Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 21 DECEMBER 2015 at 7.00 P.M in JUBILEE HALL

PRIOR TO THE MEETING BETWEEN 6.30 – 7.00 P.M THE CHAIRMAN CORDIALLY INVITES RESIDENTS TO JOIN COUNCILLORS FOR FESTIVE REFRESHMENTS.

Members are summoned to attend

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to Council

15 December 2015

AGENDA

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

4. To receive a written update from a District Councillor regarding District Council matters.

5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*

6. To approve the Minutes of the Council Meeting and the Extraordinary Council Meeting held on the 23 November 2015 and 02 November 2015 respectively.

7. To receive and approve the Orders for Payment (List 8 attached).

8. To receive the monthly finance report.

9. To receive and consider a report in respect of the investment of Parish funds.

10. To receive and agree the documentation to enable the Responsible Finance Officer to communicate with the Co-operative Bank in respect of the maintenance of the Parish Council's bank account.

11. Dispensation to be agreed to enable Councillors to determine the setting of the Council Tax precept and this dispensation to expire on the 31 May 2019.

12. To receive and agree the Budget for 2016/2017.

13. To receive and consider quotations in respect of the resurfacing of Lith Lane.

14. To receive an update from the working party regarding the Land East of Horndean development.

15. To receive an update in respect of the maintenance of Lakesmere Roundabout.

16. To receive and consider the legal costs in respect of the lease of land at Catherington Down.

17. To consider the ongoing maintenance of land not within the ownership of the Parish Council.

18. To consider making an application for designation of Horndean Library as a community asset.

19. To receive an update as recommended by the Grounds Committee on the 16 November 2015 in respect of any ongoing safety issues regarding the embedded kerbstones.

20. To receive the recommendation from the Grounds Committee on the 16 November 2015 in respect of the amendments to the Catherington Pond Management Plan.

21. To receive the recommendation from the Grounds Committee on the 16 November 2015 in respect of the ongoing membership of CPRE.

22. To receive and consider the East Hants District Housing and Employment Allocations Plan.

23. To note the next scheduled meeting of the Council being the 18 January 2016.

24. **To resolve 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. (Public Bodies (Admissions to meetings) Act 1960).**

25. To approve the Confidential Minutes of the Council Meeting held on the 23 November 2015.

26. To receive the recommendation from the Staff Committee on the 14 September 2015 in respect of payment for the additional hours worked by the Executive Officer.

27. To receive an update in respect of boundaries on the Lith.

ITEM 6

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.

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

.....
Chairman

.....
Dated

Ref- HPC 141/15

REPORT RECEIVED FROM COUNTY COUNCILLOR MRS M. HARVEY.

Having just had the highways meeting, it was announced that any traffic calming schemes after next year (15/16) will need to be paid for with developers contributions for roads and a case to be made for the traffic calming scheme.

I was quite vocal about this, because I have had Catherington Lane in Horndean and Bowes Hill in Rowlands Castle, in for consideration for more than two years, but there is no extra money available, so the houses being built on Hazelton Farm will bring forward money for roads.
I did ask that they looked at the developers contributions for both areas for previously built houses with developer's contributions attached and if there is any money attached to them.
I was told that Horndean had done very well for traffic calming since I have been a County Councillor namely, Stonechat Road, Victory Avenue and now White Dirt Lane, but I did point out that these had been identified before I was elected.

Anyway, it does look like we will have to wait for any traffic calming in my division.

We also discussed the crossing in Horndean by the new Gales development and that also will need money attached, because they only wanted to put build outs there and not a proper crossing, so, of course that will be more expensive, but if we can get the developers contribution which is attached to the S106 agreement of £20000, then we may be able to do the work sooner. It really does need a properly built crossing and that costs more that £50,000 I'm told.

I'm sorry that this is such a gloomy report, but it's better to know why, than to be waiting for something that just isn't going to happen. Who knows, they may find some money from somewhere to boost the highways fund!!!! Perhaps a two percent rise in council tax!!!!!
That is just an aside from me, because the budget is already set, so I cannot see that happening.

