Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 24 OCTOBER 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

18 October 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 District Councillors 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 19 September 2016.
7. To receive and approve the Orders for Payment (List 7 attached).
8. To receive and approve the bank reconciliation, Co-operative and Cambridge & County as at 30 September 2016.
9. To receive the monthly finance report.
10. To receive and consider the report prepared by the external auditor for the year ended 31 March 2016.
11. To elect Councillor Little to the Grounds Committee.
12. To receive an update in respect of the goal post at Five Heads Recreation Ground.
13. To receive a report and consider funding the shortage in respect of the replacement play areas from HPC reserves.

14. To receive and consider the plans in respect of the proposed extension of Jubilee Hall and agree the way forward.

15. To receive a report and consider the way forward in respect of land at Catherington Lith.

16. To receive a report and consider the charges in respect of the hire of HPC Football Pitches.

17. To receive and consider a draft of the Parish Charter.

18. To receive and consider the consultation covering proposals for the local government finance settlement for 2017/2018.

19. To receive and agree the recommendation from the Grounds Committee on the 26 September 2016, in respect of the revised Terms of Reference.

20. To receive and agree the recommendation from the Grounds Committee on the 26 September 2016, in respect of the formulation of a Grounds Policy.

21. To receive and agree the recommendation from the Grounds Committee on the 26 September 2016, in respect of the installation of Heras fencing.

22. To receive and agree the recommendation from the Grounds Committee on the 26 September 2016, in respect of the installation of fencing at Jubilee Field.

23. To receive and consider proposals from the Grounds Committee on the 26 September 2016 in respect of the Budget 2017/2018.

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

25. To note the next scheduled meeting of the Council being the 21 November 2016.

26. **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).**

27. To approve the Confidential Minutes of the Council Meeting held on the 19 September 2016.

28. To receive and consider the proposed increase in respect of the rental of Tyfield House.

29. To receive a report and consider the temporary position of the Assistant Grounds Manager.

30. To receive a report and consider the expiry of the probationary period relating to a member of the Countryside Team.

Item: 6

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

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Chairman

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Dated

Item 7

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17

Date of Invoice	Payee	Payment Method	Voucher Number	Net	LIST 7: 24-10-16 VAT Rate	VAT	Total Payment	BANK ENTRIES: 13/09/16 to 17/10/16 Details	Invoice No.
	SEPTEMBER 2016 - DIRECT DEBITS								
01/09/2016	Peach	DD	D1617060	137.90	20.00%	27.58	165.48	Aug Calls/Sep Rent	T254257
01/09/2016	Vodafone	DD	D1617061	37.55	20.00%	7.51	45.06	Aug Calls/Sep Rent	160919606905
05/09/2016	SSE	DD	D1617062	17.03	5.00%	0.85	17.88	Gas- Napier 2 August- 1st September	0006
26/08/2016	PHS	DD	D1617063	56.45	20.00%	11.29	67.74	Jubilee Annual Duty of Care 1/10/16-30/09/17	64103374
26/08/2016	PHS	DD	D1617064	56.45	20.00%	11.29	67.74	Napier Annual Duty of Care 1/10/16-30/09/2017	64103375
31/08/2016	Veolia	DD	D1617065	193.50	20.00%	38.70	232.20	Waste Removal -Luckylite August 2016	8791134421
	OCTOBER 2016 - DIRECT DEBITS								
03/10/2016	Luckylite	SO	D1617066	495.00	0.00%	0.00	495.00	Luckylite - October Rent	n/a
04/10/2016	Plusnet	DD	D1617067	15.00	20.00%	3.00	18.00	Internet Tyfield October 2016	780615666
09/09/2016	PHS	DD	D1617068	210.25	20.00%	42.05	252.30	Air Freshener,Hand Driers, Waste Coll, San Disp Jubilee	64185740
09/09/2016	PHS	DD	D1617069	89.23	20.00%	17.85	107.08	Waste Coll, San Disp- Napier Hall	64185741
01/10/2016	Peach	DD	D1617070	136.81	20.00%	27.36	164.17	Sep Calls/October Rent	T256335
01/10/2016	Vodafone	DD	D1617071	47.00	20.00%	9.40	56.40	Sep Calls/October Rent	161019678119
	SEPTEMBER 2016 BACS								
16/09/2016	Rialtas Business Solutions	BACS	B1617219	350.41	20.00%	70.08	420.49	Omega Sales Ledger Software	25095
15/09/2016	AVS Fencing	BACS	B1617220	96.31	20.00%	19.27	115.58	Gate Improvements at Dell Piece West	0130614
01/10/2016	CIA	BACS	B1617221	260.00	20.00%	52.00	312.00	Service Agreement 01/10/16-30/09/17	268818
12/09/2016	HALC	BACS	B1617222	90.00	20.00%	18.00	108.00	Training Course for Councillor	0929
09/08/2016	Screwfix	BACS	B1617223	6.39	20.00%	1.28	7.67	Repair Fencing at Shepherds Close	734556076
31/08/2016	CrystalChem	BACS	B1617224	13.70	20.00%	2.74	16.44	Tea Towels/Toilet Cleaner	3016
20/09/2016	Net Salaries	BACS	B1617225	14,307.21	0.00%	0.00	14,307.21	Net Salaries - September 2016	n/a
01/10/2016	Came & Co	BACS	B1617226	1,657.35	0.00%	0.00	1,657.35	Annual Rural Insurance 1 Oct 2016 - 30 Sep 2017	Policy Ref MOT0035810
02/09/2016	Screwfix	BACS	B1617227	28.30	20.00%	5.66	33.96	Woodstain, Ear defenders, Trailer Board Plug/Socket	739589040
15/09/2016	Fuel Card Services	BACS	B1617228	66.08	20.00%	13.22	79.30	Fuel	1567601
21/09/2016	Zurich Municipal	BACS	B1617229	9,561.95	0.00%	0.00	9,561.95	Inspection Contract 01/10/2016-30/09/2017	23644759
15/09/2016	Travelling Expenses	BACS	B1617230	42.68	0.00%	0.00	42.68	Councillor Travel Exps for 8th and 15th September	n/a
26/09/2016	Alpha Chemicals	BACS	B1617231	10.25	20.00%	2.05	12.30	Centre Feed Dispenser for Jubilee Hall	2865
23/09/2016	Cartridge Save Limited	BACS	B1617232	35.17	20.00%	7.03	42.20	2 Oki C301 DN Black Cartridges for Clerk Office	J43161
26/09/2016	Hendy Group	BACS	B1617233	246.62	20.00%	49.32	295.94	Annual Service	HY65 UVJ
30/09/2016	Hampshire Pension Fund	BACS	B1617234	3,467.19	0.00%	0.00	3,467.19	Pension Contributions - September 2016	n/a
30/09/2016	HMRC	BACS	B1617235	3,958.64	0.00%	0.00	3,958.64	PAYE/NI September 2016	n/a
	OCTOBER 2016 BACS								
03/10/2016	Petty Cash	BACS	B1617236	131.81	0.00%	0.00	131.81	Petty Cash 1st September - 2nd October	n/a
28/09/2016	Watling & Hirst	BACS	B1617237	170.00	20.00%	34.00	204.00	Payroll Quarter 2	16708
27/09/2016	Drivelink Training Ltd	BACS	B1617238	545.00	0.00%	0.00	545.00	C & G Level 2 Felling Trees Up to 380mm	2016/050
28/09/2016	HALC	BACS	B1617239	70.00	20.00%	14.00	84.00	Basic Planning Course	0970
28/09/2016	HALC	BACS	B1617240	70.00	20.00%	14.00	84.00	Planning Framework Course	0963
30/09/2016	Blendworth Property Maintenance	BACS	B1617241	50.00	0.00%	0.00	50.00	Install Customer Supplied Oven	1617/09/10
30/09/2016	Blendworth Property Maintenance	BACS	B1617242	110.00	0.00%	0.00	110.00	Repair to External Wall	1617/09/09
30/09/2016	Annodata	BACS	B1617243	201.93	20.00%	40.39	242.32	Rental charge 26/11/16 - 25/02/17	1055594
29/09/2016	Viking	BACS	B1617244	113.69	20.00%	22.74	136.43	Mop,Hole Punch,Markers,Pens,Folders	834793
26/09/2016	AVS Fencing	BACS	B1617245	8.82	20.00%	1.76	10.58	3.6M Green Gravel Board x 2	0135627
13/09/2016	Richard Merritt Chemicals	BACS	B1617246	64.85	20.00%	12.97	77.82	Cups, Hand Towel, Toilet Tissue,Cleaner	2827
21/06/2016	Keydell Nurseries	BACS	B1617247	12.49	20.00%	2.50	14.99	1 Flower Pot for Tyfield House	0238
21/06/2016	Keydell Nurseries	BACS	B1617248	8.33	20.00%	1.67	10.00	Top Soil for Jubilee Field & Rec Grnd	0233
28/09/2016	Dale Valley Training	BACS	B1617249	553.47	20.00%	110.69	664.16	Assorted Shrubs for Jays Close	0235
30/09/2016	Fuel Card Services	BACS	B1617250	166.00	20.00%	33.20	199.20	Brushcutter Course/Test Fees	2825
04/10/2016	Rowlands Castle Cleaning	BACS	B1617251	75.26	20.00%	15.06	90.32	Fuel	1592722
30/09/2016	The New Blendworth Centre	BACS	B1617252	130.00	0.00%	0.00	130.00	Window Cleaning at Tyfield,Jubilee and Napier	64, 65, 66
06/10/2016	Hampshire County Council	BACS	B1617253	138.66	20.00%	27.73	166.39	Litter Picking - September 2016	NBC/1
07/10/2016	AVS Fencing	BACS	B1617254	28.23	20.00%	5.65	33.88	A4 Paper	58016286
10/10/2016	Viking	BACS	B1617255	61.74	20.00%	12.35	74.09	3.6m Green Gravel Board	0138555
29/09/2016	Bruton & Co	BACS	B1617256	55.66	20.00%	11.13	66.79	Laminated Pouches	874815
20/09/2016	Blendworth Property Maintenance	BACS	B1617257	289.00	0.00%	0.00	289.00	Re Lychgate Application Faculty Fee-1st payment	n/a
06/10/2016	Headline Printers	BACS	B1617258	60.00	0.00%	0.00	60.00	Repair to Toilet Cubicle at Jubilee Hall	1617/09/07
		BACS	B1617259	162.00	0.00%	0.00	162.00	4 Page Remembrance Service Sheet	21818

