/a
16/08/2016	Castle Water	BACS	B1617200	13.93	0.00%	0.00	13.93	Water (standing Chg) Cath Comm.4/2/16-8/8/16	9187
16/08/2016	Rowlands Castle Cleaning	BACS	B1617201	75.00	0.00%	0.00	75.00	Window cleaning at Tyfield, Jubilee and Napier	51, 52, 53
15/08/2016	Fuel Card Services	BACS	B1617202	28.80	20.00%	5.76	34.56	Fuel	501560
26/08/2016	Blendworth Property Maintenance	BACS	B1617203	50.00	0.00%	0.00	50.00	Repair Fire Exit Door at Napier Hall	1617/08/08
16/08/2016	Viking	BACS	B1617204	242.92	20.00%	48.58	291.50	4 Office chairs for Tyfield House	633163
18/08/2016	ACD Environmental Ltd	BACS	B1617205	1,250.00	20.00%	250.00	1,500.00	Site Visits & Inspection Autumn 2015	31419
31/08/2016	Petty Cash	BACS	B1617206	32.30	0.00%	0.00	32.30	Petty Cash 26th July to 31st August 2016	n/a
	SEPTEMBER 2016 BACS								
23/08/2016	AVS Fencing	BACS	B1617207	23.21	20.00%	4.65	27.86	Kissing Gate repair at Hazleton Common	0121326
23/08/2016	AVS Fencing	BACS	B1617208	25.96	20.00%	5.19	31.15	Kissing Gate repair at Catherington Down	0121327
31/08/2016	The New Blendworth Centre	BACS	B1617209	138.66	20.00%	27.73	166.39	Litter Picking - August 2016	NBC/1
31/08/2016	Fuel Card Services	BACS	B1617210	101.16	20.00%	20.23	121.39	Fuel	1549095
06/09/2016	Recognition Express	BACS	B1617212	8.10	20.00%	1.62	9.72	Photo ID Badge for Cllr P Little	196896
28/08/2016	Blendworth Tree Surgeons	BACS	B1617213	700.00	20.00%	140.00	840.00	Reduced H/Dean Rec Grnd hedges/Removed waste/Tidy Site	3803
09/09/2016	Viking	BACS	B1617214	51.16	20.00%	10.23	61.39	Diaries, Year Planners, Notebooks, Whiteboard Markers	731613
09/09/2016	Blendworth Property Maintenance	BACS	B1617215	90.00	0.00%	0.00	90.00	Repair to External Waste Pipe to Basins at Jubilee Hall	1617/09/03
31/08/2016	HAGS-SMP Ltd	BACS	B1617216	389.11	20.00%	77.82	466.93	Playground Equip. for Merchistoun Hall Play Area	046422
31/08/2016	British Maids	BACS	B1617217	104.00	20.00%	20.80	124.80	Commercial Cleaning August 2016	70469
	AUGUST 2016 DEBIT CARD								
19/08/2016	Horndean News	VISA	V1617033	6.18	0.00%	0.00	6.18	Newspapers w/e 20/8/16	n/a
30/08/2016	F R Jones	VISA	V1617034	30.83	20.00%	6.17	37.00	2 x STIHL Hedge Trimmer Grease	131082
30/08/2016	Age UK	VISA	V1617035	8.94	0.00%	0.00	8.94	5 Easy Turn Key for Disabled Toilets	n/a
	SEPTEMBER 2016 DEBIT CARD								
09/09/2016	DVLA	VISA	V1617036	230.00	0.00%	0.00	230.00	Annual Vehicle Tax HY65 UVJ (Ford)	n/a
	TOTALS			**27,239.00**		**674.29**	**27,913.29**		

