HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 15th JUNE 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, R Sowden, Mrs E Tickell, Mrs I Weeks

.

IN ATTENDANCE: Gill Foster, Administrator, Sarah Guy, Senior Administrator (Minute Taker) and Simon Ritson, Responsible Financial Officer (RFO).

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

HPC 027/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, Dr C Jacobs and Cllr Miss J Murray.

HPC 028/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 029/15 **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. Please see attached report.

HPC 030/15 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No reports were received from District Councillors. The Chairman stated that no update had been received but that the biggest news was that the S25 had been lifted from the LEOH development, meaning EHDC can now move further forward.

HPC 031/15 **PUBLIC SESSION**

There were no questions from the public.

HPC 032/15 **TO CONSIDER THE CO-OPTION OF: MR NIGEL WREN TO REPRESENT CATHERINGTON AND LOVEDEAN WARD AND MRS AMANDA REECE TO REPRESENT EITHER DOWNS OR MURRAY WARD**

It was proposed by Cllr Burridge and seconded by Cllr Sowden for both Mr Nigel Wren and Mrs Amanda Reece to be co-opted as a Councillor of Horndean Parish Council.

It was **RESOLVED** that Mrs Amanda Reece be co-opted as a Councillor of Horndean Parish, representing either Downs or Murray Ward.

It was **RESOLVED** that Mr Nigel Wren be co-opted as a Councillor of Horndean Parish, representing Catherington and Lovedean Ward.

Cllr Nigel Wren and Cllr Mrs Amanda Reece signed their Declaration of Acceptance to office forms, which were witnessed and signed by the Chairman.

HPC 033/15 **TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 18TH MAY, THE COUNCIL MEETING HELD ON THE 13TH APRIL 2015 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 30TH MARCH 2015.**

It was **RESOLVED** that that the Minutes of the Council meeting held on 13th April 2015 and the minutes of the Extraordinary Council meeting held on 30th March 2015 be duly signed as a true record of the meeting.

It was **RESOLVED** that the minutes of the Annual Council meeting held on the 18th May 2015 be deferred until the next Council meeting due to copies having not been photocopied for the Councillor's packs.

HPC 034/15 **TO AGREE TO REVISE THE EARMARKED RESERVES**

A report by the RFO was circulated.

A query was raised by Cllr Mrs Denston regarding the Cancellation of the transfer of £1,207 from the War Memorial reserve. This was answered by Cllr D Evans who stated that there is no longer a need for a statue fund as the War Memorial statue is in place.

It was **RESOLVED** that the following recommendation be agreed as per the report by the RFO

1. Cancel the transfer of £1,207 from the War Memorial Reserve.
2. Reduce the Napier Hall improvement increase from £13,000 to £2,950.

This was proposed by Cllr Mrs Denston and seconded by Cllr D Evans.

HPC 035/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)**

It was **RESOLVED** that the orders for payment (List 2 attached) be approved and duly signed.

This was proposed by Cllr Burridge and seconded by Cllr Mrs Tickell.

HPC 036/15 **TO RECEIVE AND APPROVE THE BANK RECONCILLIATION, CLYDESDALE AS AT 31/05/2015 AND CO-OPERATIVE AS AT 31/05/2015**

The Bank Reconciliation for both the Clydesdale and Co-Operative bank were circulated.

It was questioned by Cllr Forbes that there were no cashbook figures. The RFO stated that it had previously been agreed that the cashbook figures be received quarterly. It was suggested by Cllr D Evans for the balance sheet to be printed out and put with the Bank Reconciliations.

It was **RESOLVED** that the Bank Reconciliations for the Clydesdale (£41,839.42) and Co-Operative (£441,952.16) banks as of 31st May 2015 be approved, and were duly signed.