	SEPTEMBER 2016 DEBIT CARD								
13/09/2016	Amazon	VISA	V1617037	6.30	0.00%	0.00	6.30	Playground Opening-Paper Napkins	n/a
13/09/2016	Amazon	VISA	V1617038	6.42	20.00%	1.28	7.70	Playground Opening - Paper Plates	n/a
13/09/2016	Amazon	VISA	V1617039	3.54	0.00%	0.00	3.54	Playground Opening - White Plastic Tablecloth	n/a
13/09/2016	Amazon	VISA	V1617040	4.39	20.00%	1.10	5.49	Playground Opening - Ceremony Event Ribbon	n/a
13/09/2016	Amazon	VISA	V1617041	5.28	0.00%	0.00	5.28	Playground Opening - Coloured Bunting (20 Flags)	n/a
16/09/2016	F R Jones	VISA	V1617042	7.78	0.00%	0.00	7.78	Playground Opening - Polystyrene Foam Cups	n/a
20/09/2016	Reflex Sales and Marketing Ltd	VISA	V1617043	23.44	20.00%	4.69	28.13	Chainsaw Gloves	132169
23/09/2016	Horndean News	VISA	V1617044	25.98	0.00%	0.00	25.98	Replacement Mirror at Jubilee Hall	61376
29/09/2016	Land Registry	VISA	V1617045	5.30	0.00%	0.00	5.30	Newspapers w/e 24th Sep 2016	n/a
29/09/2016	Currys	VISA	V1617046	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
30/09/2016	Handy Group	VISA	V1617047	316.66	20.00%	63.33	379.99	Electric Ceramic Cooker for Napier Hall	n/a
	OCTOBER 2016 DEBIT CARD			80.00	20.00%	16.00	96.00	Investigate Indicator Fault (HY65 UVJ)	18379643
03/10/2016	Snickers UK	VISA	V1617049	102.00	20.00%	20.40	122.40	2 Hi Viz Pure Rain Jackets	n/a
04/10/2016	Land Registry	VISA	V1617050	3.00	0.00%	0.00	3.00	Register and Title Plan View	n/a
04/10/2016	Morrisons	VISA	V1617051	45.21	Multiple	5.64	50.85	Playground Opening-Refreshments	n/a
04/10/2016	Land Registry	VISA	V1617052	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
04/10/2016	Land Registry	VISA	V1617053	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
04/10/2016	Land Registry	VISA	V1617054	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
07/10/2016	Currys	VISA	V1617055	3.00	0.00%	0.00	3.00	Register and Title Plan View	n/a
06/10/2016	Lewis Medical Supplies	VISA	V1617056	108.32	20.00%	21.67	129.99	Replacement Hoover for Napier Hall	n/a
07/10/2016	Snickers UK	VISA	V1617057	29.67	20.00%	5.93	35.60	First Aid Box Medical Supplies	CUR1636369816
17/10/2016	Land Registry	VISA	V1617058	145.50	20.00%	29.10	174.60	3 XL Hi Viz Jacket	n/a
	TOTALS		V1617059	6.00	0.00%	0.00	6.00	Register and Title Plan View	n/a
				39,919.15		966.52	40,885.67		

INVOICES TO BE APPROVED FOR PAYMENT

LIST 7: 24-10-16

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
12/09/2016	BDO	BACS	B1617260	1,000.00	20.00%	200.00	1,200.00	Review of Annual Return y/e 31 March 2016	1539464
25/09/2016	Robert Harriott	BACS	B1617261	3,125.00	20.00%	625.00	3,750.00	Quarterly Rent Q3	03/16/063
25/09/2016	Robert Harriott	BACS	B1617262	201.55	0.00%	0.00	201.55	Insurance Q3	03/16/063
27/09/2016	The Landscape Group	BACS	B1617263	1,170.00	20.00%	234.00	1,404.00	15 x Empty Bins July-Sep 2016	GM744119
09/10/2016	Auditing Solutions	BACS	B1617264	630.00	20.00%	126.00	756.00	Internal Audit - First interim Visit	167
	TOTALS			6,126.55			7,311.55		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS					LIST 7: 24-10-16			BANK ENTRIES: 13/09/16 to 17/10/16	
Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	SEPTEMBER 2016								
12/09/2016	Private	DC	I1617185	85.61	0.00%	0.00	85.61		
12/09/2016	MS Society	DC	I1617186	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	6288
12/09/2016	Private	DC	I1617187	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	2669
12/09/2016	Private	DC	I1617188	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6278
12/09/2016	Lovedean Karate Club	DC	I1617189	237.60	0.00%	0.00	237.60	Hire of Jubilee Hall	6270
12/09/2016	PFM WEL-being	DC	I1617190	49.50	0.00%	0.00	49.50	Hire of Napier Hall	2667, 2668, 2678,
12/09/2016	Private	DC	I1617191	6.60	0.00%	0.00	6.60	Hire of Jubilee Hall	2644
14/09/2016	Private	DC	I1617192	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6172
15/09/2016	Abstract Dance & Performing Arts	DC	I1617193	168.00	0.00%	0.00	168.00	Hire of Napier Hall	6257
19/09/2016	1st Catherington Air Scouts	DC	I1617194	26.40	0.00%	0.00	26.40	Hire of Napier Hall	6290, 6291
19/09/2016	Homestead Dog Training	DC	I1617195	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2599
21/09/2016	Rural Payments Agency	DC	I1617196	18.62	0.00%	0.00	18.62	Hire of Jubilee Hall	2675
23/09/2016	East Hants District Council	DC	I1617197	43,405.00	0.00%	0.00	43,405.00	2014 crisis Fund-Unused Funds reimbursed	n/a
26/09/2016	Private	DC	I1617198	43.56	0.00%	0.00	43.56	New Play Equipment at Jubilee Park	n/a
26/09/2016	East Hants District Council	DC	I1617199	192,954.00	0.00%	0.00	192,954.00	Hire of Jubilee Hall	6167
27/09/2016	CVRA Tickell	DC	I1617200	132.72	0.00%	0.00	132.72	Precept & Council Tax Support Grant (Sep-Mar 2017	n/a
26/09/2016	Womens Institute	DC	I1617201	85.80	0.00%	0.00	85.80	Hire of Napier Hall	6218
26/09/2016	ams4fitness	DC	I1617202	105.60	0.00%	0.00	105.60	Hire of Jubilee Hall	6010
26/09/2016	ams4fitness	DC	I1617203	39.60	0.00%	0.00	39.60	Hire of Napier Hall	2674
30/09/2016	Busybees	DC	I1617204	448.80	0.00%	0.00	448.80	Hire of Jubilee Hall	2684
30/09/2016	Diddidance	DC	I1617205	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2695, 2696, 2697
30/09/2016	Cambridge & Counties	DC	I1617206	138.73	0.00%	0.00	138.73	Hire of Napier Hall	2714
	OCTOBER 2016							Bank Interest	n/a
03/102016	Horndean Baptist Church	DC	I1617207	814.20	0.00%	0.00	814.20		
03/10/2016	Butser Lace	DC	I1617208	51.00	0.00%	0.00	51.00	Hire of Napier Hall	2693/4, 2701,2706-8, 2713
03/10/2016	Horndean Hawks	DC	I1617209	84.24	0.00%	0.00	84.24	Hire of Napier Hall	2686
03/10/2016	Horndean F.C	DC	I1617210	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
03/10/2016	1st Catherington Air scouts	DC	I1617211	79.20	0.00%	0.00	79.20	Hire of Pitches	n/a
03/10/2016	Private	DC	I1617212	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	2712
03/10/2016	PFM WEL-being	DC	I1617213	49.50	0.00%	0.00	49.50	Hire of Napier Hall	6300
03/10/2016	Private	DC	I1617214	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	2680
03/10/2016	Private	DC	I1617215	43.16	0.00%	0.00	43.16	Hire of Jubilee Hall	6296
03/10/2016	Private	DC	I1617216	126.23	0.00%	0.00	126.23	Hire of Jubilee Hall	6201
03/10/2016	Private	DC	I1617217	50.82	0.00%	0.00	50.82	Damage compensation	6288
03/10/2016	Private	DC	I1617218	66.88	0.00%	0.00	66.88	Hire of Jubilee Hall	6256
03/10/2016	Private	DC	I1617219	186.42	0.00%	0.00	186.42	Hire of Jubilee Hall	6299
04/10/2016	East Hants District Council	DC	I1617220	1,000.00	0.00%	0.00	1,000.00	Hire of Napier Hall	6298
05/10/2016	Bank Interest	DC	I1617221	7.20	0.00%	0.00	7.20	Councillor Grant - Oaks Coppice	n/a
10/10/2016	Slimming World	DC	I1617222	666.00	0.00%	0.00	666.00	Bank Interest	n/a
10/10/2016	Purple Promotions	DC	I1617223	211.20	0.00%	0.00	211.20	Hire of Jubilee Hall	2703
12/10/2016	Diddi Dance	DC	I1617224	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2677
12/10/2016	Homestead Dog Training	DC	I1617225	198.00	0.00%	0.00	198.00	Hire of Napier Hall	2714 paid twice in error
12/10/2016	Private	DC	I1617226	60.42	0.00%	0.00	60.42	Hire of Jubilee Hall	2700
12/10/2016	MS Society	DC	I1617227	26.40	0.00%	0.00	26.40	Hire of Napier Hall	6367
12/10/2016	Horndean Twinning	DC	I1617228	77.83	0.00%	0.00	77.83	Hire of Jubilee Hall	2692
12/10/2016	Private	DC	I1617229	80.01	0.00%	0.00	80.01	Hire of Jubilee Hall	6161
12/10/2016	Dog Training	DC	I1617230	100.00	0.00%	0.00	100.00	Hire of Jubilee Hall	6297
12/10/2016	Dog Training	DC	I1617231	276.20	0.00%	0.00	276.20	Hire of Napier Hall	2688
05/10/2016	CVRA Tickell	BACS	I1617232	132.72	0.00%	0.00	132.72	Hire of Napier Hall	2686
	TOTALS			242,995.27	0.00	0.00	242,995.27	Reimbursed Napier Hall Deposit as now cancelled	n/a

SIGNED:	
SIGNED:	

DATE:	LIST 7: 24-10-16

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 24-10-2016

SUBJECT OF REPORT: September 2016 Finance Report

Finance Systems

We were the second council in the country to receive the new Sales Ledger module from Rialtas Business Solutions (RBS) at the start of the month so now all invoices we raise in Avalon are also entered onto Omega. This automates the debtors balances that were previously manually calculated.
The Purchase Ledger module is not yet available but we will be taking it as soon as it is.
We will not be renewing our Avalon license at the start of January as we will be taking the RBS Booking module in the next couple of months following training although it should be noted that the full integration between the RBS Sales Ledger and Bookings modules is some way off.

