HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 23 NOVEMBER 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 A Reece, R Sowden, 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) and Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: Two members of the public.

HPC 139/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

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

HPC 140/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 141/15 **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 (see attached).

Cllr Mrs Denston queried as to whether the £20,000 had been put aside by the Developers regarding the crossing in Horndean by the new Gales Brewery Development.

The Chairman stated that the Spa Shop, Doctors Surgery and the flats need to be occupied before the counting of the number of people crossing the road can be done. The Chairman explained that District Cllr Mrs Tickell had this in hand.

HPC 142/15 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor Guy Shepherd was given verbally (see attached for points covered).

Cllr Guy Shepherd informed Councillors and the public that feedback received from the Allocations Officer had shown that the Plan was very sound. He stated that there would be a further six week consultation, and the plan was for the Allocation Plan to be in force in the early part of 2016.

He stated that the S106 Agreement regarding the LEOH Development hadn't yet been signed but wasn't too far away from being done.

He also spoke of the Gales Development, explaining that the planning application regarding the Gales Car Park was due for signing shortly and he said he was certain this would be agreed.

HPC 143/15 **PUBLIC SESSION**

The Chairman addressed the public and asked if anyone had any questions to address to Council.

Mr Holloway, member of the public addressed Council Members, saying he was impressed that HPC had manged to obtained one quote regarding the maintenance works on the roundabout near Morrisons

(Lakesmere roundabout). Mr Holloway suggested that it would be a good idea for HPC to give the roundabout to a Highways Agency.

The Chairman explained that Highways at Hampshire County Council own the Lakesmere roundabout in Horndean and HPC look after its maintenance.

Mr Holloway said that the roundabout had now become a hazard and an accident would happen. He said the roundabout had not been maintained for the past three years. The Chairman explained to Mr Holloway that legislation regarding working on the roadside had changed so those now working on a roadside have had to re assess how work is undertaken, resulting in blanket regulations needing to be in place to ensure safety of workers. The Chairman informed Mr Holloway that HPC had another quote in the offing.

Cllr Burridge informed Council members and members of the public that he had been to the Lakesemere roundabout and had observed the traffic flow, taking photos. Cllr Burridge said that people who were driving according to the Highway Code would have no issues with regards to visibility when using this roundabout. Mr Holloway stated that he would be taking his concerns regarding the roundabout to a higher level. The Chairman said that Councillor Mrs M Harvey is the local County Councillor.

Mr Mach thanked the Council for tidying up the East corner of Five Heads Road, stating that it was a pleasant place to sit and asked if this could be maintained in the future. Mr Mach stated that he would rather see a reduction in the precept. Mr Mach also stated that he didn't see any issues with the Lakesmere roundabout if people drove correctly and paid attention to the road rather than looking at the roundabout itself.

HPC 144/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19 OCTOBER 2015**

Clarification was sought regarding minute "HPC 127/15" and this minute was amended to say ""to allow the entry to progress" rather than "to allow the works to progress".

It was **RESOLVED** that the minutes of the Council meeting held on the 19 October 2015 be duly signed as a true record of the meeting.

HPC 145/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 7 ATTACHED)**

The orders for payment (list 7) were circulated.

It was **RESOLVED** that the orders for payment (List 7 attached) be approved and duly signed.

HPC 146/15 **TO RECEIVE THE MONTHLY FINANCE REPORT**

The monthly Finance Report by the responsible Financial Officer was circulated (see attached).

The report was noted as received by Council Members.

HPC 147/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 FOR FURTHER DISCUSSION TO CONSIDER THE FINAL BUDGET**

A report by the Responsible Financial Officer was circulated.

The Finance and General Purposes Committee **RESOLVED** that the draft budget 2016/2017 be recommended to Council for approval and the draft budget paperwork be made available on the web-site for public viewing.

Council agreed that the final Budget be deferred for consideration at the next Finance and General Purposes Committee meeting and for it to include details of the tax base figure.

HPC 148/15 **TO CONSIDER THE RECRUITMENT OF AN ADDITIONAL MEMBER OF STAFF IN RESPECT OF THE COUNTRYSIDE TEAM ON A FIXED TERM CONTRACT**

A report by the Clerk and Grounds Manager was circulated.

A discussion took place and the Chairman asked the Grounds Manager if and when tasks arise, could certain jobs, such as gardening be contracted out. The Grounds Manager responded by saying that she felt an additional staff member was required for the entire season, especially Winter, given that there was a lot of tree works and brush cutting to be undertaken.

A suggestion was made by Cllr D Evans for part of the work to be carried out by someone on a short term contract rather than taking on a permanent member of staff. The Grounds Manager agreed that it would be a good idea to employ someone on a short term contract in order for the work load to be brought up to date, but she said she still felt an additional permanent staff member was required and that the back log of work could not be completed in one go.