INVOICES TO BE APPROVED FOR PAYMENT

Date of Invoice	Payee	Payment Method	Voucher Number	Net	LIST 6: 19-09-16 VAT Rate	VAT	Total Payment	Details	Invoice No.
18/08/2016	Scandor	BACS	B1617xxx	23,410.94	20.00%	4,682.19	28,093.13	2nd Interim Payment re New Play Eqt at Jubilee (EHDC)	15621
	TOTALS			**23,410.94**		**4,682.19**	**28,093.13**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS					LIST 6: 19-09-16			BANK ENTRIES: 18/08/16 to 12/09/16	
Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	AUGUST 2016								
18/08/2016	East Hants District Council	DC	I1617160	500.00	0.00%	0.00	500.00	Cllr Grant Schillimore re Lychgate Repair	n/a
19/08/2016	Horndean Baptist Church	DC	I1617161	721.36	0.00%	0.00	721.36	Hire of Napier Hall	2638,39,52,53,55,60
22/08/2016	Private	DC	I1617162	212.20	0.00%	0.00	212.20	Hire of Jubilee Hall	6260
23/08/2016	EHDC	DC	I1617163	184.80	0.00%	0.00	184.80	Hire of Jubilee Hall	2661, 2662
31/08/2016	Brendoncare	DC	I1617164	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2656
31/08/2016	Slimming World	DC	I1617165	825.00	0.00%	0.00	825.00	Hire of Jubilee hall	2676
31/08/2016	Cambridge & Counties	DC	I1617166	143.20	0.00%	0.00	143.20	Bank Interest	n/a
	SEPTEMBER 2016								
01/09/2016	Horndean F. C	DC	I1617167	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/09/2016	Horndean Hawks	DC	I1617168	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
01/09/2016	Butser Lace	DC	I1617169	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2663
30/08/2016	Private	DC	I1617170	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6172
30/08/2016	Brownies	DC	I1617171	59.40	0.00%	0.00	59.40	Hire of Jubilee Hall	2618
30/08/2016	Country Park Quilters	DC	I1617172	72.60	0.00%	0.00	72.60	Hire of Jubilee Hall	2631
30/08/2016	Private	DC	I1617173	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6263
30/08/2016	Private	DC	I1617174	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6040
30/08/2016	Private	DC	I1617175	58.08	0.00%	0.00	58.08	Hire of Napier Hall	6261
02/09/2016	Busybees	DC	I1617176	435.60	0.00%	0.00	435.60	Hire of Jubilee Hall	2671-73
05/09/2016	Bank Interest	DC	I1617177	5.80	0.00%	0.00	5.80	Bank Interest	n/a
07/09/2016	Hall Hire Refund	BACS	B1617211	-100.00	0.00%	0.00	-100.00	Hall Hire Deposit Refund	6260
05/09/2016	Dog Training	DC	I1617178	422.40	0.00%	0.00	422.40	Hire of Napier Hall	2664
05/09/2016	Brownies	DC	I1617179	19.80	0.00%	0.00	19.80	Hire of Jubilee Hall	2647
05/09/2016	Private	DC	I1617180	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	5840
05/09/2016	1st Catherington Air Scouts	DC	I1617181	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2630
08/09/2016	Horndean Baptist Church	DC	I1617182	453.38	0.00%	0.00	453.38	Hire of Napier Hall	2679, 2670, 2683
08/09/2016	U3A	DC	I1617183	21.25	0.00%	0.00	21.25	Hire of Napier Hall	2593
08/09/2016	U3A	DC	I1617184	21.25	0.00%	0.00	21.25	Hire of Napier Hall	2627
	TOTALS			**4,565.26**	**0.00**	**0.00**	**4,565.26**		

SIGNED:	
SIGNED:	
DATE:	LIST 6: 19-09-16

ITEM 8

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 19-09-2016

SUBJECT OF REPORT: August 2016 Finance Report

Bank Accounts

The three accounts that we hold have been reconciled to the end of August 2016.
At that point in time the balance stood as follows:

Co-op Current Account = £57,172
Co-op Business Select 14 Day notice = £200,000
(Interest is paid twice yearly at a rate of 0.12% on balances >£100,000).
Cambridge & Counties 45 Day Notice = £130,845

Therefore total bank balance held at the end of August 2016 was £388,267.
Note:The second part of the precept is due to arrive in September.