Bank Accounts

During September we received the second half of the precept and the first payment re the Playground from East Hants District Council.

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

Co-op Current Account = £230,434
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 = £130,984

Therefore total bank balance held at the end of September 2016 was £561,418.

Income & Expenditure

The year to date position at the end of September, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £28.1k.

This consists of an underspend against the expenditure budget of £17.8k and an over-recovery on income target of £10.2k (after adjusting for Developer's Contributions).

The largest expenditure variance is staffing in the countryside team (£10.4k) mainly due to vacancies in the early part of the year.

The income variance is mainly due to over-recovery of hall income (£3.2k) and Councillor Contributions received (£6.5k) although it should be noted that the funds arriving from grants has/will be spent with the exception of the £3.7k on Interpretation Panels where the expenditure was incurred in 2015-16.

Balance Sheet

Current Assets

As at 30th September Current Assets totalled £604,690.
Cash balances, including Petty Cash, totalled £561,688.
Debtors, money owed for Hall Bookings prior to the end of September plus the second part of the Playground funds from East Hants DC totalled £26,784.
VAT owed stood at £16,238. Quarter 2 reclaim has been submitted.

Liabilities

As at 30th September 2016 Current Liabilities totalled £6,718 most of this being accruals (supplier invoices outstanding).

Earmarked Reserves

There have been no changes during September so the balance as at the 30th September 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	18,500	-18,500	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

A projection has been made to year end and the estimated outturn at this stage is an underspend of c£42k.

Report Prepared by Simon Ritson, Responsible Finance Officer

Horndean Parish Council

INCOME AND EXPENDITURE TO 30TH SEPTEMBER 2016

		Current Month (September)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
201	Central Costs - Finance & General Purposes										
2000	Admin Salaries	9,729	10,236	507	58,648	61,416	2,768	122,840	64,192		
2050	Staff Travel & Expenses	62	150	88	616	900	284	1,800	1,184		
2060	Staff Training	0	200	200	690	1,200	510	2,400	1,710		
2070	Medical / Health & Safety Exp.	0	50	50	42	300	258	600	558		
2920	Recruitment	0	0	0	618	500	-118	500	-118		
3052	Janitorial Supplies	24	20	-4	333	120	-213	240	-93		
4011	IT Support	0	200	200	2,016	1,200	-816	2,400	384		Includes 1st payment re new website
4022	Postage	0	35	35	103	210	107	420	317		
4024	Printing	0	0	0	944	1,231	287	2,440	1,496		
4026	Stationery	100	100	0	602	600	-2	1,200	598		
4028	Publications & Books	0	0	0	77	0	-77	0	-77		
4029	Subscriptions	350	350	0	2,731	2,735	4	4,350	1,619		
4030	Audit	-500	0	500	-575	0	575	2,800	3,375		
4035	Professional Fees	176	300	124	6,081	1,800	-4,281	3,600	-2,481	2,865	Playground Project Management Fees
4040	Insurance	11,219	10,500	-719	11,712	11,000	-712	11,000	-712		
4062	Public Events	34	25	-9	461	400	-61	4,550	4,089		
4072	Members Expenses & Training	133	20	-113	143	120	-23	240	97		
4075	Superannuation fund supplement	550	542	-8	3,300	3,250	-50	6,500	3,200		
4078	Office Equipment	0	112	112	665	672	-13	1,330	665		
	TOTAL EXPENDITURE	**21,877**	**22,840**	**963**	**89,227**	**87,654**	**-1,573**	**169,230**	**80,003**	**2,865**	
1000	Precept	182,185	182,185	0	364,370	364,370	0	364,370			
1001	Council Tax Support Grant	10,769	10,769	0	21,538	21,538	0	21,538			
1043	Donations	0	0	0	46	0	46	0			
1051	Community Benefit Offer	0	0	0	5,000	0	5,000	0		-5,000	Lovedean Solar Farm - transferred to EMR
1060	Information Officer	0	0	0	3,404	3,404	0	3,404			
1090	Interest Received	145	125	20	1,143	750	393	1,500			
	TOTAL INCOME	**193,099**	**193,079**	**20**	**395,501**	**390,062**	**5,439**	**390,812**		**-5,000**	
	NET EXPENDITURE OVER INCOME	**-171,222**	**-170,239**	**983**	**-306,274**	**-302,408**	**3,866**	**-221,582**			
222	S106 Grants										
5010	Sundry Grants (Internal Grant)	0	0	0	0	0	0	8,000	8,000		
	TOTAL EXPENDITURE	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**	**8,000**		
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**0**	**0**	**0**	**8,000**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 30TH SEPTEMBER 2016

		Current Month (September)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
301	Napier Hall										
3001	Rates	0	0	0	3,098	3,130	32	3,130	32		
3002	Utilities	180	217	37	1,065	1,302	237	2,610	1,545		
3008	Licensing	0	0	0	241	290	49	1,140	899		
3009	Repairs and Maintenance	373	250	-123	1,824	1,500	-324	3,000	1,176		
3052	Janitorial Supplies	0	4	4	0	24	24	50	50		
3055	Caretaker Salaries	576	905	329	3,811	5,430	1,619	10,870	7,059		
3060	Telephones	27	33	6	196	198	2	400	204		
	TOTAL EXPENDITURE	**1,156**	**1,409**	**253**	**10,235**	**11,874**	**1,639**	**21,200**	**10,965**		
1075	Halls Income	2,475	1,700	775	11,417	10,200	1,217	20,400			
	TOTAL INCOME	**2,475**	**1,700**	**775**	**11,417**	**10,200**	**1,217**	**20,400**			
	NET EXPENDITURE OVER INCOME	**-1,319**	**-291**	**1,028**	**-1,182**	**1,674**	**2,856**	**800**			
305	Village Hall										
3001	Rates	0	0	0	1,839	1,860	21	1,860	21		
3002	Utilities	257	155	-102	1,041	930	-111	1,860	819		
3008	Licensing	0	0	0	172	130	-42	130	-42		
3009	Repairs and Maintenance	172	333	161	1,246	1,998	752	4,000	2,754		
3052	Janitorial Supplies	0	8	8	0	48	48	100	100		
3055	Caretaker Salaries	935	930	-5	5,232	5,580	348	11,163	5,931		
3056	Security	260	250	-10	366	400	34	550	184		
3060	Telephones	19	58	39	296	348	52	700	404		
	TOTAL EXPENDITURE	**1,643**	**1,734**	**91**	**10,192**	**11,294**	**1,102**	**20,363**	**10,171**		
1075	Halls Income	1,910	1,700	210	12,187	10,200	1,987	20,400			
	TOTAL INCOME	**1,910**	**1,700**	**210**	**12,187**	**10,200**	**1,987**	**20,400**			
	NET EXPENDITURE OVER INCOME	**-267**	**34**	**301**	**-1,995**	**1,094**	**3,089**	**40,763**			
310	Whitehouse										
3001	Rates	0	0	0	4,308	4,360	52	4,360	52		
3002	Utilities	160	121	-39	931	726	-205	1,460	529		
3009	Repairs and Maintenance	104	208	104	1,034	1,248	214	2,500	1,466		
3012	Rent	0	0	0	6,653	6,800	147	13,600	6,947		
3052	Janitorial Supplies	0	33	33	0	198	198	400	400		
3056	Security	0	83	83	583	1,085	502	2,500	1,917		
3060	Telephones	144	233	89	949	1,398	449	2,800	1,851		
	TOTAL EXPENDITURE	**408**	**678**	**270**	**14,458**	**15,815**	**1,357**	**27,620**	**13,162**		
	NET EXPENDITURE OVER INCOME	**408**	**678**	**270**	**14,458**	**15,815**	**1,357**	**27,620**			
315	Lucy Lute										
3001	Rates	0	0	0	2,299	2,330	31	2,330	31		
3002	Utilities	0	0	0	121	100	-21	400	279		
3009	Repairs and Maintenance	0	40	40	17	240	223	500	483		
3012	Rent	495	505	10	2,970	3,030	60	6,060	3,090		
	TOTAL EXPENDITURE	**495**	**545**	**50**	**5,407**	**5,700**	**293**	**9,290**	**3,883**		
	NET EXPENDITURE OVER INCOME	**495**	**545**	**50**	**5,407**	**5,700**	**293**	**9,290**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 30TH SEPTEMBER 2016