I hope that my next report will be a little more upbeat.

Ref - HPC142/15

HPC DC report 23rd November 2015

Allocation Plan

- Examination carried out and generally very sound
- Developers pressing as to why their sites are better
- Revised document with 6 weeks consultation
- In force early 2016
- Next steps SPB, Gaps, Gypsies, Travellers

Combined Authorities

- Proposals submitted to the government
- Greg Clark Sec State been meeting with representatives from Hampshire
- Next steps to meet to progress discussions
- Housing is the key government driver

LEOH

- S106 agreement
- Timescales
- CF
- Employment Site
- Floor Plans – WYG commissioning an architet

Local Planning

- Crookley Park – Appeal
- Chalk Hill Road – Appeal – Inquiry – 6 months
- EHDC 81% success rate on appeals
- PUSH Strategic growth Plan
- CIL progress

Gales Development

- Carpark Planning
- Surgery Move

Ref - HPC 146/15

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 23-11-2015

SUBJECT OF REPORT: October 2015 Finance Report

Bank Accounts

The Co-op and Clydesdale Bank Accounts have been reconciled to the end of October.
Total cash balances held at the end of October was £511,157

Income & Expenditure

The year to date position at the end of October, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £17.2k.

Balance Sheet

Current Assets

Earmarked reserves stood at £154,973 at the end of October.

A full report will be tabled at the end of Quarter 3 (December)

Report Prepared by Simon Ritson, Responsible Finance Officer

ITEM 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 02 NOVEMBER 2015 AT 8:50 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge, Mrs D Denston, D Evans, A Forbes, N Wren and Mrs E Tickell

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

PUBLIC ATTENDANCE: There were 4 members of the public and District Councillor Sara Schillemore.

HPC 134 /15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, Dr Mrs C Jacobs, Mrs A Reece and Mrs I Weeks.

No apologies were received from Councillor Miss J Murray and Councillor R Sowden.

HPC 135/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest.

HPC 136/15 **PUBLIC SESSION**

There were no questions asked in the public session.

HPC 137/15 **(A) TO RECEIVE A REPORT FROM THE LAND EAST OF HORNDEAN WORKING PARTY AND AGREE THE RECOMMENDATIONS TO BE TAKEN FORWARD**

A verbal report was given by the Chairman. The S106 Agreement was likely to be signed mid-November and District Councillors were still querying one or two things in it.

The specification was being produced for the Community Facilities to be provided. There will be a consultation once the specifications have been drafted.

A short discussion took place and the Chairman asked Councillors if they had any questions or comments to raise at this stage and informed Members that there was a panel Meeting scheduled. The Chairman also informed the Council and public members that the pavilion is the specification developers will call for first.

Mr J Mach mentioned that the Pavilion showed no provision for outdoor toilets for spectators and suggested that the toilets for the Community hall, should perhaps allow for larger female toilets than

male toilets rather than them both being the same size as he suggested that there always appears to be a lot more queuing happening outside the female toilets. Cllr D Evans explained that the proportions shown aren't the correct sizing of the planned toilets.

HPC 138/15 **(B) TO DISCUSS AND AGREE DELEGATED POWERS TO THE EXECUTIVE OFFICER IN RESPECT OF AN ARCHITECT TO ASSIST WITH THE DETAIL DESIGN OF THE LAND EAST OF HORNDEAN COMMUNITY HALL AND CRICKET PAVILIION**

Cllr D Evans explained that it wasn't for the architect to design the hall but to feed in their ideas, comments and any difficulties. Three quotes had been asked for, giving an hourly rate. Cllr D Evans stated that the S106 Agreement provides a reimbursement for fees of an architect, with the figures being £15,000 for the Community Hall and £3,000 for the Pavilion.