HPC 037/15 **TO RECEIVE THE FOLLOWING**

- **THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2015 AND AUTHORISE THE ACCOUNTING STATEMENT AND ANNUAL GOVERNANCE STATEMENT**
- **NOTIFICATION OF THE EXTERNAL AUDIT**
- **THE INTERNAL AUDIT REVIEW**

- **REVIEW OF ITEMS RAISED BY THE INTERNAL AUDITOR AND TO AGREE A RESPONSE**

THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2015 AND AUTHORISE THE ACCOUNTING STATEMENT AND ANNUAL GOVERNANCE STATEMENT

The Annual return for the year ended 31st March 2015 was received and circulated.

Cllr D Evans asked if any items under section 1 – Accounting statements were sufficiently different from last year, therefore requiring an explanation. This was answered by the RFO, who stated "if any items are less or more than 10% differences to last year, then an explanation is required".

The following items needing an explanation were as follows:-

- No 4. Staff Costs – This was lower due to there being a number of staff vacancies during the year.
- No 6. All other payments – This was higher due spending from earmarked reserves with £25,000 having been spent on Hazleton Common and the ceiling having been removed and replaced at Jubilee hall.

It was **RESOLVED** that the Accounting Statement and Annual Governance Statement be agreed and duly signed.

NOTIFICATION OF THE EXTERNAL AUDIT

The External Audit, dated 29th April 2015 was circulated.

THE INTERNAL AUDIT REVIEW

The internal audit was discussed and the agreed responses are as below.

REVIEW OF ITEMS RAISED BY THE INTERNAL AUDITOR AND TO AGREE A RESPONSE

The following responses are to be sent to the internal auditor for each item as per the attached internal audit.

Control Area	Response
Grants/sponsorship/ donations	It was agreed that this would not happen again.
Confidential minutes	It was felt that confidential minutes are used sparingly and appropriately.
Bank balances	The Council has previously resolved to place funds on deposit; however this has been delayed because paperwork to the Co-op bank has had to be completed by the RFO due to the Clerk's name change. There have been many hold ups along the way and this is still a work in progress.
Social Media	It was agreed that the HPC Facebook page be closed down as had not been in use for over two years and that it will be re-started if and when there is the resource to do so and a need has been shown.
Petty cash/expenses	This has now been resolved by having a debit card in place.
Purchase and Sales Ledgers	It was agreed by Council later in the meeting (minute HPC 045/15) to go with the recommendation of the Report prepared by the RFO to buy the Sales & Purchase Ledgers functions on Omega. This is a work in progress.
Payment listing	It was agreed by Council later in the meeting (minute HPC 045/15) to go with the recommendation of the Report prepared by the RFO to

	buy the Sales & Purchase Ledgers functions on Omega. This is a work in progress.
Debtors and creditors	It was agreed by Council later in the meeting (minute HPC 045/15) to go with the recommendation of the Report prepared by the RFO to buy the Sales & Purchase Ledgers functions on Omega. This is a work in progress.
Budget	This is to be investigated by the RFO.
Fixed asset register	This has already been done.
Pension Enrolment	This is currently done. It was agreed that the RFO look into when the automatic enrolment date is for HPC.

HPC 038/15 **TO RECEIVE AND NOTE AN UPDATE FROM THE PLAYGROUND WORKING PARTY**

A verbal report was given by the Chairman who made the following points

- The working party met up with Groundworks to make sure they were working to the brief HPC gave them.
- Emphasis was made for Construction (Design and Management) Regulations.
- Emphasis was also made for the need to consult residents when close to the proposed works.
- Scheduled date of public exhibition was said to be on Wednesday 24th June 2015 between the hours of 3:00pm and 6:00pm at Jubilee Hall to see the proposal of work.

HPC 039/15 **TO RECEIVE A REPORT AND CONFIRM**

A. THE MEMBERS OF THE LAND EAST OF HORNDEAN WORKING PARTY
B. THE TERMS OF REFERENCE FOR THE WORKING PARTY
C. THE CURRENT MEETING SCHEDULE FOR THE WORKING PARTY

THE MEMBERS OF THE LAND EAST OF HORNDEAN WORKING PARTY

A verbal report was given by the Chairman and it was said that the Standing Orders determine that there can be up to six Council Members on any working party. As well as the Clerk, Carla Baverstock-Jones being on the working party, the following Council Members are part of the working party, therefore leaving one vacancy.