Income & Expenditure

The year to date position at the end of August, after adjustments have been made for items funded from brought forward reserves and to be recovered from Developer's Contributions, showed an underspend of £24.4k.
This is an increase in the underspend of £0.2k since July 2016.

This consists of an underspend against the expenditure budget of £16.3k and an over-recovery on income target of £8.2k.
The largest expenditure variance is staffing in the countryside team (£9.6k) due to vacancies in the early part of the year.
The income variance is due to over-recovery of hall income (£2.2k) and Councillor Contributions (£6.5k) although it should be noted that the funds arriving from grants will be spent.

Balance Sheet

Current Assets

As at 31st August 2016 Current Assets totalled £398,090.
Cash balances, including Petty Cash, totalled £388,267.
Debtors, money owed for Hall Bookings prior to the end of August totalled £2,074.
VAT owed stood at £10,821. Quarter 2 reclaim will be submitted at the end of September.

Liabilities

As at 31st August 2016 Current Liabilities totalled £3,072 most of this being accruals (supplier invoices outstanding).

Earmarked Reserves

There have been no changes during August so the balance as at the 31st July stood at £160,183

See below for a detailed breakdown.

EARMARKED RESERVES 2016-17		BF Mar-16 Bal. Sheet	2016-17 Bgt Adj	BF Adj Bal Sht	Cumulative Adj	Month End Balance
Code						
300	Current Year Funds	0				119,294
310	General Funds	222,497	-13,167			209,330
325	IT Equipment	2,595	-1,095	1,500	0	1,500
326	Vehicle Replacement	9,508	-4,508	5,000	0	5,000
327	Play Equipment	13,500	-13,500	0	0	0
329	Napier Hall Improvements	17,050	10,300	27,350	0	27,350
330	Staff Contingency	5,000	-5,000	0	0	0
334	The Granary	4,910	1,090	6,000	0	6,000
338	Lith Avenue re-surfacing	5,920	1,080	7,000	0	7,000
340	Jubilee Hall Extension fund	30,825	10,300	41,125	0	41,125
341	New Playground Fund	32,574	13,500	46,074	-2,865	43,208
342	Equipment replacement fund	10,000		10,000	0	10,000
343	Legal Costs	10,000		10,000	0	10,000
344	Election	3,000	1,000	4,000	0	4,000
345	Lovedean Solar Farm				5,000	5,000
	TOTAL OF EARMARKED FUNDS	**144,882**	**13,167**	**158,049**	**2,135**	**160,183**
	GRAND TOTAL	367,379				488,807

	EXPENDITURE/INCOME/ADJUSTMENTS		
APRIL	Groundwork South Trust		-2,865
JUNE	Lovedean Solar Farm		5,000
	TOTAL ADJUSTMENTS 2016-17		2,135

Full Year Forecast

It is too early in the year to warrant a full year forecast but one will be provided with the Quarter 2. (September 2016) accounts when they are produced.

Report Prepared by Simon Ritson, Responsible Finance Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 19 September 2016**

AGENDA ITEM: 10

SUBJECT OF REPORT: Goal Post Location

BACKGROUND

A resident has contacted the Parish Office in order to express her concerns regarding the location of a goal post which is located on parish land which adjoins her property.

The following correspondence and attached photographs have been received:

1. *It has become intolerable the number of footballs coming over the hedge, and this is before the hedge has been trimmed. It is unacceptable that the football goal post is so close to our properties. There can be one ball a week or two a day as teenagers congregate at the goal. I have had plants ruined, been disturbed on Sunday evenings but today was frightening, my greenhouse was smashed by a football, side panels have been broken previously, but this was just as you step inside, one of the roof panels. I only noticed it as I was pegging out washing and looking up. What if I went to walk in? would the jerking of the door bring the glass down upon me? and my two dogs will the glass slide and fall onto their lavatory area with disastrous consequences? The goal post should be moved to the opposite side of the field where the football club adjoins. We have suffered years of arguments, yelling, bad language and footballs. Please can you help us get a bit of safety and peace.*

2. *I have complained before, and for many years refused to have my back hedge cut, mine was the only over grown, but due to it starting to die, it needed cutting. The bad language I have tackled myself when the children were young and I believe getting police involved will only antagonise the youths and perhaps put me at risk of a brick coming over the hedge? The post in question is not a Saturday or Sunday match post, it has never had a net, and the park is big enough for it to be moved somewhere where residents and the youth will be happy.*
   I would like you to reconsider a move.