District Councillor Mrs S Schillemore stated that there would be a Community Forum meeting taking place the 2nd week of December and the item regarding the Community Facilities would be presented by District Councillor Guy Shepherd.

It was **RESOLVED** that delegated powers to the Executive officer in respect of an architect to assist with the detail design of the Land East of Horndean Community Hall and Cricket Pavilion be agreed.

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

The meeting closed at 9:25pm

.....
Chairman

.....
Dated

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2015-16 - LIST 8 (21-12-2015)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	NOVEMBER 2015 - DIRECT DEBITS									
27/10/2015	PHS Group	DD	N/A	D1516087	129.34	20.00%	25.87	155.21	Dust mats/ Hand/Hair driers	63057831
31/10/2015	Veolia	DD	N/A	D1516088	169.10	20.00%	33.82	202.92	Waste Removal - Luckylite- October 2015	8791084500
	DECEMBER 2015 - DIRECT DEBITS									
01/12/2015	Luckylite	DD	N/A	D1516089	495.00	0.00%	0.00	495.00	Luckylite - December Rent	n/a
04/12/2015	Plusnet	DD	N/A	D1516090	15.00	20.00%	3.00	18.00	Internet-Tyfield- December 2015	67662407
27/11/2015	E.ON	DD	N/A	D1516091	155.92	20.00%	31.18	187.10	Electric - Tyfield 23 Oct to 27 Nov	H1244A4B50
27/11/2015	E.ON	DD	N/A	D1516092	250.99	20.00%	50.20	301.19	Electric Jubilee 23 oct to 27 Noc	H1244A5015
01/12/2015	Peach	DD	N/A	D1516093	225.38	20.00%	45.08	270.46	Call charges November/December Rent	T232871
	NOVEMBER 2015 - BACS									
17/11/2015	Deposit refund to CVRA	BACS	N/A	B1516321	100.00	0.00%	0.00	100.00	Deposit refunded	5093
19/11/2015	T & J Elliman	BACS	N/A	B1516322	350.00	0.00%	0.00	350.00	20' Norway Spruce Xmas Tree for Horndean Square	0615
20/11/2015	Net Salaries	BACS	N/A	B1516323	12,924.19	0.00%	0.00	12,924.19	Net salaries- November 2015	n/a
21/10/2015	B & Q	BACS	N/A	B1516324	19.60	20.00%	3.92	23.52	Turf Roll for Jubilee Hall	673339513
28/10/2015	B & Q	BACS	N/A	B1516325	12.92	20.00%	2.59	15.51	Decorating equipment for Napier Hall	674925270
16/11/2015	Sun Traffic Ltd	BACS	N/A	B1516326	395.00	20.00%	79.00	474.00	Event Traffic management /Remembrance day	125068
23/11/2015	CIA	BACS	N/A	B1516327	200.94	0.00%	0.00	200.94	Deposit for CCTV System at Tyfield House	n/a
15/11/2015	Fuel Card Services	BACS	N/A	B1516328	128.55	20.00%	25.71	154.26	Fuel	1172150
11/11/2015	Horndean Tyres	BACS	N/A	B1516329	16.50	20.00%	3.30	19.80	Car Puncture Repair	39632
11/11/2015	HPTC (Hants Proficiency Test Centre)	BACS	N/A	B1516330	90.00	0.00%	0.00	90.00	Pesticide Course x 2 Modules	11005
