HORNDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 18TH MAY 2015 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, Mrs Dr C Jacobs, Miss J Murray, R Sowden, Mrs E Tickell

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

PUBLIC ATTENDANCE: Five members of the public and one member of the press were present. District Councillor S Schillemore was present.

HPC 001/15 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Burridge proposed that Cllr L Evans be elected as Chairman for Horndean Parish Council. This was seconded by Cllr Forbes and agreed by Council. Cllr Evans signed her Declaration of Acceptance of Office

HPC 002/15 **TO ELECT A VICE CHAIRMAN**

Cllr Tickell proposed that Cllr Burridge be elected as Vice Chairman for Horndean Parish Council. This was seconded by Cllr Alexander and agreed by Council.

HPC 003/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs I Weeks and Councillor P Beck.

Cllr L Evans informed Council members that Mrs I Weeks hadn't yet signed her Declaration of Acceptance of Office and asked if members were happy for this to be done at a later date. It was agreed by Council that they were happy for Mrs I Weeks to sign her Declaration of Acceptance of Office at a later date.

Apologies were also received from District Councillor Guy Shepherd.

HPC 004/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 005/15 **PUBLIC SESSION**

There were no questions from the public.

HPC 006/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 APRIL 2015 AND THE EXTRAORDINARY COUNCIL MEETING ON THE 30 MARCH 2015**

Minutes from the Council meeting held on the 13 April 2015 and minutes from the Extraordinary Council meeting on the 30 March 2015 were circulated.

Due to an error with the numbering of the minutes, It was **RESOLVED** that both minutes be deferred until the Council meeting of Horndean Parish on Monday 15th June 2015.

HPC 007/15 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

The existing list of delegation arrangements to Committees, Sub Committees, Employees and other Local Authorities was read out by Cllr L Evans.

It was **RESOLVED** that Council were happy with the existing list.

HPC 008/15 **REVIEW THE TERMS OF REFERNCE FOR COMMITTEES**

Copies of the Terms of Reference for Committees were circulated.

Cllr L Evans stated that the Terms of Reference for Committees had recently been updated and made a recommendation for Council to adopt the updated Terms of Reference.

It was RESOLVED that the Terms of Reference for Committees be adopted. This was proposed by Cllr Mrs Tickell and seconded by Cllr Miss Murray.

HPC 009/15 **RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEE**

A discussion took place and the following Councillors were accepted as Committee members as per their nomination to existing Committees and the following Councillors were elected as Chairman of each Committee.

Finance & General Purposes Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr D Evans
- Cllr L Evans
- Cllr Mrs D Denston
- Cllr A Forbes

It was **RESOLVED** that Cllr D Evans be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr Burridge and seconded By Cllr Forbes.

Planning & Public Services Committee

- Cllr P Beck

- Cllr Mrs D Denston
- Cllr Mrs L Evans
- Cllr Dr C Jacobs
- Cllr Miss J Murray
- Cllr Mrs E Tickell

It was **RESOLVED** that Cllr P Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr Miss Murray and seconded By Cllr Mrs Tickell.

Grounds Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr Mrs D Denston
- Cllr Mrs L Evans
- Cllr M R Sowden
- Cllr Mrs E Tickell

It was **RESOLVED** that Cllr Mrs Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr Burridge and seconded By Cllr Sowden.

Staff Committee

- Cllr A Forbes
- Cllr L Evans
- Cllr Miss J Murray
- Cllr Mrs E Tickell

It was **RESOLVED** that the election of Chairman for the Staff Committee be deferred until the Council meeting of Horndean Parish on 15th June 2015.

HPC 010/15 **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM**

It was **RESOLVED** that no new Committees had been suggested during the year.

HPC 011/15 **REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Copies of the Standing Orders and Financial Regulations were circulated.

Cllr L Evans stated that both have been updated throughout the year and proposed that they be accepted.

It was **RESOLVED** that both the Standing Orders and Financial Regulations be adopted.

HPC 012/15 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO . EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

The Clerk gave a verbal report to Council stating that HPC do not have any charters and does not contribute to expenditure incurred by other local authorities.

HPC 013/15 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRAGEMENTS FOR REPORTING BACK**

The Clerk read out a list of external bodies and a discussion took place as to what Council members were happy to represent what external body. The discussed list of representation is as follows

- Catherington Village Hall Committee
- Catherington Village Residents Association - ***Cllr Mrs Elaine Tickell***
- Frogmore Lane Residents Association
- Lovedean Village Residents Association
- East Hampshire District Association of Parish & Town Councils - ***Cllr Mrs Dorothy Denston***
- Horndean Community Associatrion - ***Cllr Andy Forbes***
- Horndean Twinning Association - ***Cllr Andy Forbes***
- EHDC Community Forum South - ***Cllr David Alexander***
- South of Butser CTCG - ***Cllr Mrs Lynn Evans, Carla Baverstock-Jones (Clerk)***
- Horndean Business Network – ***Currently inactive but Council were happy to represent at a later date if and when it becomes active again.***
- Horndean Older Persons Enabling Forum - ***Cllr Mrs Lynn Evans***

It was suggested by the Chairman for HPC to get in contact with the Lovedean Village Residents Association to see if they are still active.

The Chairman also suggested that it would be good for Council to have a report every now and then from Council representatives regarding the External Bodies they represent.