3. *I am not blaming the lads, last night we had football up to 9.05pm, darkness I believe sent them off, continuous, thud, thud, thud of the ball being kicked, in summer I like to sit in the conservatory and it is like being next to the pitch.*
   I spoke to my neighbour this morning (putting bins out) she said they constantly complain and when the P C S O's came the comment was "you shouldn't have to put up with this"this was ghetto blaster, fowl language, they have two young grandchildren, not nice when they visit. After their hedge being pulled down to retrieve a ball, it died at that section so they leave the side gate open so lads can get their balls.

The relocation of the goal post may not be a viable option as the adjoining area is currently leased by football clubs. The goal post in question is purely for public use as an amenity and must remain separate to the leased facilities.

The issue was apparently raised approximately 4yrs ago when similar difficulties were encountered, the assumption being that the issue was temporarily resolved as within the past 2yrs no further complaints have been received.

It appears that the removal of the goal post in its entirety may need to be considered if a permanent solution is being sought.

RECOMMENDATION

It is of note that numerous issues arise during the summer break which relate to young people playing football on areas of open space. The tension naturally subsides when the school term begins and the evenings become darker. The removal and/or restriction of facilities which provide young residents with an amenity, is a decision which needs careful consideration. Council may wish to consider the balance between promoting/facilitating play/sport and the level/duration of the inconvenience caused to residents.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 19 September 2016**

AGENDA ITEM: 11

SUBJECT OF REPORT: Dell Piece West - Declaration as a Local Nature Reserve (LNR)

BACKGROUND

A number of years ago the process of declaring Dell Piece West as a Nature Reserve was commenced and more recently approved by Council.

The process has been delayed due to a variety of circumstances, however it is now at the final stage, which requires the attached formal Declaration to be signed and sealed.

This enables the Notice of Declaration to be published and provides the public with an opportunity to view the Local Nature Reserve Declaration including the plan.

On completion Natural England will add Dell Piece West to their website providing information of the LNR to the public.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

National Parks and Access to the Countryside Act 1949

No: 01 Declaration: 19092016

In pursuance of Sections 19 and 21 of the above-mentioned Act, and all other powers enabling them in that behalf, the Horndean Parish Council hereby declares that the land containing 4.150 ha or thereabouts situated in the Parish of Horndean in the County of Hampshire and shown edged red on the attached plan has been acquired by the Council AND in pursuance of Section 19 (2) of the above-mentioned Act and all other powers aforesaid the Council hereby further declare that the said land is being managed as a Nature Reserve.

This declaration may be referred to as the Dell Piece West Nature Reserve No: 01 Declaration: 19092016.

Given under the Common Seal of the Council this day of SEAL 19th September Two Thousand and Sixteen

(Signed) . . . . . .

Lynn Evans

Chairman of Horndean Parish Council

(Signed) . . . . . .

Carla Baverstock-Jones

Executive Officer of Horndean Parish Council

National Parks and Access to the Countryside Act 1949

DECLARATION OF NATURE RESERVE WITHIN THE PARISH OF HORDEAN IN THE COUNTY OF HAMPSHIRE

NOTICE IS HEREBY GIVEN in pursuance of Section 19 of the above-mentioned Act that by the Local Nature Reserve Declaration (01 Ref No: 19092016), made on the 19th day of September 2016, that land containing 4.150 hectares or thereabouts situated in the Parish of Horndean in the County of Hampshire and shown edged on the plan attached to the said Declaration has been acquired by the Council and that the said land is being managed as a Nature Reserve.