16/11/2015	HALC	BACS	N/A	B1516331	210.00	20.00%	42.00	252.00	2 x Courses for Staff/Planning and Chairing Skills	12576
23/11/2015	Petty Cash	BACS	N/A	B1516332	82.96	0.00%	0.00	82.96	Petty Cash Expenses 29 Oct - 23 November 2015	n/a
23/11/2015	RBL Poppy Appeal	BACS	N/A	B1516333	105.00	0.00%	0.00	105.00	3 Wreaths for Remembrance Day	n/a
28/07/2015	Hampshire County Council	BACS	N/A	B1516334	34.04	20.00%	6.81	40.85	Paper, Tippex. Paperclips, Post-It Notes	57966564
27/11/2015	CrystalChem	BACS	N/A	B1516335	7.30	20.00%	1.46	8.76	All Purpose cleaner, Toilet Cleaner	0002226
31/10/2015	Fuel Card Services	BACS	N/A	B1516336	131.27	20.00%	26.25	157.52	Fuel	1153104
30/11/2015	HMRC	BACS	N/A	B1516337	3,216.93	0.00%	0.00	3,216.93	PAYE/NI - November 2015	n/a
30/11/2015	Hampshire Pension Fund	BACS	N/A	B1516338	2,944.35	0.00%	0.00	2,944.35	Pension Contributions - November 2015	n/a
30/11/2015	Blendworth Parish Magazine	BACS	N/A	B1516339	32.50	0.00%	0.00	32.50	Advertising in Blendworth Parish Magazine 2016	20/16
28/10/2015	Keydell Nurseries	BACS	N/A	B1516340	16.63	20.00%	3.33	19.96	Plants for Pots at Napier Hall	0217
30/11/2015	Blendworth Tyres	BACS	N/A	B1516341	28.67	20.00%	5.73	34.40	Extension lead for Trailor adaptor	AC008741
30/11/2015	CrystalChem	BACS	N/A	B1516342	49.75	20.00%	9.95	59.70	Various Janatorial Supplies/Tyfield, Napier, Jubilee	0002231
	DECEMBER 2015 BACS									
04/12/2015	Avalon Software	BACS	N/A	B1516343	60.00	0.00%	0.00	60.00	Annual Software Support for Bookings Manager	1928
03/12/2015	Blendworth Tree Surgeons	BACS	N/A	B1516344	700.00	20.00%	140.00	840.00	20 x loads green waste processed	3431
27/11/2015	Blendworth Property Maintenance	BACS	N/A	B1516345	450.00	0.00%	0.00	450.00	Decorate inside toilets at Jubilee hall	1516/11/04
27/11/2015	Blendworth Property Maintenance	BACS	N/A	B1516346	350.00	0.00%	0.00	350.00	Decorate external toilets at Jubilee hall	1516/11/04
03/12/2015	Connected IT	BACS	N/A	B1516347	225.00	0.00%	0.00	225.00	Install Windows 7 on Laptop	HPC006
30/11/2015	Aquaid (Southcoast)	BACS	N/A	B1516348	182.90	20.00%	36.58	219.48	Annual Rental of Water machine at Tyfield House	233145
30/11/2015	Fuel Card Services	BACS	N/A	B1516349	103.24	20.00%	20.65	123.89	Fuel	1189572
30/11/2015	British Maids	BACS	N/A	B1516350	104.00	20.00%	20.80	124.80	Commercial Cleaning - November	66019
30/11/2015	The New Blendworth Centre	BACS	N/A	B1516351	132.66	20.00%	26.53	159.19	Litter picking - November 2015	NBC/1
07/12/2015	Dorothy Denston	BACS	N/A	B1516352	9.45	0.00%	0.00	9.45	Travel Expenses 3rd November	n/a
02/12/2015	AVS Fencing	BACS	N/A	B1516353	131.45	20.00%	26.29	157.74	Kissing Gate for Catherington Down	SINV-0001938