		Current Month (September)			Year to Date			Annual	Funds	From	
400	Countryside Sites	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
6005	Habitat Management Improvement	0	0	0	0	0	0	0	0		
6010	Catherington Down	26	0	-26	60	0	-60	0	-60		
6020	Catherington Lith	0	0	0	163	0	-163	0	-163		
6050	Dell Piece	96	0	-96	477	0	-477	0	-477		
6060	Hazleton Common	23	0	-23	62	0	-62	0	-62		
6110	Parsonage Field	0	0	0	0	0	0	0	0		
6160	Other Sites	671	500	-171	2,579	3,000	421	6,000	3,421		Oaks Coppice Fencing = £1,046 Jays Close Picnic Table = £631 Jays Close Shrubs = £664 Godwin Crescent Fencing = £197 Eskdale Close Paving = £14 Shepherds Close Fencing = £22 Ashley Close Fencing = £4 TOTAL = £2,579
	TOTAL EXPENDITURE	816	500	-316	3,341	3,000	-341	6,000	2,659		
1005	HLS Payments	0	0	0	0	0	0	7,863			
1030	Rural Payments Scheme	19	0	19	2,893	3,116	-223	3,116			
1035	Catherington Down	0	0	0	750	500	250	500			
1038	Councillor Contributions	0	0	0	6,043	0	6,043	0			Interpretation Panels = £3,731 Oaks Coppice Fencing = £1,000 Jays Close Hedge = £674 Jays Close Table = £638 TOTAL = £6,043
	TOTAL INCOME	19	0	19	9,686	3,616	6,070	11,479			
	NET EXPENDITURE OVER INCOME	797	500	-297	-6,345	-616	5,729	-5,479			

405	Amenity Sites										
3150	War Memorials	0	0	0	0	0	0	1,170	1,170		
6070	Jubilee Field	0	0	0	81	0	-81	0	-81		
6115	Five Heads Recreation Ground	0	0	0	149	0	-149		-149		
6130	Village Centre	12	0	-12	74	0	-74	0	-74		
6160	Other Sites	0	166	166	0	996	996	2,000	2,000		
6180	Football Pitches Maintenance	0	0	0	246	500	254	3,000	2,754		
6205	Car Parks	0	0	0	0	0	0	300			
6580	Play Equipment	25,970	531	-25,439	68,657	3,186	-65,471	6,375			Includes £66,816 re the new PlayGround
6582	Playground Checks Salaries	158	135	-23	750	810	60	1,625	875		
	TOTAL EXPENDITURE	26,140	832	-25,308	69,957	5,492	-64,465	14,470	6,495		
1025	Football Pitches	168	167	1	1,005	1,002	3	2,011			
1038	Councillor Contributions	0	0	0	500	0	500	0			Lych Gate Repair £500
1050	Developer's Contribution	66,816	0	66,816	66,816	0	66,816	0			EHDC Funding for the new PlayGround
	TOTAL INCOME	66,984	167	66,817	68,321	1,002	67,319	2,011			
	NET EXPENDITURE OVER INCOME	-40,844	665	41,509	1,636	4,490	2,854	12,459			

Horndean Parish Council

INCOME AND EXPENDITURE TO 30TH SEPTEMBER 2016

470	Other Open Spaces Costs	Current Month (September)			Year to Date			Annual	Funds	From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
4062	Public Events	0	250	250	19	500	481	1,000	981		
6500	Countryside Team Salaries	9,724	10,488	764	52,549	62,928	10,379	125,865	73,316		
6501	Countryside Agency Staff	0	0	0	1,391	0	-1,391	0	-1,391		2 x staff vacancy, April to June 13
6510	Litter Picking	139	140	1	888	840	-48	2,300	1,412		
6530	Dog Waste Bins	0	0	0	2,112	950	-1,162	3,800	1,688		
6590	Materials & EquipmentMaintenance	0	100	100	312	600	288	1,200	888		
6591	Rangers Equipment	0	40	40	381	240	-141	500	119		
6592	Rangers Equipment Hire	0	125	125	0	750	750	1,500	1,500		
6620	Vehicle Running Costs	729	580	-149	1,591	3,480	1,889	7,000	5,409		
6624	Waste Removal	197	200	3	1,475	1,200	-275	2,450	975		
6636	Grass Cutting	0	0	0	0	0	0	15,800	15,800		
6638	Fencing	0	0	0	0	0	0	7,000	7,000		
6640	Training for Countryside Team	545	200	-345	1,618	1,200	-418	2,500	882		
6648	Tree Work & Maintenance	700	700	0	700	700	0	8,000	7,300		
6650	Uniform for Countryside Team	0	40	40	481	240	-241	500	19		
6651	Personal Protection Equipment	35	40	5	191	240	49	500	309		
6660	Open Spaces, Capital Items	0	0	0	0	0	0	2,000	2,000		
	TOTAL EXPENDITURE	12,069	12,903	834	63,708	73,868	10,160	181,915	118,207	0	
	NET EXPENDITURE OVER INCOME	12,069	12,903	834	63,708	73,868	10,160	181,915			
	GRAND TOTAL EXPENDITURE	64,604	41,441	-23,163	266,525	214,697	-51,828	458,088		2,865	
	GRAND TOTAL INCOME	264,487	196,646	67,841	497,112	415,080	82,032	445,102		-5,000	
	GRAND TOTAL NET EXPENDITURE OVER INCOME	199,883	155,205	44,678	230,587	200,383	30,204	-12,986		-7,865	
	ADJUSTMENTS FOR EMRs										
	EXPENDITURE			0	-2,865		2,865				
	INCOME			0	5,000		5,000				
	RESTATED AFTER ADJUSTMENTS										
	GRAND TOTAL EXPENDITURE	64,604	41,441	-23,163	263,660	214,697	-48,963	458,088			
	GRAND TOTAL INCOME	264,487	196,646	67,841	492,112	415,080	77,032	445,102			
	GRAND TOTAL NET EXPENDITURE OVER INCOME	199,883	155,205	44,678	228,452	200,383	28,069	-12,986			

Horndean Parish Council
Detailed Balance Sheet
Month No: 6 (September 2016)

Date :- 30/09/2016

A/c	Account Description		Actual		
	Current Assets				
101	Debtors		26,784		
105	VAT Control A/c		16,238	43,022	
110	Prepayments		0	0	
200	Co-op No. 1 Account		230,434		
201	Co-op Business Select 14 Day		200,000		
204	Cambridge & Counties Bank		130,984		
220	Petty Cash		250	561,668	
		Total Current Assets			**604,690**
	Current Liabilities				
510	Accruals		5,784		
530	Hall Income Deposits		100		
560	Receipts in Advance		834		
		Total Current Liabilities		**6,718**	
		Net Current Assets			**597,972**
		Total Assets Less Current Liabilities			**597,972**
	Represented By :-				
300	Current Year Fund		230,593	**230,593**	
310	General Funds		207,196	**207,196**	
325	IT Equipment EMR		1,500		
326	Vehicle Replacement EMR		5,000		
329	Napier Hall Improvements EMR		27,350		
334	The Granary- Preserv&Maint EMR		6,000		
338	Lith Avenue/Lane EMR		7,000		
340	Jubilee Hall Extension EMR		41,125		
341	New Playground Fund EMR		43,208		
342	Equipment Replacement EMR		10,000		
343	Legal Costs EMR		10,000		
344	Election EMR		4,000		
345	Lovedean Solar Farm EMR		5,000		
		Total Earmarked Reserves		**160,183**	
		Total Equity			**597,972**

ISSUES ARISING REPORT FOR
Horndean Parish Council
Audit for the year ended 31 March 2016

BDO

Introduction

The following matters have been raised to draw items to the attention of Horndean Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations
- Risk Assessment

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

Risk Assessment

What is the issue?

The internal auditor has noted that the smaller authority has not minuted its review of the effectiveness of internal control including arrangements for the management of risks during the year ended 31 March 2016.

Why has this issue been raised?

This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk.

What do we recommend you do?

The smaller authority must ensure that the risk assessment is reviewed and this review is minuted at least once a year before the end of the financial year. This review is for the smaller authority to evidence as a whole that they are satisfied that all the risks facing the smaller authority have been identified and safeguards have been put in place to protect against those risks.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England March 2016- A Practitioners Guide, NALC/SLCC/ADA
Audit Briefing, Winter 2012 - BDO LLP
Accounts and Audit Regulations 2015

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Internal Auditor's recommendations

What is the issue?

The internal auditor has made a few recommendations in respect to the financial systems of the smaller authority.

Why has this issue been raised?

The smaller authority is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 08 September 2016

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 24 October 2016**

AGENDA ITEM: 12.

SUBJECT OF REPORT: Goal Post Location - Update

BACKGROUND

At the meeting of the Council on the 19 September 2016, the issues concerning the placement of a goal post at Five Heads Recreation Ground were discussed (see attached).

Following the above meeting, within which it was agreed for the situation to be monitored for the period of a month. In terms of monitoring I have now received the below additional reports from different sources:

***11 October 2016**: We have had no reports to Police from residents surrounding the recreational ground (Five Heads) in the last month. The last reported incident was on the 23/08/16 on this occasion the report came in for approx 6 teenagers playing loud music. The music stopped whilst the caller was making report to Police. So no further action was taken. This area continues to be patrolled by myself PCSO Killick, and PCSO Earl.*

***22 September 2016**: As I was walking along Queens Crescent at 7:15pm this evening I took the opportunity to visit the Recreation Ground which I found to be deserted apart from a father kicking a ball around with his two young children and a man walking a dog.*

It is important to note that issues relating to anti-social behaviour at the play area are entirely separate to the incidents involving the kicking of footballs into adjoining gardens. The removal/relocation of the goal post will not necessarily alleviate the nuisance and disturbance caused by such behaviour. It is for these reasons that careful consideration needs to be given only to the issues relating directly to the position of the goal post. All other matters are being monitored and addressed accordingly by the appropriate authority.

Report prepared by:

Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 19 September 2016**

AGENDA ITEM:

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.

RECREATION GROUND.

