HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 17TH AUGUST 2015 AT 7.00 P.M.

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

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

PUBLIC ATTENDANCE: Three members of the public were present and one member of the press was present.

HPC 075/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs A. Reece and Mrs I. Weeks.

No apologies for absence were received from Councillor Miss J Murray.

HPC 076/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 077/15 **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.

It was suggested by Cllr Mrs Denston for HPC to write to Hampshire County Council regarding the lack of progress regarding Victory Avenue.

It was mentioned that the lay-by being reinstated in Havant Road was good news.

HPC 078/15 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

A verbal report was completed by District Cllr Guy Shepherd and the points raised were as attached.

Cllr Mrs Denston referred to the point made about the Gales Car Park at the SPA shop, whereby there is a two hours parking restriction due to be implemented. She asked if it would be possible for the two hours restriction to be increased to three hours instead. Cllr Guy Shepherd responded by saying that the Car Park is owned by Linden Homes and therefore the District Council have no say over the parking restrictions made at that Car Park.

HPC 079/15 **PUBLIC SESSION**

Mr Evershed made a suggestion for HPC to make enquiries with the Royal British Legion, the CVRA and the Commonwealth War Graves Commission regarding the possibility of sourcing funding to go towards to the cost of the repairs to the Lych Gate Memorial.

Mr Evershed stated that he felt the Church hall would be a good venue for the placement of a defibrillator due to there being a porch, offering shelter.

Mr Evershed spoke of his disappointment regarding White Dirt Lane, asking when funding will happen. He also spoke of his disappointment regarding traffic calming on Catherington Lane, asking why it had been shelved after so many years.

Mr Evershed asked when something would be done with regards to the flooding on Five Heads Road, and the Catherington Signage. The Chairman asked for the Clerk to pass these concerns on to Hampshire County Council.

Mr Steward raised concern over the use of Twitter as stated that he didn't feel it was designed for corporate use and felt it would be very difficult to manage. This concern was also backed up by Cllr Dr Jacobs, who endorsed what was said by Mr Steward, adding that she felt it would also exclude many people if they weren't members of Twitter. The Chairman said that it was very unlikely that HPC would be venturing into getting a Twitter account, adding that the Clerk felt there wasn't the Officer resource for an account to be maintained.

District Cllr Guy Shepherd referred to agenda item 13, saying that an AED is an excellent piece of equipment, increasing survival rates by 10% and that he would be more than happy to support an AED with his grant money by purchasing one to add to a network.

HPC 080/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH JULY 2015.**

It was **RESOLVED** that the minutes of the Council meeting held on the 20th July 2015 be duly signed as a true record of the meeting.

HPC 081/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

The orders for payment (list 4) were circulated.

Cllr D Evans informed Council members that the Chairman and Clerk had previously met with two members of staff at EHDC to discuss funding for HPC operating as an information office. The Clerk explained that EHDC would be reporting back to HPC upon completion. It was **RESOLVED** that the clerk contact EHDC to find out where they are at due to the budget for 2016/17 at HPC currently being set.

Questions were asked, which were all clarified by the Chairman, who informed Council members of the following:

- The window hinges having been fitted at Jubilee was due to the window locking arms not working correctly.
- The climbing equipment represented equipment required for tree climbing which would be used by Rangers of the Countryside Team.
- The purchase of the two Isle of Wight Ferry tickets was for two Countryside Team Rangers to attend a Dormouse training course.
- The purchase of the sunscreen was for use by all Rangers as a Health and Safety measure when working outside in the summer months.

It was **RESOLVED** that the orders for payment (List 4 attached) be approved and duly signed.

HPC 082/15 **TO RECEIVE AND APPROVE THE BANK RECONCILLIATION, CLYDESDALE AS AT 31ST JULY 2015 AND CO-OPERATIVE AS AT 31ST JULY 2015**

The bank reconciliation for the Clydesdale and Co-Operative banks were circulated.

Cllr D Evans asked if the RFO could review the regulation regarding the bank reconciliation as the latest HALC recommendation is for them to be done every quarter.

It was **RESOLVED** that the Bank Reconciliations for the Clydesdale (£41,856.91) and Co-operative (£378,894.72) as at 31st July 2015 be approved and duly signed.

HPC 083/15 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE TRANSFERENCE OF PARISH LAND**

A report by the Clerk was circulated regarding the land at Comfrey Close and a discussion took place.

The general consensus was that Council members felt happy to sell the land for the appropriate value but thought it should be valued first before any decisions were made and that this would be at a cost payable to the land purchaser.

It was discussed whether or not this item should be moved to the confidential part of the meeting due to the need to discuss the costings involved, however this did not happen and it was **RESOLVED** that no decisions would be made at this stage and it would be deferred for more information to be sought.

The Chairman verbally spoke of the second piece of land up for discussion, being Sheppard Close and explained that the purchase of land was wanted in order to build a porch. The Chairman passed around a copy of the Land Registry for all Council members to have a look at asked for any feedback they may have.

It was suggested that the land was of no particular use for HPC so there seemed no point in preventing someone from purchasing it and that perhaps a small charge and costs could be suggested.

