HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 21 SEPTEMBER 2015 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge Vice Chairman), P Beck, D Evans, A Forbes, DR. C. Jacobs, Mrs A Reece, Mrs I Weeks, N. Wren.

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

PUBLIC ATTENDANCE: Two members of the public were present and one member of the press was present. County Councillor Mrs Marge Harvey and Councillor Ferris Cowper from EHDC was present.

HPC 097/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs D Denston, Miss J Murray, R Sowden and Mrs E Tickell.

HPC 098/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 099/15 **TO RECEIVE AN UPDATE ON EHDC MATTERS FROM COUNCILLOR FERRIS COWPER, LEADER OF EAST HANTS DISTRICT COUNCIL**

Councillor Ferris Cowper started off by saying that he was delighted to be there and informed Council Members that he covers East Hampshire, being 200 square miles big and said he was into his seventh year as leader.

Councillor Cowper spoke about the possible Government restructure called Devolution. He said that some jobs are better done locally due to speed etc. and East Hampshire District Council is currently trying to re-finance itself, looking at creating new sources of income and new ideas. Councillor Cowper spoke of a commissioning strategy whereby voluntary organisations would be signed up for guarantee funding in return for working alongside EHDC.

Councillor Cowper explained that EHDC are trying to improve their grant funding in terms of how it is delivered. He said that they have introduced Councillor awarded devolved funds and that each District Councillor has £4,500 but that it cannot be given to their own Council or a singular person.

Cllr D Evans suggested that Council Members may like to hear where EHDC is at with the Local Allocations Plan. Councillor Cowper responded by saying the Local Plan is in place and the Allocations Plan is due to go out to a Planning Inspector very soon, who will hold the enquiry and will rule whether it is sound or not. If it isn't, it will require being done again before it can be signed off- relates to part 2.

HPC 100/15 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by Councillor Mrs M Harvey was circulated (please see attached). The Chairman asked if Councillors or members of the public had any questions for Councillor Mrs Marge Harvey.

A Member of the public, Mr Howse spoke of his concern regarding the community facilities to be built for the LEOH development. He expressed that he hoped the same situation wouldn't happen as it did with the

development at Clanfield and that the community facilities at LEOH would be built on time. The Chairman responded by saying that they were aware of the situation and were determined for it not to happen and HPC were working alongside EHDC.

HPC 101/15 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No reports were received from the District Councillors given that Councillor Ferris Cowper had been in attendance this meeting to give an update to Council on EHDC matters.

HPC 102/15 **PUBLIC SESSION**

Mr Holloway, member of the public spoke of the Lakesmere roundabout in Horndean near Morrisons. He said he would be speaking as a representative on behalf of a lot of people, saying that the roundabout hasn't been looked after and is very untidy and not in keeping of the area. Mr Holloway asked where the sponsor's money is being spent, Red Lounge being the sponsor.

Cllr Mrs L Evans responded to Mr Holloway's question by explaining that the monies received for the sponsorship on the roundabout go into the general fund of the Parish Council's account. The Chairman explained that the roundabout needs a lot of care in maintaining it as the roundabout is highly raised with sloping edges and contains a lot of high shrubs. The Chairman said that the Countryside Team have had a certain amount of training, but it is under investigation what the training qualifications allow them to do. It was explained that the weed membrane has come to the end of its life and that HPC are currently seeking quotes from another Council and Landscaping Group for the maintenance work to be done.

HPC 103/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 17 AUGUST 2015**

It was **RESOLVED** that the minutes of the Council meeting held on the 17 August 2015 be duly signed as a true record of the meeting.

This was proposed by Cllr D Evans and seconded by Cllr Forbes.

HPC 104/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 5 ATTACHED)**

The orders for payment (list 5) were circulated. It was noted that the purchase of the new Ford Ranger vehicle was to replace the Toyota Hilux vehicle.

It was **RESOLVED** that the orders for payment (List 5 attached) be approved and duly signed.

HPC 105/15 **TO RECEIVE AND APPROVE THE BANK RECONCILLIATION, CLYDESDALE AS AT 31ST AUGUST 2015 AND CO-OPERATIVE AS AT 31ST AUGUST 2015**

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

Cllr Alexander questioned why the new vehicle purchase wasn't showing up on the bank statement. Cllr D Evans responded by saying that the balance sheet is from August and that it would be showing on the September balance sheet.

It was **RESOLVED** that the Bank Reconciliations for the Clydesdale (£41,865.80) and Co-operative (£364,392.59) as at 31st August 2015 be approved and duly signed.

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

HPC 106/15 **TO CONSIDER FUTURE PROJECTS RELATING TO THE COMMUNITY INFRASTRUCTURE LEVY**

A report by the Chairman was circulated.

The Chairman said that a workshop was previously held for Councillors to compile a list of projects for the budget and for CIL monies. She said that Council need to begin to work through the projects to put costs against them.

The Chairman highlighted that CIL monies can only be acquired if there is a project to put them against, whereby the budgetary cost is decided upon and submitted to EHDC for when a relevant development comes up.

A discussion took place and Cllr D Evans said that in Kings Ward, the residents would like some benches and requested that the Clerk check with the land owner, believed to be HCC to seek permission. The replacement of Napier hall was also mentioned with The Chairman stating that the project would not be coming out of developer's contributions to the extent of £400,000.