Land Registry Official copy of title plan

Title number **SH31692**
Ordnance Survey map reference **SU7013SW**
Scale **1:2500**
Administrative area **Hampshire: East Hampshire**

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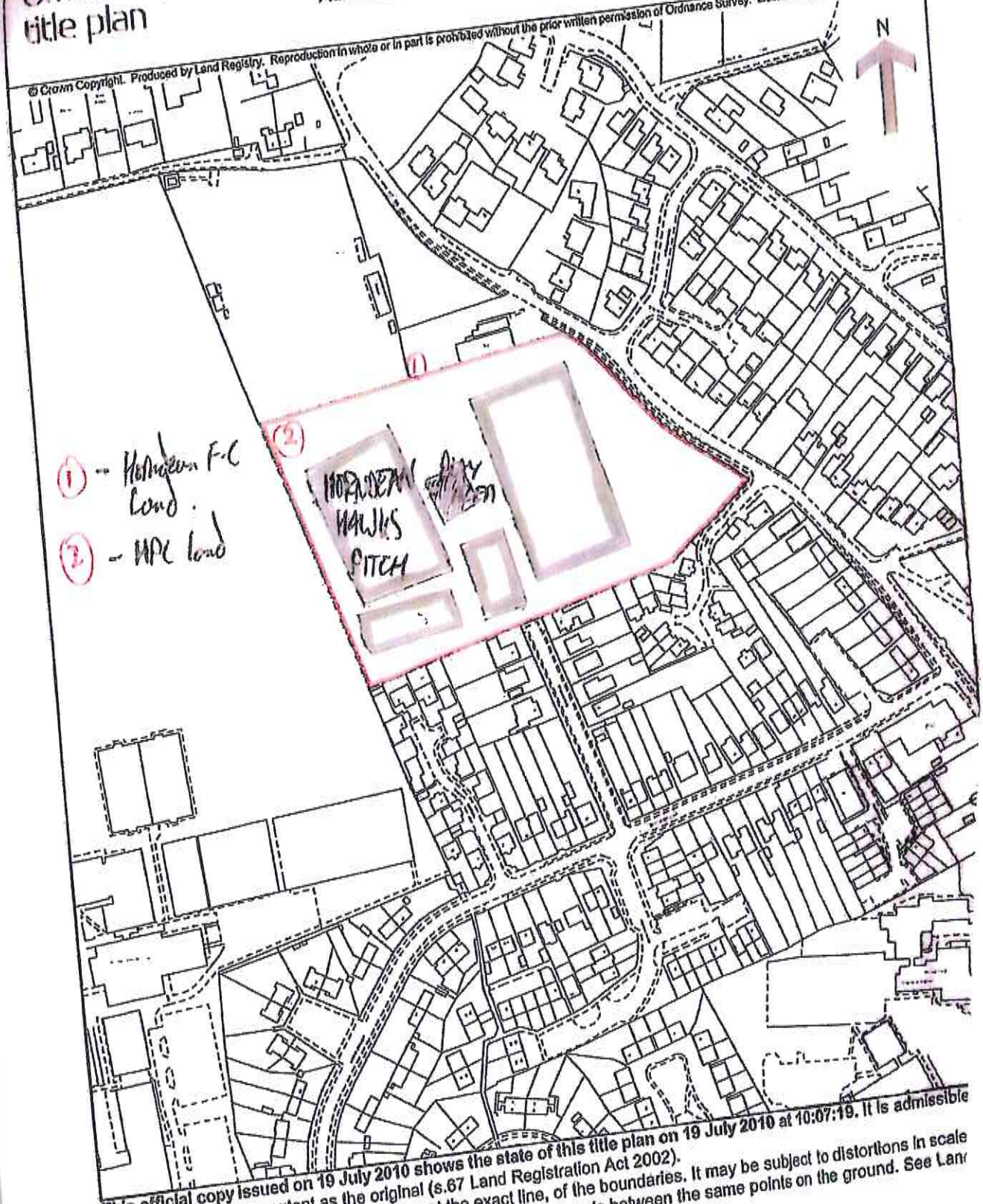

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Land Registry
Official copy of title plan

Title number **SH31692**
Ordnance Survey map reference **SU7013SW**
Scale **1:2500**
Administrative area **Hampshire: East Hampshire**

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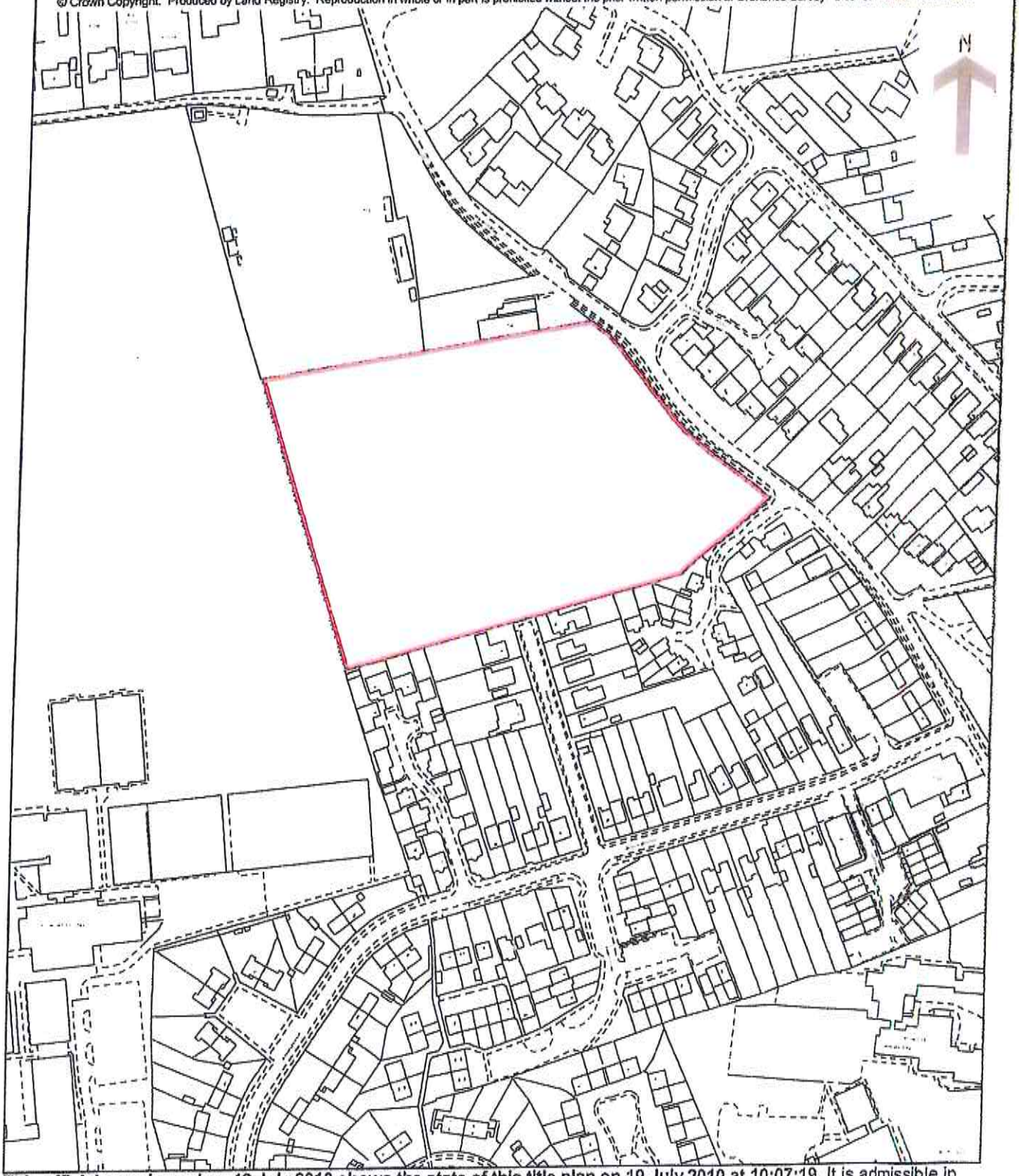

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This title is dealt with by Land Registry, Portsmouth Office.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 24 October 2016**

AGENDA ITEM: 13

SUBJECT OF REPORT: Play Area Funding Update

BACKGROUND

At the meeting of the Council on the 19 September 2016 it was noted, having been previously agreed, that Council would fund the shortfall to a maximum of £16,000 given that the contractor's costings were rather higher than anticipated.

At the end of May, Groundworks submitted grant applications (Lottery Fund etc.,) for the sum of £12,500, several months have now passed without response and to this end the play areas within the current contract have since been completed.

Whilst additional funding was being sought the below works were omitted from the contract.

This leaves the following outstanding works to be undertaken at Deep Dell and funded accordingly:

Excavation work £192.00
Multi Play unit £8587.92
Safety Surface £2741.20
Roundabout £5218.40
Youth Shelter and paving £3917.03
Chess table and paving £3264.69
Benches £703.04
Moving existing bench £264.00
Making good grass £110.00

Total £24,998.28

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

Earmarked Reserves - £29,709 + £13,500

A further sum of £4,000 can be obtained from developers contributions due to a previous allocation.

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 £51,209.

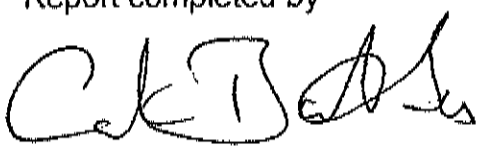
The current situation is that the public consultation undertaken in February included the above works to be undertaken at Deep Dell. The sum of £16,000 was agreed by Council in order to make up the shortfall together with grant funding. However, to date the position in terms of the grant applications remains to be decided and therefore the situation is as follows:

- All play areas are complete with the exception of Deep Dell
- The forthcoming weather is likely to cause delays to the completion of the project and therefore it may be considered that to wait for the acceptance/decline of grant funding will be detrimental to the timeliness of the project. It is of note that the delivery time for equipment can be 6-8 weeks. The risk here is that completion may not then be possible until next spring unless delays are mitigated.
- Council may wish to consider the approval of the additional amount being **£8,998.28**, which would enable the completion of all works.
- At this stage we have yet to receive an update in respect of the funds to be received from the District Councillor grant applications, therefore the above figure quoted is an estimate and may as such be reduced.