Item 4

08/12/2015	Hampshire County Council	BACS	N/A	B1516354	8.06	20.00%	1.61	9.67	A4 Refill Pad	57982061
08/12/2015	Hampshire County Council	BACS	N/A	B1516355	39.01	20.00%	7.80	46.81	A4 Paper, A4 pouches, Box, Snopake	57982060
11/12/2015	Viking	BACS	N/A	B1516356	56.83	20.00%	11.37	68.20	Tape + Disp, A5 pouch, Stapler, Soap	545257
09/12/2015	Staff Travel	BACS	N/A	B1516357	19.80	0.00%	0.00	19.80	Staff travel to Training Course	n/a
24/11/2015	Hampshire County Council	BACS	N/A	B1516358	678.00	20.00%	135.60	813.60	Vehicle Branding Ford Ranger	3610725801
	NOVEMBER 2015 - VISA CARD									
19/11/2015	Robert Dyas	VISA	N/A	V1516051	16.65	20.00%	3.33	19.98	Square Lamp bulbs for Jubilee Hall	n/a
19/11/2015	Refresh Computers	VISA	N/A	V1516052	32.95	0.00%	0.00	32.95	Laptop Charger	18965
18/11/2015	CPRE(campaign/protect Rural England)	VISA	N/A	V1516053	36.00	0.00%	0.00	36.00	Membership renewal	n/a
	DECEMBER 2015 - VISA CARD									
10/12/2015	Sorte.co.uk	VISA	N/A	V1516054	4.20	20.00%	0.84	5.04	Whiteboard Gridding Tape	SINV00473617
14/12/2015	Wilco	VISA	N/A	V1516055	33.33	20.00%	6.67	40.00	Sweets + 2 x collection Buckets for Carol Service	n/a
14/12/2015	Poundland	VISA	N/A	V1516056	5.84	20.00%	1.16	7.00	Sweets for Carol Service	n/a
12/12/2015	Horndean News	VISA	N/A	V1516057	5.15	0.00%	0.00	5.15	Newspapers w/e 12/12/2015	n/a
	TOTALS				**25,922.35**		**838.43**	**26,760.78**		

INVOICES TO BE APPROVED FOR PAYMENT - LIST 8 (21-12-2015)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
18/11/2015	HAGS-SMP Ltd	BACS	N/A	B1516359	2,521.66	20.00%	504.33	3,025.99	New Cargo Net, Fixings & Timber (Merchistoun)	41014
21/12/2015	Robert Harriott	BACS	N/A	B1516360	3,125.00	20.00%	625.00	3,750.00	Quarterly Rent Q4	01/16/060
21/12/2015	Robert Harriott	BACS	N/A	B1516360	201.55	0.00%	0.00	201.55	Insurance Q4	01/16/060
15/12/2015	WEL Medical Ltd	BACS	N/A	B1516361	1,620.00	20.00%	324.00	1,944.00	Defibrillator	I209306
	TOTALS				**7,468.21**		**1,453.33**	**8,921.54**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 8 (21-12-2015)

Date of Banking	Payer	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	NOVEMBER 2015									
16/11/2015	ams4fitness	DC	N/A	I1516272	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2351
16/11/2015	ams4fitness	DC	N/A	I1516273	132.00	0.00%	0.00	132.00	Hire of Jubilee Hall	2347
16/11/2015	1st Catherington Air Scouts	DC	N/A	I1516274	105.60	0.00%	0.00	105.60	Hire of Napier Hall	2360
16/11/2015	Lovedean Karate Club	DC	N/A	I1516275	254.60	0.00%	0.00	254.60	Hire of Jubilee Hall	2336, 2337, 2338
16/11/2015	J Edwards Funeral Directors	DC	N/A	I1516276	7.26	0.00%	0.00	7.26	Hire of Napier Hall	5794
16/11/2015	Butser Lace	DC	N/A	I1516277	51.00	0.00%	0.00	51.00	Hire of Napier Hall	2334
16/11/2015	Private	DC	N/A	I1516278	57.31	0.00%	0.00	57.31	Hire of Napier Hall	5770
18/11/2015	The Chocolate Strawberry	DC	N/A	I1516279	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2367
20/11/2015	Purple Promotions	DC	N/A	I1516280	247.50	0.00%	0.00	247.50	Hire of Napier Hall	2355
23/11/2015	Diddi Dance	DC	N/A	I1516281	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2384
17/11/2015	Private Hall Hire Deposit	DC	N/A	I1516282	100.00	0.00%	0.00	100.00	Deposit for Jubilee hall 10/1/16	5801
23/11/2015	J Edwards Funeral Directors	DC	N/A	I1516283	7.26	0.00%	0.00	7.26	Hire of Napier Hall	2366
23/11/2015	PFM WEL-being	DC	N/A	I1516284	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2359
23/11/2015	Hampshire Walkers	DC	N/A	I1516285	46.20	0.00%	0.00	46.20	Hire of Jubilee Hall	5212
23/11/2015	CVRA	DC	N/A	I1516286	100.00	0.00%	0.00	100.00	Deposit for Jubilee Hall 13/11/15	5093
26/11/2015	Butser Lace	DC	N/A	I1516287	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2371