The Chairman highlighted to Council Members that the list of projects is a live list so suggested that anytime anyone thinks of anything else to be added, that they could feed information into the office for Items to be added.

It was **RESOLVED** that

a. Items need to be more specific, therefore a working party has been set up to meet before the office obtain quotes. Working party members are: Councillors D Evans, Mrs A Reece, N Wren, A Forbes and Carla Baverstock-Jones, Clerk.
b. The office establish budgetary costings for the listed items.

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

HPC 107/15 **TO AGREE THE WAY FORWARD IN RESPECT OF THE PARISH WEBSITE**

The Chairman suggested that if Council Members were happy with the general design of the web-site that Council agree to move forward with it. The Chairman had concerns that the current web-site has tabs/areas that are not being used.

Dr C Jacobs queried if it had been designed with people with disabilities in mind and Cllr Alexander asked for the design to include it being able to work on mobile devices and tablets. The Chairman suggested that DR.C Jacobs emails a list of queries regarding the Parish web-site to the Clerk.

It was **RESOLVED** that Council proceed with moving forward with the Parish web-site and the Chairman assists with updating the existing web-site alongside the Clerk before the change over to the new web-site takes place.

HPC 108/15 **TO RECEIVE LAND EAST OF HORNDEAN S106 AGREEMENT AND AGREE TO EMPLOY AN ARCHITECT TO ASSIST WITH THE DECISION OF THE COMMUNITY FACILITY AND THE CRICKET PAVILLION**

The Chairman explained to Council that there had been further delays as complications were being worked on with regards to the S106 Agreement and that it was still awaiting signing which was previously scheduled to take place on 11th September 2015.

The Chairman said that Council needed to employ an architect to work alongside HPC. Cllr D Evans supported this by suggesting that Council consider engaging an architect as soon as possible so that the Community can start to be involved.

It was **RESOLVED** that Council employ an architect to assist with the design of the Community Facility and the Cricket Pavilion to a maximum sum of what is in the S106 Agreement.

HPC 109/15 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE PURCHASE AND PLACEMENT OF DEFIBRILLATORS**

A table summary by Cllr D Evans was circulated, along with the original report by the Senior Administrator.

Two errors in the table summary were noted with the costings for contractor 3, options 1 and 2 being incorrect. Instead of reading £1,499 (option 1), it should read £1,399 and instead of reading £1,750 (option 2), it should read £1,589.

Cllr D Evans spoke about the defibrillators, saying he believed they should be

a. Fully automated so it can be used by all members of the public.
b. The unit to include an adult/child switch rather than having to change the pads from adult to child pads when required.

Cllr L Evans asked that the Clerk look into the disposal of lithium batteries.

A discussion took place regarding where best to position the defibrillator units. Suggestions were made for one to be placed at Jubilee hall and Napier hall and one to be placed in the centre of the village, with suggestions made for the centre being on the outside wall of the fire station, Horndean square, Red Lion Pub and the Ship & Bell Pub.

It was **RESOLVED** that

a. HPC agree to the purchase and placement of defibrillators and order through Contractor 4 – South Central Ambulance Service (SCAS), price of £1,382 per unit.
b. HPC agree to take out the worry free package of £300 per unit.
c. HPC start off by purchasing three defibrillator units, to be placed on the outside wall of Napier hall, Jubilee hall and one outside in the centre of the village, location yet to be decided.
d. The office send letters to the Fire Station, Red Lion Pub and the Ship and Bell Pub

HPC 110/15 **TO RECEIVE AND CONSIDER THE AUDITORS REPORT FOR THE YEAR ENDED 31 MARCH 2015**

Copies of the Auditors Report for the year ended 31st March 2015 was circulated and the issues were read out by the Chairman.

It was **RESOLVED** that the issues raised were correct and HPC would correct these issues.

HPC 111/15 **TO CONSIDER A REPRESENTATIVE TO ATTEND THE HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS – ANNUAL GENERAL MEETING**

Copies of the agenda for the Hampshire Association of Local Councils Annual General Meeting (AGM) was circulated.

The Chairman explained that she was unable to attend the AGM this year and suggested that it would be beneficial for another Councillor to attend. She then asked for availability of Council members to be able to attend. Unfortunately no volunteers came forward, so it was left that there would be no representative to attend the Hampshire Association of Local Councils AGM.

HPC 112/15 **TO RECEIVE AND NOTE THE RENEWAL OF THE INSURANCE TERMS AND POLICY SCHEDULE FOR 2015/16.**

Copies of the renewal of the insurance terms and policy schedule for 2015/16 was circulated and it was **RESOLVED** that it be agreed.

HPC113/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 19 OCTOBER 2015**

It was **RESOLVED** that the next scheduled meeting of the Council be noted as being on the 19 October 2015.

HPC 114/15 **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 115/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 17 AUGUST 2015**

A copy of the confidential minutes were circulated.

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 17 August 2015 be duly signed as a true record of the meeting.

HPC 116/15 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 14 SEPTEMBER 2015 IN RESPECT OF THE FINANCE ASSISTANT**

It was **RESOLVED** that Council

a. Agree to go with the recommendation of the Staff Committee and agree a settlement figure with the recruitment agency in employing this member of staff on a permanent basis.
b. The wage would be negotiated within the band.

The public part of the meeting closed at 9:00PM

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Chairman

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Dated

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