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

The Chairman asked Council Members if there was anyone else who would like to be a member of the LEOH working party. Cllr Nigel Wren came forward in volunteering, however was told that he would need to run it past the Monitoring office at EHDC before he could be accepted as a Member due to a possible conflict of interest.

THE TERMS OF REFERENCE FOR THE WORKING PARTY

The draft Terms of Reference for LEOH was circulated (as attached). It was **RESOLVED** that the draft Terms of Reference be approved and accepted.

THE CURRENT MEETING SCHEDULE FOR THE WORKING PARTY

The meeting schedule for the working party had been drawn up by the Chairman and was circulated for information (please see attached).

The Chairman introduced Jude Simpson (Community Officer at EHDC for 7 Parishes) and Tracey Vere (also working for EHDC, S106 funded, to support major new developments and community cohesion) who are working alongside the working party to be able to move the community facilities forward in a timely manner.

Cllr D Evans stated that there is a lot to be done, including the signing of the S106, which needs to be done by 10th July 2015 and suggested that some work will need to be done in advance of this. Cllr L Evans said she could see there may be a need for extraordinary meetings along the way.

HPC 040/15 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE IN RESPECT OF THE AMENDED DISPLAY SCREEN EQUIPMENT POLICY**

The Display Screen Equipment Policy was circulated and it was **RESOLVED** that the recommendation from the meeting of the Finance and general Purposes Committee on 27th April 2015 be accepted and the amended Display Screen Equipment Policy be approved.

HPC 041/15 **TO RECEIVE AND AGREE THE HEADS OF TERMS IN RESPECT OF THE PROPOSED LEASE OF CATHERINGTON DOWN**

The Heads of Terms in respect of the proposed Lease of Catherington Down was circulated.

It was suggested by Cllr Mrs E Tickell that Council accept for "The Landlord to make an annual contribution to the tenant in the sum of £750.00 towards active maintenance and management of the site".

It was **RESOLVED** and approved that Council accept for the Landlord to make an annual contribution to the tenant in the sum of £750.00 towards active maintenance and management of the site.

This resolution was proposed by Cllr M Burridge and seconded by Cllr Mrs E Tickell.

HPC 042/15 **TO AGREE A REPRESENTATIVE TO ATTEND MEETINGS OF THE LOVEDEAN RESIDENTS ASSOCIATION**

The Chairman stated that she wasn't certain whether the Lovedean Village Residents Association (LVRA) would like representation. The Senior Administrator confirmed that she had made contact with the Association and that they would like a Councillor Representative.

Cllr A Reece volunteered to be the Council Representative for HPC.

It was **RESOLVED** that Cllr Amanda Reece be the Council Representative for Horndean Parish Council and that details of representation be forwarded to the Lovedean Village Residents Association.

HPC 043/15 **TO RECEIVE AN UPDATE FROM THE WORKING PARTY IN RESPECT OF AMENDMENTS TO THE PARISH WEBSITE**

No update was received. It was **RESOLVED** that this item be deferred until the date of the next Council meeting on 20th July 2015.

HPC 044/15 **TO RECEIVE A REPORT AND AGREE TH WAY FORWARD IN OBTAINING DEFIBRILLATORS FOR THE PARISH**

The Chairman explained that she was happy to take views if Council members were happy to move forward with looking into obtaining defibrillators for the Parish but said that no decision is to be made today as further work is needed regarding the cost.

A discussion took place amongst Council members and it was said that defibrillators are easy to use, with step by step automated guidance and instructions and that it is impossible to shock someone with a viable heartbeat.

It was felt that this would be a good option for the community.

Suggestions were put forward to look into obtaining quotes for both the Jubilee and Napier halls especially as football teams use the field at Jubilee.