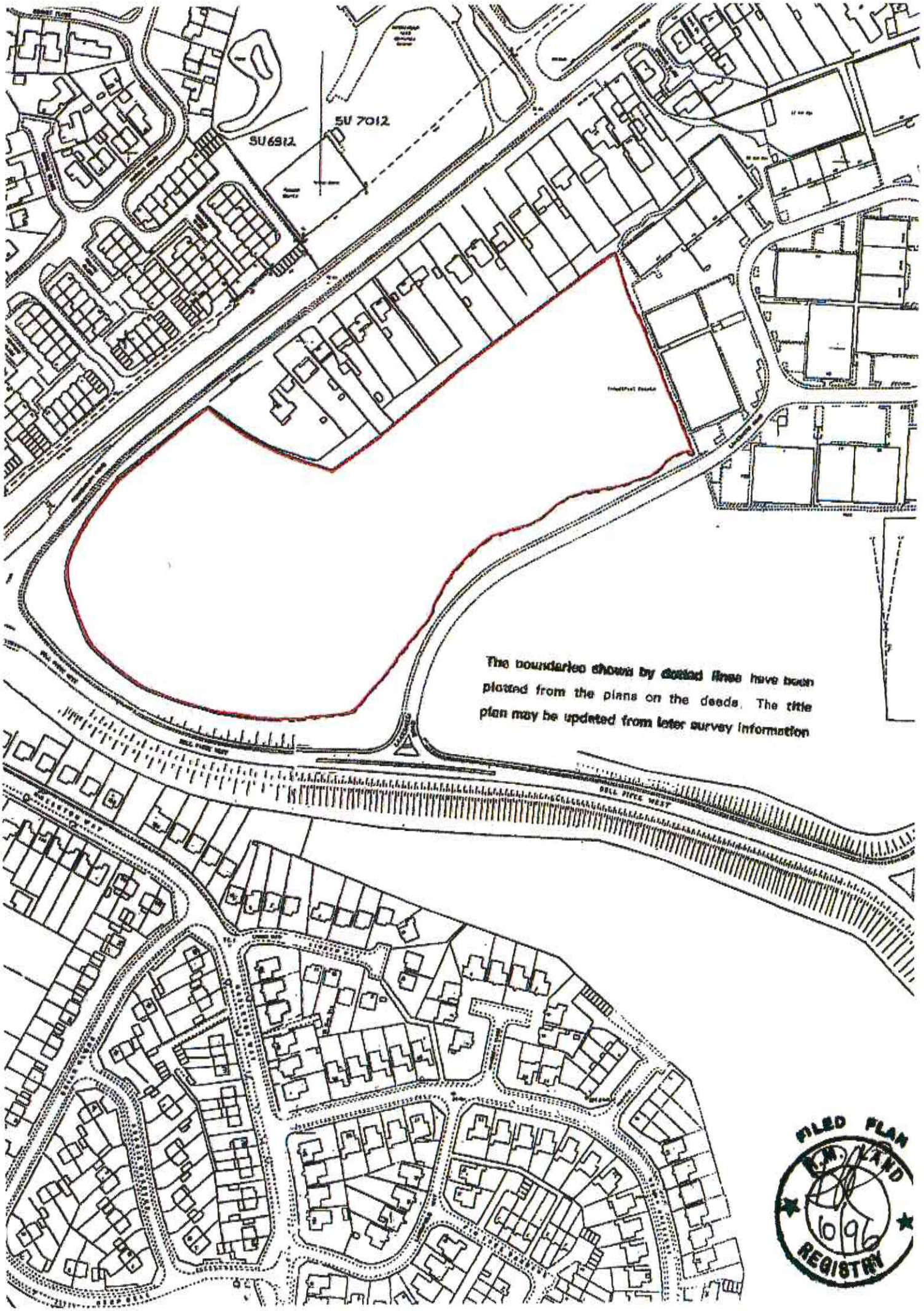
Certified copies of the said Declaration with plan attached have been deposited for public inspection free of charge at the office of Horndean Parish Council at Tyefield House, Blendworth Lane, Horndean from Monday to Friday inclusive during the normal office hours.