26/11/2015	Horndean Baptist Church	DC	N/A	I1516288	772.02	0.00%	0.00	772.02	Hire of Napier Hall	2339-42,2357,2362,2364-5
30/11/2015	Buzy Bee Quilters	DC	N/A	I1516289	396.00	0.00%	0.00	396.00	Hire of Jubilee Hall	2372,2381
30/11/2015	Clydesdale Bank	DC	N/A	I1516290	8.61	0.00%	0.00	8.61	Bank Interest	n/a
	DECEMBER 2015									
01/12/2015	Horndean Football Club	DC	N/A	I1516291	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/12/2015	Horndean Hawks	DC	N/A	I1516292	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
02/12/2015	Brownies	DC	N/A	I1516293	69.40	0.00%	0.00	69.40	Hire of Jubilee Hall	2348, 2312
02/12/2015	Private	DC	N/A	I1516294	71.90	0.00%	0.00	71.90	Hire of Jubilee Hall	5816
02/12/2015	Private	DC	N/A	I1516295	61.71	0.00%	0.00	61.71	Hire of Napier Hall	5594
02/12/2015	Dog Training	DC	N/A	I1516296	429.00	0.00%	0.00	429.00	Hire of Napier Hall	2393, 2369
02/12/2015	Southern Healthcare	DC	N/A	I1516297	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2344
03/12/2015	Slimming World	DC	N/A	I1516298	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2387
03/12/2015	Slimming World	DC	N/A	I1516299	369.60	0.00%	0.00	369.60	Hire of Jubilee Hall	2391
04/12/2015	Co-Operative Bank	DC	N/A	I1516300	70.58	0.00%	0.00	70.58	Bank Interest	n/a
04/12/2015	Weight Watchers	DC	N/A	I1516301	105.60	0.00%	0.00	105.60	Hire of Napier Hall	2385
07/12/2015	Brendoncare	DC	N/A	I1516302	76.00	0.00%	0.00	76.00	Hire of Jubilee Hall	2388, 2389
07/12/2015	Private	DC	N/A	I1516303	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	5824
07/12/2015	Country Park Quilters	DC	N/A	I1516304	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2370
07/12/2015	MS Society	DC	N/A	I1516305	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2380
07/12/2015	AMS4Fitness	DC	N/A	I1516306	79.20	0.00%	0.00	79.20	Hire of Napier Hall	2382
07/12/2015	AMS4Fitness	DC	N/A	I1516307	39.60	0.00%	0.00	39.60	Hire of Jubilee Hall	2386
07/12/2015	Private	DC	N/A	I1516308	99.16	0.00%	0.00	99.16	Hire of Jubilee Hall	5829
07/12/2015	Private	DC	N/A	I1516309	140.00	0.00%	0.00	140.00	Grazing-Hazleton Common	n/a
09/12/2015	Diddi Dance	DC	N/A	I1516310	33.00	0.00%	0.00	33.00	Hire of Napier Hall	2313
14/12/2015	Private	DC	N/A	I1516311	101.64	0.00%	0.00	101.64	Hire of Jubilee Hall	5801
	TOTALS				**4,819.41**		**0.00**	**4,819.41**		

SIGNED:	
SIGNED:	
DATE:	**21st December 2015**

Item 8

Horndean Parish Council

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 21-12-2015

SUBJECT OF REPORT: November 2015 Finance Report

Bank Accounts

The Co-op and Clydesdale Bank Accounts have been reconciled to the end of November.
Total cash balances held at the end of November was £498,864.