HPC 014/15 **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

A verbal report by the Clerk was read out containing the following points

- The buildings were valued last year and insured accordingly.
- The other assets are being reviewed and the asset list updated to reflect the advice of the internal auditor, e.g. low value items were being removed or grouped and items were being checked and if included on the list, they would be asset tagged with a unique number.

It was said by the Clerk that it is a large exercise but will hopefully be completed within this financial year.

It was confirmed by the Clerk that there had been no change in respect of land disposal or acquisition.

HPC 015/15 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Clerk gave a verbal report to Council stating that the insurance is currently in place but this will be reviewed in June and the policy remains in force until 1st October.

At the renewal date last year a significantly cheaper quote was obtained and therefore the insurance was renewed with the company offering the least expensive quote but not a reduction in cover or service.

HPC 016/15 **REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

It was **RESOLVED** that the Councils and Employees membership of other Bodies should continue unaltered.

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employees for HR and Employment Law Advice
- Society of Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- The Institution of Occupational Safety and Health (IOSH)

It was **RESOLVED** that the review of the Councils and Employees membership of other Bodies was accepted.

HPC 017/15 **REVIEW THE COUNCILS COMPLAINTS PROCEDURE**

Copies of the complaints procedure were circulated.

It was **RESOLVED** that the Councils complaints procedure as of 18th May 2015 be adopted.

HPC 018/15 **REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

Copies of the Councils procedure for handling requests made under the Freedom of Information Act were circulated.

The Chairman suggested that this item be reviewed at the next Finance and General Purposes Committee meeting for review but suggested that Council adopt the procedure without modification.

It was **RESOLVED** that the procedure for handling requests made under the Freedom of Information Act be adopted but will be reviewed at the next Finance and General Purposes Committee Meeting.

HPC 019/15 **REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA**

Copies of the Policy for dealing with the press and media were circulated.

The Chairman said that HPC welcome the press and media and that this policy is taken from the Hampshire Association of Local Councils recommended policy (HALC).

It was **RESOLVED** that the policy for dealing with the press and media be adopted today but that it be taken to the next Finance and General Purposes Committee Meeting for review. The policy was proposed by Cllr M Burridge and seconded by Cllr D Evans.

HPC 020/15 **TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS**

Cllr L Evans suggested that she took names of those Council members willing to be a signatory for the HPC bank accounts and to sign the paperwork after the meeting with the Clerk.

It was **RESOLVED** that the additional signatories to be added on to the HPC bank accounts were

- Cllr Miss J Murray
- Cllr M Burridge
- Cllr Mrs E Tickell
- Cllr Dr C Jacobs
- Cllr Mrs D Denston

HPC 021/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT**

Copies of the Orders for payment were circulated. It was mentioned by Cllr Mrs Denston that the font was rather small and hard to read.

A discussion was had with regards to the Utility bills appearing to be quite high and whether or not any investigations had been done to see if it could be sourced any cheaper. The Clerk responded to these concerns by informing Council that a new one year contract had recently been taken out with EON.

It was **RESOLVED** that the orders for payment (list 2 2015-16) be approved and duly signed.

HPC 022/15 **TO RECEIVE AN UPDATE FROM THE WORKING PARTY AND AGREE THE WAY FORWARD IN RESPECT OF THE IT UPGRADE**

A report by the Senior Administrator was circulated.

The Chairman spoke of the auditors last visit, saying that various facilities found to be available through Omega (Finance System) were useful and that perhaps we should consider keeping Omega and that the option of keeping Omega would be a cost saving to the Council rather changing to a new system.

The Chairman suggested that Council agree the recommendation in the report, accepting contractor 1.

It was **RESOLVED** that Contractor 1 (Connected IT) in the sum of £5,238.72 Inc VAT be accepted. This was proposed by Cllr D Evans and seconded by Cllr A Forbes.

HPC 023/15 **TO RECEIVE AND CONSIDER THE PARTNERSHIP AGREEMENT IN RESPECT OF THE PLAY AREA UPGRADE**

The Partnership Agreement was circulated.

Cllr Burridge queried that there was no mention of the Construction Design Management (CDM) in the agreement. It was agreed that Cllr Burridge would work with the Clerk if required to do so and that it would be looked into with Groundwork to clarify the situation.

A discussion took place regarding there being no mention of cost. This was clarified by the Chairman stating that the cost is yet to be determined because the design is not yet complete and that it was expected that most of the cost will be provided by grants.

It was **RESOLVED** that the Partnership Agreement in respect of the play area upgrade is signed by the Clerk and that clarification be sought regarding the following

a. there being no mention of the CDM in the agreement.
b. the cost of the upgrade.

HPC 024/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERALPURPOSES COMMITTEE IN RESPECT OF THE AMENDED TERMS OF REFERENCE**

The Powers and Duties of the Finance and General Purposes Committee were circulated.

It was **RESOLVED** that the amended Terms of Reference be agreed with the following amendment

- the numbering in the first four points to be amended and numbered correctly as they are currently showing as “a, b, b, c”. These are to be amended to show as “a,b,c,d”.

HPC 025/15 **TO AGREE TO EXCLUDE THE PUBLIC AND 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 remainder of the meeting.

The meeting to the public closed at 8:25 pm.

HPC 026/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 13 APRIL 2015**

The confidential minutes of the Council meeting held on 13 April 2015 were circulated. It was **RESOLVED** that they be duly signed as a true record of the meeting.

The confidential part of the meeting closed at 8:50 pm. .....
Chairman
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Dated