Dated this day of the 20th September 2016

(Signed) . . . . . .

Carla Baverstock-Jones

on behalf of the Horndean Parish Council


SU 7012
SU6912
The boundaries shown by dotted lines have been plotted from the plans on the deeds. The title plan may be updated from later survey information
BELL PIPER WAY
FILED PLAN
H.M. LAND
1096
REGISTRY

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date:19 September 2016**

AGENDA ITEM: 12.

SUBJECT OF REPORT: Community Benefit Fund

BACKGROUND

At the beginning of the year the sum of £5,000 was offered to Horndean Parish Council for the purpose of funding any project or purchase which would benefit the local community. The payment has now been received which was made in connection with the Solar Farm at Lovedean. To this end enquiries have been made on two occasions to obtain potential ideas from the residents.

The following suggestions have been received:

- Repairs to the cast iron finger post outside the Bird in Hand public house
- Lovedean Village Hall - replacement main doors, garden works, repainting of the car parking lines, refurbishment of the small kitchen.

Additionally, Cllr Schillemore has put forward the following:

The placement of two benches both with water fountains to be located opposite the Bird and Hand public house and at the junction of Lovedean Lane and Roads Hill.

RECOMMENDATION

The funds are now available for use throughout the parish of Horndean and not restricted for use solely within Lovedean and therefore Council may wish to consider alternative options to those stated above.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

ITEM: 13

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date:16 May 2016**

AGENDA ITEM: 24

SUBJECT OF REPORT: Play Area Funding

BACKGROUND

The current position in respect of the planned replacement/upgrade of the play areas is reaching the final stages in respect of obtaining funding. At the meeting of the Council on the 18 April 2016, it was agreed that the Council would fund the shortfall given that the contractor's costings were rather higher than anticipated, being in the region of **£20,000**. It was noted by Members that there was £35,000 in the playground reserves which could address the shortfall, if need be. It was resolved that the matter be returned to the next meeting of the Council in order to ascertain an actual figure.

To date, Groundworks are in the process of submitting grant applications for the sum of £12,500, which if acquired will leave a deficit of approximately £8,000. It transpires that a further £4,000 can be obtained from developers contributions due to a previous allocation. At this stage we have yet to receive an update in respect of the funds successfully obtained from the grant applications, therefore the figures quoted are estimated.

In terms of the playground budget we currently have the following:

Earmarked Reserves - £32,574 + £13,500

An additional £4,000 available in General Reserves, due to non-spend of 2015/16 revenue which was intended for the purchase of a Youth Shelter. **Total funds available £50,074.**

RECOMMENDATION

The approved contractor will be undertaking a site visit on the 17 May 2016, for the purpose of finalising arrangements in readiness for work to commence. In order for work to proceed in a timely manner, it is necessary to have agreed funds available and for this reason Council may wish to consider a maximum spend of **£16,000** to be made from the Earmarked Reserves. This sum would ensure adequate provision in the event of insufficient grant funding being available.

Report completed by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 19 September 2016**

AGENDA ITEM: 14

SUBJECT OF REPORT: Clarification – Armed Forces Day

BACKGROUND

At the meeting of the Council on the 22 August 2016, the future involvement of the Council in Armed Forces Day was an item for discussion. It was agreed that the Parish Council would continue to facilitate the event.

The discussion which took place at the above meeting was included within the following press report:

Around 60 people attended the 10 minute service on June 25 but the Scouts and Guides were both absent as neither organisation was informed beforehand.

To provide some clarity as to this comment and the subsequent inference which may be drawn, it is not within office procedure to inform or invite the Scouts or Guides, as all are welcome to attend. The date and details of the event are published on the parish website and posters are placed in the halls and on the notice boards, including a press release in the local newspaper.