RECOMMENDATION

The replacement/refurbishment of the play areas have both been ongoing for a period of time in excess of 2.5 years and therefore to complete this project in its entirety would be an achievement. It is for this reason, that given the above funds available in the budget, it may be considered appropriate to proceed to completion without further delay. Council may wish to consider approving the above sum of £8,998.28, enabling equipment to be ordered and for work to commence at the earliest opportunity.

Report completed by



Carla Baverstock-Jones
Chief Officer

ADDENDUM

I have received an update from the contractor in respect of the above costs relating to Deep Dell play area. The below additional costs as marked in red, have been incurred due to the separation of this play area from the main contract:

Excavation work £192.00 plus load away now as can't use within mound at Jubilee
Multi Play unit £8587.92
Safety Surface £2741.20
Roundabout £5218.40
Youth Shelter and paving £3917.03 plus extra delivery cost as separate delivery
Chess table and paving £3264.69
Benches £703.04
Moving existing bench £264.00
Making good grass £110.00

These equipment cost prices may change if this project decision goes into next year

Additional costs for gearing up, welfare, compound area, re-hiring equipment, heras panels is £2,895.00 + VAT

Total so far £27,893.28 + VAT

The revised figure now presents an estimated shortfall of **£11,893.28.**

An alternative option, which Council may wish to consider, is the making of a reduction to the above list of equipment thereby reducing the shortfall.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 24 October 2016**

AGENDA ITEM: 15

SUBJECT OF REPORT: Land at Catherington Lith

BACKGROUND

I have been informed that the owner of a property on Catherington Lith has erected a fence on land which adjoins his property. The land is not currently within his ownership but his intention is to claim the land in due course, by the process of adverse possession.

The resident fully accepts that he is not the owner of the land and vehemently expresses his view that HPC has no grounds on which to object. To this end he has no intention of removing the fence.

Catherington Lith is within the ownership of the Parish Council but the section of land in question is not included in the title. It is for this reason that the resident is of the view that the land can be claimed by himself, without any interference from the Parish Council.

The Lith is a designated Nature Reserve which is clearly marked as such on a map displayed at the site, the area has been managed and controlled by HPC for many years.

However, it is of note that the Natural England website, which provides information pertaining to the site, appears not to include the disputed area of land, which suggests it is not part of the Nature Reserve.

Legal advice has been requested in view of the fact that the area in its entirety notwithstanding the registered titles, has been in the possession and control of HPC since the transfer from EHDC in 2004.

RECOMMENDATION

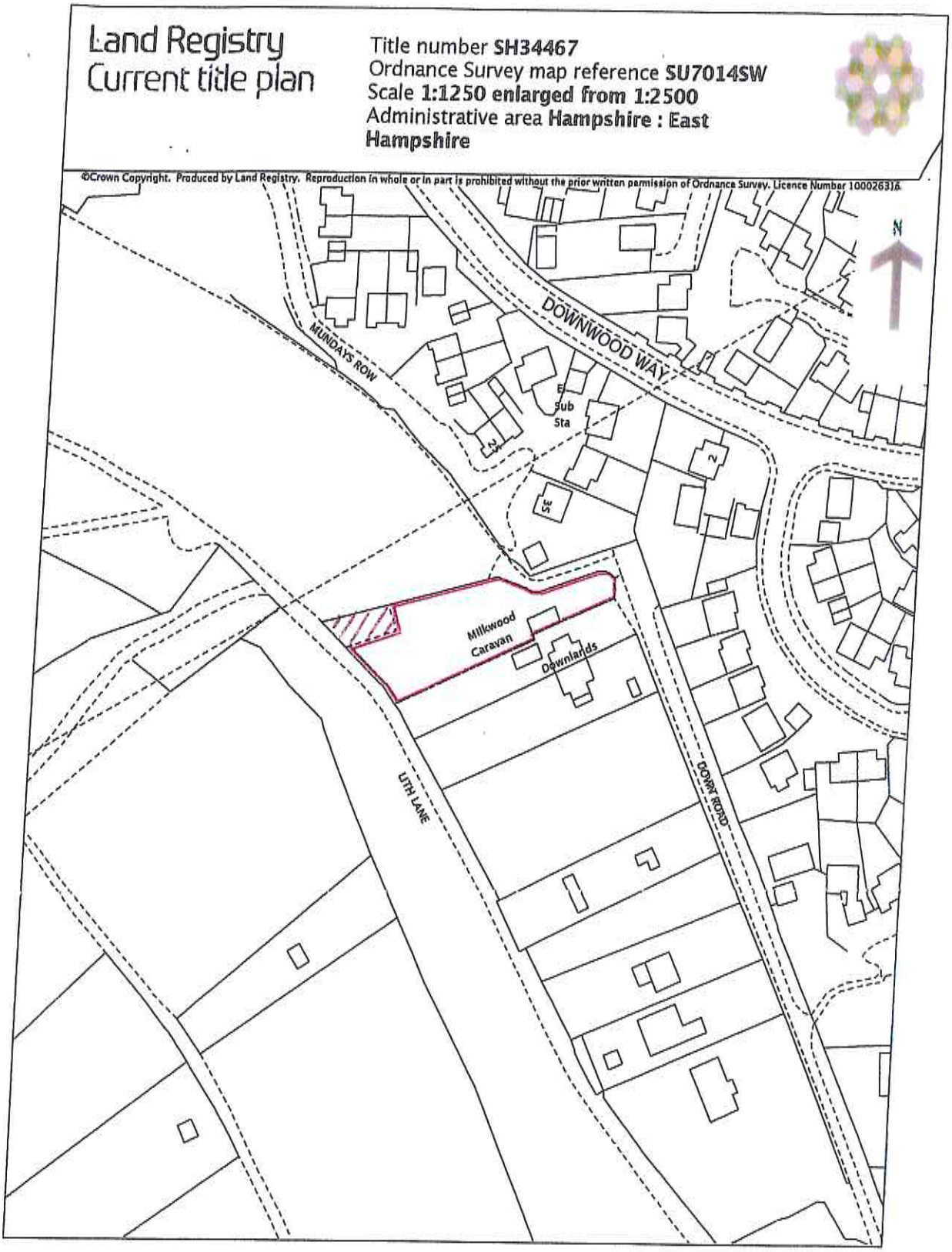
In the absence of the awaited legal advice, it is not at this time appropriate to provide a recommendation. However, Council may wish to give careful consideration in terms of the costs which will be incurred in the pursuance of reclaiming this unregistered land.

Report prepared by

Carla Baverstock-Jones
Chief Officer

Land Registry
Current title plan

Title number **SH34467**
Ordnance Survey map reference **SU7014SW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Hampshire : East Hampshire**



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Land Registry
Current title plan

Title number **HP528224**
Ordnance Survey map reference **SU7014SW**
Scale **1:2500**
Administrative area **Hampshire : East Hampshire**

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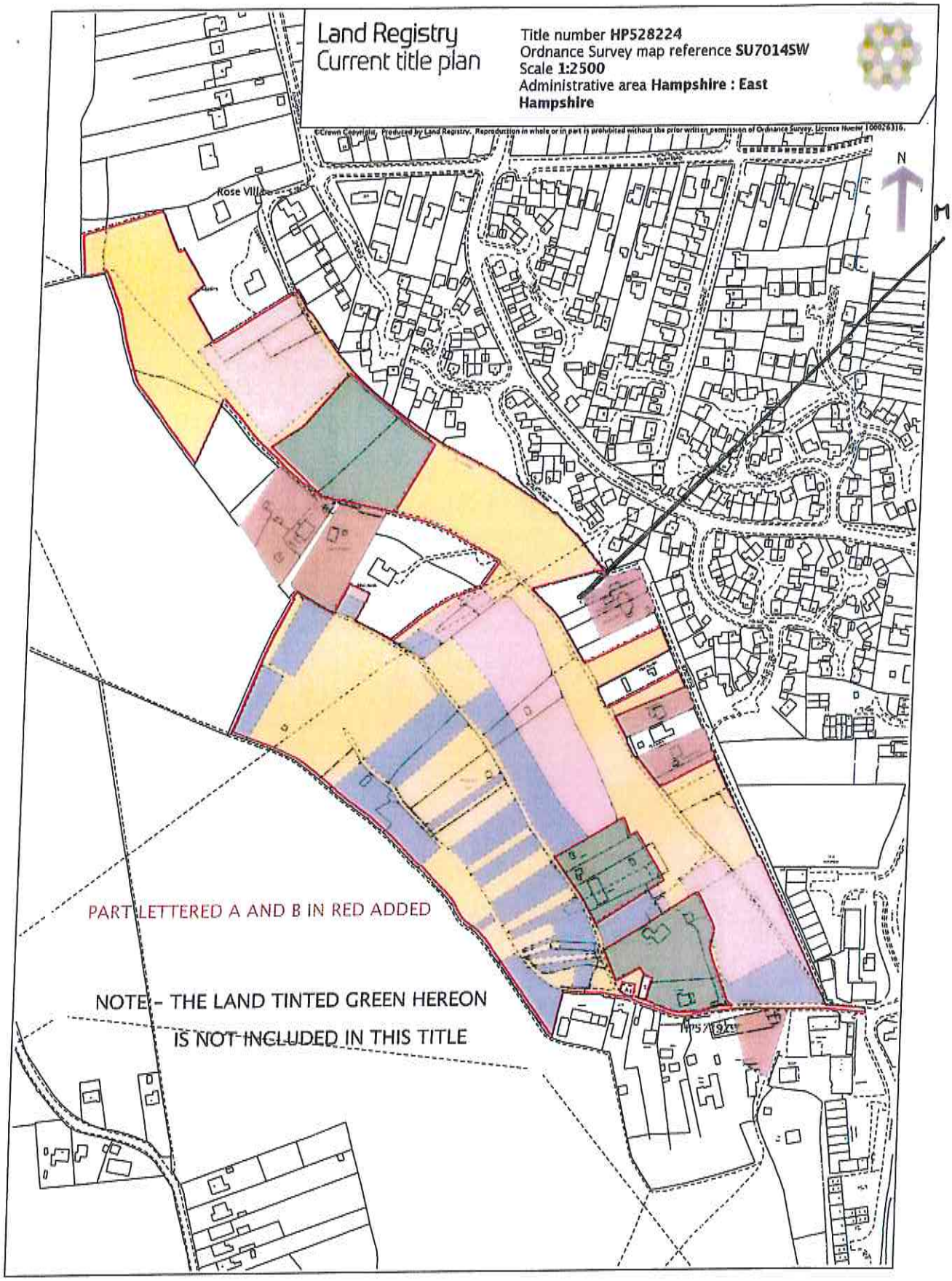

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Photo 2. Milkwood as marked on orginal plan and still asserted by the Nature Reserve to be the case
Original corner (see photo 6)
Path (red line)
To Five Heads Road
Statutory right of way footpath
Permissive footpath
Woodland
Grassland

Photo 1. Board situated close to the property showing the original plan. Detail on next slide

HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 24th October 2016 **AGENDA ITEM: 16**

SUBJECT OF REPORT: Review of hire charges in respect of Football Pitches

Five Heads Recreation Ground and Jubilee Field are used by Two Youth Football Clubs in Horndean.