It was **RESOLVED** that

a. three quotes be obtained for a defibrillator in both Jubilee and Napier hall and Cllr Burridge will bring back information from companies advertising defibrillator devices from a Health and Safety event he will be attending.
b. a demonstration of how they work be arranged for Council members at a Council meeting.
c. the annual cost of maintenance be sought.

HPC 045/15 **TO RECEIVE A REPORT AND CONSIDER AN UPGRADE IN RESPECT OF THE FINANCIAL/HALL BOOKING IT PACKAGE**

A report by the RFO was circulated with the recommendation being to "Buy the sales and Purchase Ledgers Functions from Omega. Funds to be vired form a forecast under spend on our payroll provider budget".

The Chairman stated that there was enough money in the budget for this to be done. Cllr D Evans said that he was in favour of the recommendation as per the report prepared by the RFO and was pleased to be moving over to a double entry system as felt this would be a far simpler way of checking up on debtors and creditors.

A discussion took place and it was said that office staff would look into the hall booking package at a later date due to the implementation of a new IT system taking place and it being too much to take on at the same time.

It was **RESOLVED** that the Sales and Purchase Ledgers Functions from Omega be purchased as per the recommendation in the report prepared by the RFO.

HPC 046/15 **TO RECEIVE AND CONSIDER A REPORT REGARDING THE REDECORATING OF JUBILEE HALL**

A report by the Senior Administrator was circulated. It was stated by the Chairman that as there was only one quote obtained, it would be sensible for the office to obtain two more quotes.

It was **RESOLVED** that the office obtain two more quotes to be added to the report and brought back to the Council meeting on Monday 20th July 2015.

HPC 047/15 **TO RECEIVE AND CONSIDER A REPORT REGARDING THE REPLACEMENT OF THE BOARD WALK AT DELL PIECE WEST**

A report by the Grounds Manager was circulated.
The Chairman said that this has come in front of Council as it exceeds the Clerks spending limit. Council members felt that due to this being a health and safety risk that the work should be done. It was also suggested that it would be helpful for this to be fed into next year's budget when being set.

It was **RESOLVED** that the replacement of the Board Walk at Dell Piece West be completed as per the recommendation of the Ground Managers report – "To replace/extend one each year to spread out the cost and the workload, starting this year with the shortest broken one".

This was proposed by Cllr M Burridge and seconded by Cllr Mrs E Tickell.

HPC 048/15 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE REPLACEMENT OF THE COUNTRYSIDE INFORMATION BOARDS**

A report by the Grounds Manager was circulated.

It was mentioned by Cllr D Evans that there is nothing in the budget to cover these costs, and that it would be a good idea to look at phasing the replacement of the Countryside Information boards over several years.

Cllr Burridge queried if the Environmental S106 funds would cover it.

It was **RESOLVED** that

1. a third quote be obtained for option 1 only (with the lacquered aluminium wall mounted panels)
2. other sources of funding be investigated e.g. grants from District Councillors.

HPC 049/15 **TO ELECT MEMBERS ON TO COMMITTEES**

It was **RESOLVED** that the following Council members be elected on to the following Committees

Planning & Public Services Committee

- Cllr Mrs I Weeks
- Cllr R Sowden
- Cllrs Mrs A Reece

Grounds Committee

- Cllr N Wren

Staff Committee

- Cllr Mrs I Weeks
- Cllr Mrs A Reece

HPC 050/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 20TH JULY 2015**

The next scheduled Council meeting of 20th July 2015 was noted by Council members.

The public part of the meeting closed at 8:40pm

HPC 051/15 **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 TRASACTED**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

HPC 052/15 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF PROBATIONARY PERIOD FOR ONE MEMBER OF STAFF**

A report by the Clerk was circulated and it was **RESOLVED** that the Estate Warden remain employed by HPC and be employed on a permanent basis.

HPC 053/15 **TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF A REPLACEMENT PARISH OFFICE**

A discussion took place in respect of a replacement Parish office.

It was **RESOLVED** that when the Clerk is back from annual leave, that she presses forward and looks into the options discussed.

HPC 054/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH APRIL 2015**

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

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

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Chairman
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Dated