It is important to note that the observed low attendance, was not attributable to any changes made to the manner within which the event was organised or publicised.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

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

SC006 16/17 **TO CONSIDER THE DUTIES OF THE STAFF COMMITTEE WITH THE VIEW TO POSSIBLE DISSOLUTION OF THE COMMITTEE**

It was **RESOLVED** to recommend to Council that the Staff Committee remain as a Committee of HPC and staff Committee meetings are called for as and when needed rather than being scheduled.

TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 SPETEMBER 2016, IN RESPECT OF THE REVISED TERMS OF REFERENCE

SC005 16/17 **TO RECEIVE AND CONSIDER A DRAFT OF THE REVISED COMMITTEE TERMS OF REFERENCE**

A draft of the revised Committee Terms of Reference was circulated to all Members and a discussion took place regarding recommendations for amendments.

It was **RESOLVED** that the following amendments be made to the Terms of Reference and recommended to Council at the next meeting.

- 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".

ITEM: 17

Staff Committee

Terms of Reference

To act as the day to day employer contact for the Executive Officer

The Executive Officers appraisal to be undertaken by the Chairman of the Council and one other member of the Staff Committee.

To ensure that two members of the committee are available to individual members of staff should they wish to discuss matters of concern. Members should be gender sensitive.

To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

To oversee the process for appointing new employees of the Council, save the position of the Executive Officer which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate committee.

To agree Job Descriptions and Skill requirements for all positions.

To promote the continuous professional development and training of staff.

To ensure that the Health and Safety Policy of the Council is fit for purpose and complies with current legislation.

To determine and recommend to Council pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.

To determine and recommend to Council, policies and procedures for the line management of the Councils employees.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

STAFFING COMMITTEE

The functions of the Committee are:

a. To act as the day to day employer contact for the Clerk

b. Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations on financial aspects to Policy & Resources.

c. To oversee the process for appointing new employees of the Council, save the position of the Clerk to the Council which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate Committee of the Council.

d. To ensure that Contracts of Employment are in place for all employees, and policies and procedures relating to employment are regularly reviewed and kept up to date in the light of changing legislation.

e. To ensure that there is an appraisal system in place for all employees' performance on an annual basis, or more frequently if appropriate.

f. The Clerk to the Councils appraisal to be undertaken by the Chairman of the Council.

g. To ensure that two members of the Staff Committee are available to individual Members of Staff should they wish to discuss matters of concern. Members should be gender sensitive.

h. To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.

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

SC007/ 16/17 **TO RECEIVE A REPORT AND CONSIDER AN AMENDMENT TO THE JOB TITLE IN RESPECT OF THE EXECUTIVE OFFICER**

A report by the Executive Officer was circulated and it was **RESOLVED** that the Staff Committee recommend to Council that the Executive Officer's job title be changed to "Chief Officer".

Item 18

HORNDEAN PARISH COUNCIL

STAFF MEETING **Date: 05 September 2016**

AGENDA ITEM: 7

SUBJECT OF REPORT: Job Title

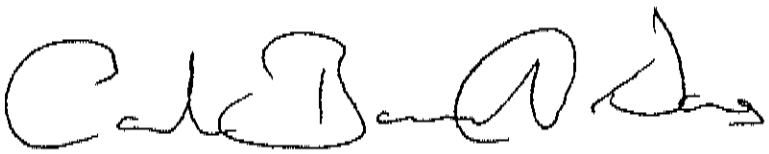
The Association of Local Councils (ALC) prefers the job title of Chief Officer in respect of the position of Clerk. It is considered to be more suitable in reflecting the status and responsibilities of the role.

The current job title Executive Officer which has evolved to include Clerk to the Council appears to cause confusion and I am frequently asked to explain my position and responsibilities within the Council.

RECOMMENDATION

In order to provide clarity to residents and external agencies/associations Council may wish to consider changing my job title in accordance with the preferred option as stated by ALC.