Both teams have a signed agreement with Horndean Parish Council, whereby the agreement covers them for the use of pitches for "organised league, cup and friendly football matches on Saturday and Sundays during the season. The agreement also includes training sessions for teams during the summer period.

I have been in contact with local Parish and Town Councils to obtain information of the charges involved for the hire of their Football pitches.

Information has been provided as attached.

The comparison is very difficult to ascertain for the following reasons

- HPC charge a yearly rate for hiring out the football pitches by way of a contractual agreement.
- Other Councils appear to hire out their pitch at a set cost per match.
- Some Councils offer a Groundsman service for putting out corner flags and goal posts.
- Some Councils pay for the marking (white lines) out of the pitches, whereas some expect the football teams hiring the pitches to pay and organise for this to be done themselves.

RECOMMENDATION

Council may wish to give consideration to amending the current hire charges of the football pitches within the Parish, based on the information provided by other local Councils. Alternatively, they may wish to leave the hire charges at the current rate.

Report Prepared by Sarah Guy, Senior Administrator

COUNCIL	FOOTBALL PITCHES ADULT	FOOTBALL PITCHES YOUTH	GROUNDSMAN FACILITIES (corner flags & goal posts)	PITCH MARKED OUT	PICTH USED FOR TRAINING
HORNDEAN PARISH	N/A	£83.33 per month/ £1,000 PA	No (FT to organise)	No (paid for by FT)	Yes (inc in contract)
ALTON TOWN	£75.60 per match	£31.50 per match	Yes	Yes	No
CLANFIELD	£22.00 per match	£11.00 per match	No (FT to organise)	No (paid for by FT)	Yes (not charged extra)
Liss Parish	48.00 per match	24.00 per match	Yes (Goalposts put up and kept out all season. Anything else required, FT to organise)	Yes	Yes (not charged extra and the pitch is not booked)
Petersfield Town	£48.21 per match	N/A	No information provided	No information provided	No information provided
Rowlands Castle Parish	£73.50 per match (minimum 10 matches)	£500 per league season £15 per match friendlies	No (FT to organise)	Yes	Yes (not charged extra)
Whitehill Town	£40.20 per match	N/A	No (FT to organise)	No (paid for by FT)	Info not available

Item 17

Dear All,

I attach a draft copy of the Parish Charter discussed at last night's EHAP&TC Meeting. Please forward this on to your Councils and if you have any comments/ feedback, contact Bob Coleman direct at EHDC It is intended that the Charter will be finalised and put before Cabinet early in the New Year.

Best wishes,

Jenny
Secretary, EHAP&TC
01730 267784

East Hampshire Parish Charter 2016

Introduction

Parish and Town Councils have an important role to play in the local government system. They are the most local level of government and can influence decisions that affect the local area and bring life to their communities.

We feel now, more than ever, it is important that both East Hampshire District Council and Town and Parish Councils within the district continue to work closely together in partnership for the benefit of our residents.

Working with representatives of Parish and Town Councils within the East Hants area we developed a Parish Charter in 1997 and a Compact Code of Good Practice in 2008 these documents represent a mutual agreement between the Two Tiers of local government. This updated Charter acknowledges the role of Parish and Town Councils and provides a framework which enables us to develop and promote local needs and aspirations. This newest version has been created in partnership with the East Hampshire Association of Town and Parish Councils.

Signed

On behalf of
East Hampshire District Council

On behalf of
East Hampshire Association of Town and Parish Councils

1. Mutual Agreement

Successful partnership working at the parish level can only be achieved if the partners – the District Council and the Town and Parish Councils – understand and respect each other's roles and work to complement those roles in serving the community.

East Hampshire District Council recognises that Town and Parish Councils

a) Are a vital part of democratic local government, representing communities' at the most local level
b) Are an important primary source of information about community aspirations and opinion
c) Provide an opportunity to foster greater community empowerment
d) Are to be respected, treated equally and recognised as diverse in their size and in the resources available to them
e) Are affected by the financial and political decisions of other tiers of government and often have to work with certain constraints when fulfilling their responsibilities

2. Information, Social Media and Communication

In Hampshire there are three tiers of local government, additionally a proportion of East Hampshire sits within the South Downs National Park. This can make it challenging to ensure that communication is effective between each organisation. Securing good communication and liaison between the parish tier and the district tier is a cornerstone of this Parish Charter and involves communication from the most strategic level right down to liaison on specific local projects.

East Hampshire District Council undertakes to:

a) Provide an appropriate contact officer for each Parish Council within the Community Team in order to promote partnership working, check Parish and Town views on policies and initiates and facilitate Town and Parish Councils in resolving any difficulties with the District Council.

b) Provide written confirmation of receipt of written communication (including emails) from a Local Council within 3 working days and aim to reply in full within 10 working days. If a full reply cannot be delivered within 10 working days the District Council will provide a holding reply saying when a full reply will be available and which officer is dealing with the matter.

c) Require the attendance of District Councillors at Town and Parish Council Meetings. For all occasions where the District Councillor is unable to attend, apologies will be tendered.

d) Provide links to Town and Parish Councils' websites on the relevant page of the District Council's website.

e) During the Community Forum meetings the District Council will allocate the first 30 minutes of the meeting to allow both Town and parish Councillors to meet informally along with any members of the public who may have local issues they wish to discuss.

f) During times of emergency such as severe weather and other emergency, where possible, the District Council will make all efforts to communicate information and intelligence to the Town and Parish Councils in as near real time as possible.

g) During District Councillor inductions, a representative from the Town and Parish Councils will be invited to provide information on the role and importance of positive liaison between the two tiers of local government.

h) Advise the relevant Parish Council of any District Council led events taking place within their parish

i) Provide a media platform to share relevant matters affecting the District Council or the district as a whole to the Parish and Town Councils.

j) Ensure that links to Parish and Town Council websites are made available on the EHDC website via an interactive online map.

k) Provide space on the EHDC website for Town and Parish councils to present the latest version of their newsletter.

l) Provide a space on the EHDC website for Town and Parish Councils to present key decisions, Council minutes and other important information.

j) Continue to communicate information and exchanges within the local government sector – such as devolution.

Town and Parish Councils undertake to:

a) Be represented at liaison meetings convened by the District Council and the Association of Town and Parish Councils.
b) Provide written confirmation of receipt of written communication (including emails) from the District Council within 3 working days and aim to reply in full within 10 working days, if a full reply cannot be delivered within 10 working days, the Local Council will provide a holding reply stating when a full reply will be available.
c) Provide the relevant ward councillor(s) with copies of the Parish Agendas and papers either by the parish website, email or hard copy.
d) Make efficient and effective use of IT and electronic communication methods available to Local Councils, particularly when this will increase efficiency and improve value for money.
e) Inform the District Council of any Parish Council led events taking place within the Parish.
f) Make the various links as required in order for the EHDC website to accurately reflect Town and Parish Council details.
g) Produce a newsletter and provide links so that it can be presented on the EHDC website.

3. Consultation and Joint Governance

Town and Parish Councils and the District Council share many statutory functions and share the desire to deliver integrated local government services to the public. This requires appropriate governance arrangements to ensure that all tiers of local government can work together and share accountability. Consultation is one of the key components of local government and can lead to better informed policies and a more engaged public. Consultations with local councils require careful preparation if all parties are to benefit from the exercise.

East Hampshire District Council undertakes to:

a) Seek the participation of, and consult with, Town and Parish Councils on District Council policies that affect Parishes and Towns collectively or individually.
b) Provide a minimum of 4 weeks for consultation on District Council policies other than in cases where the District Council is bound by other statutory requirements e.g. in the case of planning applications.
c) Discuss with the Town or Parish Council concerned at the earliest possible stage, any District Council prompted plan or scheme that affects a parish specifically and invite them to attend any relevant meetings and public exhibitions and also take Town and Parish Council views into account prior to making any decisions.
d) Encourage appropriate officers to attend Town and Parish Council meetings in order to explain policies and plans, especially when particularly contentious issues cannot be resolved in any other way.
e) Make every effort to write consultation documents in plain English and to provide access to any information necessary to enable the Town and Parish Councils to reach an informed view.
f) Report back to the Town or Parish Council on the outcome of consultations.
g) Work with the Parish Councils to explore opportunities for commissioning local services.

Town and Parish Councils undertake to:

a) Respond where possible to invitations to attend consultative committees, working groups and meetings.
b) Respond within consultation deadlines set by the District Council unless otherwise agreed with the District Council.
c) Work with the District Council to seek mutually acceptable solutions to contentious issues.
d) Respect any Confidential or sensitive information provided to them by the District Council or other agencies at consultative meetings, committees or working groups.
e) Work with the District Council to explore opportunities for commissioning local services.