It was **RESOLVED** and agreed in principle to sell the land to the homeowner, but that further clarification and information needed to be sought first. However, the Council listed the following which is to be sent in a letter to the homeowner for them to consider and investigate if they wish before the matter proceeds any further:

1. Planning Permission for Change of use would need to be obtained through the Planning Process.

2. There will be a covenant on the land which will need to be amended/lifted.

3. The original developer may require a share of the sale proceeds.

4. A restriction may need to be placed upon the future use of the piece of land.

Additionally, the Parish Council require the land to be valued which may involve the land being surveyed. This would incur costs for the homeowner which they may wish to ascertain before proceeding.

HPC 084/15 **TO RECEIVE AND CONSIDER A REPORT REGARDING THE REPAIR OF THE LYCH GATE MEMORIAL**

A report by the Senior Administrator was circulated. A discussion took place and it was suggested that a grant be applied for from the Royal British Legion as well as the other companies suggested by Mr Evershed.

Cllr D Evans stated that he had checked with the RFO and had confirmed that there is enough monies available in the general fund to pay for the repair works to the Lych Gate Memorial.

It was proposed by Cllr D Evans for Standing Orders to be suspended as only one quote had been obtained due to the specialist nature of the work. This was seconded by Cllr Burridge.

It was **RESOLVED** that repairs be carried out as per the received quote from I. W. Payne and Company Limited to the total sum of £4,870.00 on the proviso that Grant applications be investigated and completed. This was proposed by Cllr Burridge and seconded by Cllr Forbes. It was agreed by Council that standing orders be reinstated.

HPC 085/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE PARISH WEBSITE**

A report by Cllr Miss Murray was completed and circulated.

The Chairman stated that she was inclined for this item to be deferred for more information to be obtained but that she likes the design and functionality but is unhappy to launch a new website with out of date information.

Cllr D Evans suggested that the new web-site includes historical minutes going as far back as possible in order to show transparency.

It was **RESOLVED** that this agenda item be deferred until further information is obtained.

HPC 086/15 **TO RECEIVE AN UPDATE IN RESPECT OF LAND EAST OF HORNDEAN**

A verbal update in respect of Land East of Horndean was given by the Chairman. She informed Council members that the original plan was for the working party to meet every fortnight due to the S106 signing which was originally due to be done in August. The signing of the S106 Agreement had been moved to 11th September 2015. It was stated that the working party are meeting once per month until the signing has taken place, thereafter there will be a need to meet more frequently.

It was mentioned by Cllr D Evans that the S106 Agreement is a legal document for the developer to sign and details of the agreement are not yet in the public domain, but will be after it's signing.

HPC 087/15 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE PURCHASE AND PLACEMENT OF DEFIBRILLATORS**

A report by the Senior Administrator was circulated.

It was suggested that officers look into the current locations of AED's in Horndean.

A discussion took place and It was **RESOLVED** that consideration into the purchasing and placement of defibrillators be deferred to the next Council meeting of 21st September 2015 to allow Council members time to read the report, sending in suggestions to the office.

HPC 088/15 **TO RECEIVE THE LITH MANAGEMENT PLAN**

A copy of the Lith Management Plan was circulated. The Chairman stated that the Lith Management plan is to be reviewed by the Grounds Manager.

It was noted by Cllr D Evans that Catherington Lith is stated as being covered by a Direction under Article 4 – Town and Country Planning Act 1962 which restricts development.

It was **RESOLVED** that the Lith Management Plan was received and noted.

HPC 089/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF THE AMENDED FINANCE REGULATIONS**

A copy of the amended Finance Regulations was circulated.

Cllr D Evans read out the amendments and explained the reasons for these amendments. The amendments were as follows:

- Section 11 was re worded in order to clarify issues as to what sort of costs would be required, with three estimates/quotations being obtained.

- Section 11.1 previously included the Clerks spending limit. This has been removed and written into section 11.3.
- Section 11.4 was amended, showing figures as suggested by the Finance & General Purposes Committee. 11. d is to be removed from the Finance Regulations.
- 11.7 has been added as suggested in the NALC Regulations.
- Section 6.1 has been amended on the advice from the Internal Auditor whereby the last sentence denotes that any invoice can be paid.
- Section 1.2 shows the RFO's responsibilities.

It was **RESOLVED** that the amendments presented be accepted. This was proposed by Cllr Forbes and seconded by Cllr Burridge.

HPC 090/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF STAFF REMUNERATION – PRINCIPLES AND PROCEDURE**

A copy of the Staff Remuneration Principles and Procedure Policy was circulated and It was **RESOLVED** that it be agreed as presented.

HPC 091/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS**

A copy of the Grant applications were circulated.

It was **RESOLVED** that all Grant applications be agreed as follows

1. All Saints Church, Catherington - £600
2. Blendworth Mothers' Union- £500
3. Horndean Parish Twinning Association- £200

HPC 092/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 21ST SEPTEMBER 2015**

The next scheduled Council meeting of 21st September 2015 was noted by Council members.

The public part of the meeting closed at 9:10PM

HPC 093/15 **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 094/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH JULY 2015**

A copy of the confidential minutes were circulated.

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 20th July 2015 be duly signed as a true record of the meeting.

HPC 095/15 **TO RECEIVE AND AGREE THE WAY FORWARD IN RESPECT OF BOUNDARY DISPUTES**

Cllr Mrs Tickell departed the meeting at 9:10PM before this agenda Item was discussed.

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

It was **RESOLVED** that HPC get the land surveyed in order to determine clear boundaries. This was proposed by Cllr Mrs Dr Jacobs and seconded by Cllr Burridge.

The confidential part of the meeting closed at 9:40PM

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Chairman

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Dated

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