Report prepared by



Carla Baverstock-Jones
Executive Officer and Clerk to the Council

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

SC008 16/17 **TO CONSIDER THE IMPLEMENTATION OF DRUG/ALCOHOL TESTING IN RESPECT OF STAFF MEMBERS**

A verbal update was given by the Executive Officer and it was **RESOLVED** that the Staff Committee recommend to Council that HPC do not implement drug and alcohol testing in respect of staff members.

Item: 19

Drugs and Alcohol policy (including prescribed drugs)

It is important in terms of your relationships with colleagues and the public and essential in terms of danger to all parties that you are in full command of your faculties at all times. Accordingly, the Council operates a strict drugs and alcohol policy. All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Illegal drugs and alcohol are not permitted on Council premises. Any employee found in breach of this rule will be dealt with in accordance with the Council's disciplinary procedure.

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks and packages sent to our address which are on our premises.

Any alcohol or illegal drugs found as a result of a search will be confiscated and disciplinary action may result.

It is your responsibility to seek advice from your medical practitioner when being prescribed medicine as to whether the drugs are likely to affect your work. If you are taking prescription drugs, which may affect you at work such as driving and operating Council machinery and equipment, you should inform your line manager or the Clerk.

The Council will not allow employees to work when it believes they are under the influence of alcohol or drugs. Any employee suspected of being incapacitated at work due to alcohol or drugs, regardless of whether consumed on or off the premises, will be dealt with in accordance with the disciplinary procedure.

You should inform the Council if you believe you have a dependency on drugs or alcohol. The Council may provide appropriate support under such circumstances. If the Council is unaware of the dependency it will be unable to consider it in any disciplinary action that may be taken.

The Council expects you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on its reputation.

If you represent the Council in any capacity at external events where alcohol is served, you are considered to be 'at work' regardless of whether you do so outside normal working hours. Consequently, the Council will expect you to remain professional and fit for work at all times.

ITEM 2

HORNDEAN PARISH COUNCIL

CLERK'S REPORT TO THE MEETING OF 19 SEPTEMBER, 2016

120/16/17 To receive a report and consider the way forward in respect of the repairs to the Lych Gate at All Saints Church, Catherington

The application to the Diocese of Portsmouth in order to obtain approval has been completed and submitted and once received the repairs can commence subject to the availability of the contractor.

121/16/17 To consider the way forward in respect of the official opening of the new play area at Jubilee Field

The planned official opening event is now scheduled to take place on the 24 October 2016, which is during the half term to this end two local schools have been approached and have been invited to provide 2 children to open the event. Refreshments will be available in Jubilee hall.

124/16/17 To consider and agree the proposed building visits in respect of the cricket pavilion at Land East of Horndean

The architect will be in contact to arrange a convenient date to undertake the building visits tour.

125/16/17 To receive and consider a draft of the newly designed parish website

The feedback received has been sent to the web designer and once amendments have been completed a link will be provided to Members to enable a final view before ownership is passed to the parish council. At which stage further administrative amendments will be completed in readiness for 'going live'.

Report prepared 09 September 2016

ADDENDUM

1. The Bioblitz event was successfully held on the 5th and 6th August at Hazleton Common. The Countryside Team worked extremely hard and organised a thoroughly enjoyable and professional event which was attended by many members of the community. All ages enjoyed the activities which whilst fun also raised awareness of the special importance of the area in terms of plant and wildlife.

2. Training for new Members have been arranged in respect of the Planning and Public Services Committee.

3. The previously agreed tour in respect of visiting local Cricket Pavilions in order to assist with the design of the planned pavilion on the Land East of Horndean development is currently being arranged by the architect. Available tour dates will be circulated within the next 2 weeks.

4. The progress of Footpath 26A in terms of the planned improvements remain ongoing and to this end a date to meet with officers at EHDC is currently being sought with the view to expediting the planned works.

5. The next interim payment was due to be paid on the 12 September and has been duly processed in accordance with the contract.