4. Practical Support and Training

Town and Parish Councils rely on varying degrees on the professional support that can be provided by others. There are times when the assistance of the District Council can be particularly useful to them.

East Hampshire District Council undertakes to:

a) Provide training events for Town and Parish Councils on topics that relate to the District Councils statutory functions notably the code of Conduct and Town and Parish planning.
b) Accept approaches from Parish and Town Councillors and Clerks for the District Council to provide training sessions on issues where the District Council has a professional knowledge that would be beneficial to Town and Parish Councils e.g. Human Resources.
c) Familiarise their staff on the role, responsibilities and functions of the Town and Parish tiers.
d) The District Council reserves the right to charge Town and Parish Councils depending on the type and complexity of the training.

Local Councils undertake to:

a) Provide strong participation (where appropriate) in training courses offered by the District Council, this is particularly relevant for planning training and will enable Town and Parish Councils to respond responsibly.

5. Sustainability and Planning

The opportunity to become involved in the sustainability and planning systems are of keen interest to most Town and Parish Councils. Planning policies and procedures can seem very complex and this requires active partnership working by the District and Town and Parish Councils to ensure community interests are properly served.

East Hampshire District Council undertakes to:
Assist Town and Parish Councils to participate in the statutory planning system by;

a) Providing a minimum of 21 days (14 days for consultation on amended plans) whenever practical for the submission of representations by Parish and Town Councils on applications within or immediately adjacent to the parish or town boundary;
b) Ensuring that Town and Parish Councils are given full opportunities (beyond statutory minimum requirements, where possible) to participate in the preparation of the Local Plan.
c) Consulting Town and Parish Councils on all planning applications in accordance with statutory procedures and informing them which Planning Officer is handling the application and who should be contacted with any enquiries;
d) Notifying Town and Parish Councils by email of planning decisions within their boundaries and including any comments made by them via the East Hampshire District Council website;
e) Responding to enquires by individual Town and Parish Councils for further information on planning applications and changes in revised plans;
f) Organising regular planning forums.
g) Giving due consideration to comments on services such as Planning from Parish Councils, recognising these do not present official amendments to plans, etc.

Town and Parish Councils undertake to:

a) Respond to all consultations in relation to planning applications and the Local Plan within the District Council's deadlines;
b) Adopt procedures that enable a response to consultations on planning applications and Local Plans within the District Council's deadlines;
c) Arrange meetings to enable Local Councils to respond to achieve planning deadlines.
d) Acknowledge that the District Council will not always grant or refuse planning permission in line with the comments of the Parish or Town Council.

G16/17 011 **TO RECEIVE AND CONSIDER A DRAFT OF THE REVISED COMMITTEE TERMS OF REFERENCE**

The revised Committee Terms of Reference were circulated and a discussion took place.

It was **RESOLVED** that the Grounds Committee Terms of Reference be amended as follows (attached) and put forward to Council for consideration at the next Council meeting.

- Paragraphs (a) and (e) be amended to start the sentence with "Dealing with the provision".
- Add the wording "with regular monitoring of the budget" at the end of paragraph (b).
- Amend paragraph (f) by removing the duplication of the word "the" in the middle of the paragraph.
- Amend paragraph (g) by removing the duplication of the sentence "enhancing the Council's objectives of protecting and".

POWERS AND DUTIES OF THE GROUNDS COMMITTEE

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) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting.

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

d) 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.

GROUNDS COMMITTEE

(a). Dealing with the provision, management and maintenance of countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas and the closed Church Yard.

(b). The annual making of recommendations to the Finance and General Purpose Committee and/ or Full Council in respect of budgetary requirements, rents and charges with regular monitoring of the budget.

(c). The making of recommendations as and when necessary to Full Council in respect of management agreements, lease terms and similar.

(d). The making of recommendations to the Staff Committee regarding matters relating to the Council's staff engaged on the countryside, open spaces and amenities.

(e). Dealing with the provision and maintenance of street furniture and Council owned facilities including public seats, bus shelters, public notice boards and litter, salt, dog and grit bins.

(f). The co-ordination and direction of the Council's environmental improvement programmes and related initiatives including the initiation and coordination of plans to increase the awareness of conservation and environmental matters in the Parish.

(g). The promotion of the Council's recreational facilities, access to Open Spaces, the use and improvement of public and permissive rights, the active involvement of volunteers including tree wardens and conservation volunteers in enhancing the Council's objectives of protecting the natural environment and habitats of the Parish.

POWERS AND DUTIES OF THE GROUNDS COMMITTEE

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) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting.

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

d) 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.

GROUNDS COMMITTEE

(a) Dealing with the provision, management and maintenance of Countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas, and the closed churchyard, and the making of recommendations annually to the Policy and General Purposes Committee in respect of budgetary requirements, rents and charges, and/or management agreements/lease terms.

(b) The making of recommendations to the Policy and General Purposes Committee regarding matters relating to the Council's staff engaged on countryside, open spaces and amenities.

(c) Dealing with the provision and maintenance of street furniture and Town Council public owned facilities including Public Seats, Bus Shelters, Public Notice Boards, and Litter, Salt, Grit, Dog Bins;

(d) The co-ordination and direction of the Council's environmental improvement programmes and related initiatives, including the initiation and co-ordination of plans to increase the awareness of conservation and environmental matters in the Parish;

(e) To promote the Council's recreational facilities, the use and improvement of public and permissive Rights, and the active involvement of volunteers, including Tree Wardens and Conservation Volunteers in enhancing the Council's objectives of protecting and enhancing the natural environment and habitats of the parish.

DELEGATION TO CHAIRMEN GENERALLY

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

G16/17 013 **TO CONSIDER THE WAY FORWARD IN THE FORMULATION OF A GROUNDS POLICY – OPEN SPACES PLAN**

It was **RESOLVED** not to go ahead with the formulation of a Grounds Policy.

G16/17 016 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE PURCHASING OF HERAS FENCING**

A report by the Grounds Manager was circulated and a discussion took place.

It was **RESOLVED** to

- Recommend to Council that the Grounds Team do not purchase the Heras fencing, but instead be allowed to reassess all options, taking into consideration the aesthetics of each site and the management requirements for the hazel coppice.
- Allow the £2,025.00 funds (made available for the supply of Heras fencing) to stay within the Grounds Team budget until a decision is made on the best means of protecting the coppice stools.

This was proposed by Councillor Wren and seconded by Councillor Alexander.

G16/17 015 **TO RECEIVE A REPORT AND CONSIDER THE REPLACEMENT OF FENCING AT JUBILEE FIELD**

A report by the Grounds Manager was circulated.

A discussion took place and it was **RESOLVED** that a recommendation be made to Council for the replacement fencing at Jubilee Field, with the fence line being lowered to 5ft, instead of the current 6ft as per the recommendation in the report.

G16/17 012 **TO CONSIDER ANY PROPOSALS IN READINESS FOR THE DRAFT BUDGET 2017/2018**

The Chairman asked if Members had any proposals to put forward in readiness for the draft budget 2017/2018.

Cllr Mrs L Evans put forward the following ideas.

- Woodland Fair at Jubilee.
- Village Centre Works (proposal for Countryside Team at HPC to take over the maintenance of the upkeep of the village Centre, and not just the village square e.g. weeding.
- Horndean in Bloom idea whereby local businesses and shops could take part and produce for example, a flower basket for entry into a competition.

ITEM 4

HORNDEAN PARISH COUNCIL

CLERK'S REPORT TO THE MEETING OF 24 OCTOBER, 2016

143/16/17 To receive and approve the Declaration of Dell Piece West as a Local Nature Reserve

The Declaration has been submitted to Natural England and confirmation of the formal designation of the site is awaited.

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

Lovedean Village Residents Association are in the process of obtaining quotations and will in due course submit a grant application.

Report prepared 14 October 2016

ADDENDUM

1. The Lych Gate, All Saints Church, Catherington – approval for the repairs to be undertaken has yet to be granted and once received from the Diocese of Portsmouth, works will commence, which is anticipated to be before the year end.

2. The tour for visiting the Cricket Pavilions is arranged for members of the LEOH working party for 02 November 2016 (see attached).

3. The new parish website went live on the 13 October, further minor adjustments will be undertaken within the office in due course. It has been a lengthy process but hopefully worth the wait as we now have a contemporary and user friendly site.

4. There are two ongoing disputes relating to boundaries and the subsequent encroachment of parish land. In response to the findings of the surveyor, correspondence has been sent accordingly to the individuals concerned (see separate correspondence file).

CRICKET PAVILION AND PITCH ON LAND EAST OF HORNDEAN, HAMPSHIRE

515-100616

	Location	Contact Details	Times	Notes
A	LEAVE HOME		8am	
B	Brighton College	Diamond Jubilee Pavilion. East Brighton Park, Off Wilson Ave, Brighton BN2 5UA. Contact: Steve Patten/Projects Director Projects Director 07990898888 (or Sam Holden or Caz Tiplady, Head of Estates)	Arrive, 10:00am 1.5hr visit Depart, 11:30am	Visit confirmed
	LUNCH		12noon - 1:00pm	
C	University of Brighton	Falmer Sports Pavilion. Falmer, Brighton, BN1 9PH. Contact: Phil Judge/Duty Manager (John Hill/Deputy Head Sport) 01273 64 4105	Arrive, 1:00pm 1.25hr visit Depart, 2:15pm	Visit confirmed
D	Kingston Parish Council	Community Pavilion. Kingston Pavilion, St Pancras Green, Kingston, East Sussex. Contact: Jenny Gayler/Event Coordinator 01273 473107	Arrive, 2:30pm 1hr visit Depart, 3:30pm	Visit confirmed
E	Hassocks Parish Council	Adastra Park Sports Pavilion. Adastra Park, Hassocks, West Sussex, BN6 8QH. Contact: Christine Chilmaid/Locum Parish Clerk 01273 842714	Arrive, 4:00pm 1hr visit Depart, 5:00pm	Visit not confirmed due to staff changes (I will contact again closer to time)
	ARRIVE HOME		7pm (or earlier)	

Map