The Grounds Manager stated that money was already being saved by a lot of the agreed tree work being carried out by the Countryside Team within HPC. She stated that the Nature Reserves and the Halls need a lot of work doing.

Cllr Burridge asked if Groundorg was now up to date with all tasks showing as correct. Cllr D Evans responded by saying that there was still some refinement required on Groundorg.

The Responsible Financial Officer informed Council Members that an additional Countryside Team member had been reflected within the draft budget.

The Clerk said that the justification for a new member of staff was also due to residents wanting ad hoc work done in a timely manner.

Cllr D Evans proposed to accept the recommendation as per the report by the Clerk, which was seconded by Cllr Burridge.

It was **RESOLVED** that Council proceed with the recommendation as follows:

To employ an additional member of staff within the Countryside Team on a fixed term contract for a period of 18 months to facilitate in addressing the backlog of work which accrued during historic periods of staffing issues, including long-term sickness and adherence to the land management plans.

HPC 149/15 **TO RECEIVE AN UPDATE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE RESURFACING OF LITH LANE**

The Clerk provided a verbal update regarding the resurfacing of Lith Lane.

The Clerk said the decision to resurface Lith Lane had been made by Council after requests by residents regarding the potholes and damage to their cars.

The Clerk stated that the chosen contractor for the resurfacing job attended on site to start the work, however did not have the correct equipment to carry out the work .The contractor did not have a roller to use and instead was intending to carry out the work using a wacker plate, which due to the position of the utility piping, could not be used.

Suggestions were made for consideration to be given to dealing with the worst parts of the lane rather than the entire length of the lane.

Cllr Forbes suggested that if the resurfacing was done partially, this could end up creating more work in the future.

Cllr Wren said that he thought the entire length of the lane needed resurfacing and not just part of it. He also suggested that he had a contact whom he would provide the office with the details of with regards to obtaining a quote.

It was **RESOLVED** that the entire length of Lith Lane be resurfaced and for quotes to be brought back to Council for consideration. This was proposed by Cllr Burridge.

HPC 150/15 **TO RECEIVE AND CONSIDER QUOTATIONS IN RESPECT OF THE MAINTENANCE OF LAKESMERE ROUNDABOUT**

A report by the Senior Administrator was circulated.

The Chairman suggested that consideration of the quotations be deferred until additional quotes had been received, given that only one quote was currently available.

It was **RESOLVED** that

a) the item be deferred for additional quotes to be chased and sought.
b) the wording in the recommendation regarding Standing Orders be included if there were not 3 quotes available.

HPC 151/15 **TO RECEIVE AN UPDATE FROM THE WORKING PARTY REGARDING THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Chairman gave a verbal update regarding the Land East of Horndean Development.

The Chairman stated that the S106 Agreement was yet to be signed and that the holdup appeared to be to do with one of the owners and confirmation from County that they agree the final version. She explained that the reserved matters (i.e. detailed design) is expected by EHDC, to be submitted in spring 2016.

The Chairman said that there would be a Community Forum Meeting on 15th December 2015 at 6:30pm at Merchistoun Hall, whereby the public would be invited to give feedback and comment on the design of the Cricket Pavilion. She added that it would helpful if Councillors attended the meeting, to talk to residents and to hear input on the final design.

HPC 152/15 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE INSTALLATION OF CCTV AT THE PARISH OFFICE**

A report by the Senior Administrator was circulated.

The Chairman stated that she supported the reasoning behind the need for CCTV.

It was queried by Cllr Forbes whether signs would be displayed in the office to inform people of the CCTV in operation, to which the Clerk responded by saying that signs would be displayed accordingly.

It was **RESOLVED** that:

a) Council proceed with the installation of CCTV at the Parish Office in respect of the quotation received from contractor 1 (CIA) in the sum of £803.76 + VAT and a maintenance charge of £64.00 + VAT, payable annually in advance.
b) signs be displayed accordingly in the Parish Office, informing people of the CCTV in operation.

HPC 153/15 **TO CONSIDER THE EARLY CLOSURE OF THE PARISH OFFICE ON CHRISTMAS EVE**

The Clerk suggested that the office close early on Christmas Eve at 2:00pm.

It was **RESOLVED** that the office close early, at 2:00pm on Christmas Eve. This was proposed by Cllr Burridge and seconded by Cllr Mrs Denston.

HPC 154/15 **TO CONSIDER THE FUNDING AND ENGAGEMENT OF AN ARCHITECT IN RESPECT OF THE PROPOSED CRICKET PAVILLION – LAND EAST OF HORNDEAN**

The Chairman said that the funding for an architect was provided from the S106 Agreement, but an architect could not be employed until the S106 Agreement was signed.