Income & Expenditure

The year to date position at the end of November, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £20.0k.
This is an increase in the underspend of £2.8k since the end of October.

Full Year Forecast:
Currently we are heading for an underspend of c£30k at the end of the Financial Year.
The main contributors to this full year forecast are as follows:

i) 201 4040 : Insurance £2.8k
ii) 201 4052 : Newsletter £2.4k
iii) 201 4076 : Election £5.1k
iv) 301 1075 : Napier Hall Income £3.7k
v) 305 3009 : Jubilee Repairs (£3.7k)
vi) 305 1075 : Jubilee Hall Income £4.0k
vii) 310 3060 : Tyfield Telephones £3.0k
viii) 312 3055 : Caretaker Salaries £2.4k
ix) 470 6660 : Capital Items £4.0k (2 x Youth Shelters)

Balance Sheet

Current Assets

Earmarked reserves stood at £154,973 at the end of November, no change from last month.
The forecast is for these to remain as is until year end.

A full report will be tabled at the end of Quarter 3 (December)

Report Prepared by Simon Ritson, Responsible Finance Officer

ITEM : 9

Horndean Parish Council

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 21-12-2015

SUBJECT OF REPORT: Investments

BACKGROUND:

It was agreed at a previous Council meeting to invest £130,000 in a Co-operative Bank Bond, non-accessible for a period of 12 months, paying an interest rate of 1.5%, returning £1,950.

UPDATE:

Unfortunately, this has not been actioned due to various problems we have had, and continue to have, with the Co-operative Bank.
Additionally, the interest rate that is now payable on that financial product has fallen from 1.5% to 0.96%
Therefore, it has been necessary to take another look at the market in order to find the best place to invest the council funds.

Following consulting with other local Parish Councils a product that has been recommended is a 60-Day Notice Business Savings Account with Cambridge & Counties Bank.
It pays interest of 1%.

If we choose to invest funds with them, it will also have the additional advantage of diversifying the Council funds across different financial institutions.

Report Prepared by Simon Ritson, Responsible Finance Officer

Item 11

Horndean
Parish Council

Budget for 2016-17

Background
Following on from the Full Council Meeting held at Jubilee Hall on Monday 23rd November I have now had additional information from East Hants District Council.

i) The Tax Base for 2016-17 is 5,057.6. This compares to 4,935 for 2015-16.
ii) The Council tax Support Grant remains unchanged at £21,538

I have fed these figures into the latest draft.
There have been no further changes.

Income & Expenditure:
The impact of the increase in the tax base has allowed us to reduce the amount we need to dip into the General Reserves to balance the budget for 2016-17 whilst maintaining the same precept by c£9,000 to £12,986.

General Reserves:
The current level of General Reserves stands at £179,558
As at the end of October 2015 the forecast outturn for 2015-16 is an underspend of c£25,000
To balance the draft budget, and keep the precept at the same level as 2015-16 requires the need to take £12,986 from General Reserves.
This would result in a projected General Reserve of £191,572, equating to 48% of the precept or 5.8 months running costs.

Earmarked Reserves:
The forecast level of Earmarked Reserves as at April 1st 2016 totals £154,973.
See Appendix 1

Precept
On Appendix 2 I have tabled some options for the 2016-17 precept based on reducing the level of General Reserves to a more normal level.
The column shaded is the version shown in the current draft budget.
Options 2 to 10 show various increasing levels of using the General Reserve to both reduce the precept for 2016-17 and to reduce the amount of reserves in hand.

A word of caution. If we were to reduce the precept in 2016-17 by using General Reserves, we would have to continue to dip into the reserves to maintain the precept in future years until/unless there was significant increase in the tax base.