The Chairman said that if HPC commit to spending any money before the S106 is signed they would be unable to claim it back from the S106 Agreement.

Cllr Mrs Denston suggested that the Clerk write to District Cllr Guy Shepherd (portfolio holder).

Cllr D Evans informed Members that the recommendation from the English Cricket Boards was that Pavilion's need specialist design work, with the budget being £300,000 and that local cricket clubs would hopefully be invited to attend a consultation to provide their input.

It was **RESOLVED** that Council agree that the Clerk may engage an architect at Parish expense if the procurement situation had not been resolved when the developer gives 8 weeks' notice on the specification for the pavilion, to a maximum of £3,000.

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

HPC 155/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 IN RESPECT OF THE AMENDMENTS TO STANDING ORDERS**

The recommendation from the Finance & General Purposes Committee on the 02 November 2015 in respect of the amendments to Standing Order was as follows:

It was **RESOLVED** that the changes to the Standing Orders be recommended to Council for approval and the Standing Orders be amended in accordance with the new Public Contracts Regulations 2015.

It was agreed that Council support the recommendation from the Finance & General Purposes Committee on the 02 November 2015 as above.

HPC 156/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 IN RESPECT OF THE AMENDED GRANT AWARDING POLICY**

The recommendation from the Finance & General Purposes Committee on the 02 November 2015 in respect of the amended Grant Awarding Policy was as follows:

It was **RESOLVED** that the following recommendation be recommended to Council at the next Council meeting:

The second bullet point under the heading "Conditions" reading "The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Executive Officer will therefore, be allowed to verify that the monies have been spent accordingly" be removed.

It was agreed that Council support the recommendation from the Finance & General Purposes Committee on the 02 November 2015 as above.

HPC 157/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 IN RESPECT OF THE UPDATED FREEDOM OF INFORMATION AND PRESS AND MEDIA POLICIES – ADOPTED 18TH MAY 2015**

The recommendation from the Finance & General Purposes Committee on the 02 November 2015 in respect of the updated Freedom of Information and Press and Media Policies – adopted 18th May 2015 was as follows:

The Freedom of Information and Press and Media Policies were circulated. A short discussion took place and it was **RESOLVED** that both be adopted.

It was agreed that Council support the recommendation from the Finance & General Purposes Committee on the 02 November 2015 as above.

HPC 158/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 IN RESPECT OF THE AMENDED VEHICLE POLICY**

The recommendation from the Finance & General Purposes Committee on the 02 November 2015 in respect of the amended Vehicle Policy was as follows:

A discussion took place and it was **RESOLVED** that the Finance & General Purposes Committee support option 2 of the recommendation for "the existing process of verbal and written warnings currently in place for disciplinary matters to remain" and for this recommendation to be put before Council at the next Council meeting.

It was agreed that Council support the recommendation from the Finance & General Purposes Committee on the 02 November 2015 as above.

HPC 159/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 NOVEMBER 2015 AND AGREE THE AMENDED HEALTH AND SAFETY POLICIES IN RESPECT OF**

- ASBESTOS
- HAZARDOUS SUBSTANCES
- FIRST AID
- MANUAL HANDLING

The recommendation from the Finance & General Purposes Committee on the 02 November 2015 with regards to agreeing the amended Health and Safety Policies in respect of Asbestos, Hazardous Substances, First Aid and Manual Handling was as follows:

It was **RESOLVED** that all Policies be agreed and recommended to Council at the next Council meeting with the following amendment being made to the Asbestos Policy.

- To amend paragraph "v." by removing "Type 3 Asbestos Survey" and replacing with "Refurbishment and Demolition Survey".

It was agreed that Council support the recommendation from the Finance & General Purposes Committee on the 02 November 2015 as above.

HPC 160/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 21ST DECEMBER 201**

Noted.

HPC 161/15 **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 TRANSACTED.**

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

The Chairman asked for the exclusion of the public to be written as an agenda item for all future agendas going forward.

The public part of the meeting closed at 9:03PM

HPC 162/15 **TO RECEIVE AN UPDATE IN RESPECT OF AN ACCESS ALONG LITH CRESCENT**

A verbal update was given by the Chairman and a discussion took place.

HPC 163/15 **TO RECEIVE AN UPDATE AND AGREE THE WAY FORWARD IN RESPECT OF THE TRANSFERENCE OF PARISH LAND**

A report by the Clerk was circulated, along with copies of all correspondence and information from the Solicitor involved.

A discussion took place and it was **RESOLVED** that the transference of Parish land take place.

HPC 164/15 **TO RECEIVE AN UPDATE IN RESPECT OF BOUNDARIES ON THE LITH**

The Chairman explained that a Surveyor had been engaged to ascertain the boundaries of properties on the Lith and that this was still ongoing.

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

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Chairman

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Dated