The table at the foot of Appendix 2 shows us the levels of General Reserves that we would need to transfer to Earmarked Reserves to leave us with the same number of months of running costs as would be achieved by reducing the precept.
Following discussions with the Executive Officer a suggestion would be to transfer a sum into an Earmarked Reserve for a future move of the office staff at Tyfield House.

Report Prepared by Simon Ritson, Responsible Finance Officer
7th December 2015

Horndean Parish Council

DRAFT BUDGET 2016-17

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2014-15	FULL YR BUDGET 2015-16	FULL YR BUDGET 2016-17	Change	Notes
201	Central Costs - Finance & GP	139,598	160,680	169,230	8,550	
222	S137 Grants	7,251	8,000	8,000	0	
	TOTAL EXPENDITURE	146,849	168,680	177,230	8,550	
201	Central Costs - Finance & GP	-8,403	-8,031	-4,904	3,127	
	TOTAL INCOME	-8,403	-8,031	-4,904	3,127	
Finance & General Purpose	**NET EXPENDITURE**	**138,446**	**160,649**	**172,326**	**11,677**	
301	Napier Hall	12,595	9,060	21,200	12,140	Includes Caretaker Salary from CC312
305	Jubilee Hall	24,251	8,180	20,363	12,183	Includes Caretaker Salary from CC312
310	Tyfield House	27,209	29,176	27,620	-1,556	
312	Central Costs - Property Mgt	20,022	22,245	0	-22,245	Cost Centre Closed
315	Lucky Lite	9,621	9,200	9,290	90	
330	Other Properties	20,187	170	0	-170	Cost Centre Closed
	TOTAL EXPENDITURE	113,885	78,031	78,473	442	
301	Napier Hall	-21,421	-17,600	-20,400	-2,800	
305	Jubilee Hall	-15,767	-15,300	-20,400	-5,100	
330	Other Properties	-3,875	0	0	0	
	TOTAL INCOME	-41,063	-32,900	-40,800	-7,900	
Property Management	**NET EXPENDITURE**	**72,822**	**45,131**	**37,673**	**-7,458**	
401	Designated Sites	29,380	1,500	0	-1,500	Cost Centre Closed
402	Public Open Space	7,004	6,575	0	-6,575	Cost Centre Closed
403	Recreational / Play Areas	10,108	11,500	0	-11,500	Cost Centre Closed
404	Car Parks	0	300	0	-300	Cost Centre Closed
406	Closed Church Yard	480	0	0	0	Cost Centre Closed
407	Countryside Sites	0	0	6,000	6,000	
408	Amenity Sites	0	0	14,470	14,470	
470	Other Open Spaces Costs	114,490	148,741	181,915	33,174	
	TOTAL EXPENDITURE	161,462	168,616	202,385	33,769	
401	Designated Sites	-33,241	-11,751	0	11,751	Cost Centre Closed
402	Public Open Space	-3,286	-2,000	0	2,000	Cost Centre Closed
405	Roundabouts	-480	0	0	0	Cost Centre Closed
407	Countryside Sites	0	0	-11,479	-11,479	
408	Amenity Sites	0	0	-2,011	-2,011	
470	Other Open Spaces Costs	-2	0	0	0	
	TOTAL INCOME	-37,009	-13,751	-13,490	261	
Open Spaces	**NET EXPENDITURE**	**124,453**	**154,865**	**188,895**	**34,030**	
	GRAND TOTAL EXPENDITURE	422,196	415,327	458,087	42,760	
	GRAND TOTAL INCOME	-86,475	-54,682	-59,194	-4,512	
	GRAND NET EXPENDITURE	335,721	360,645	398,894	38,248	
	EARMARKED RESERVES		16,432	0	-16,432	
	GENERAL RESERVES			-12,986	-12,986	
	GRAND TOTAL		377,077	385,908	8,830	
	EHDC Allowance (tax Support Grant)		21,538	21,538		
	Precept		355,539	364,370		
	Tax Base		4,935.0	5,057.6		
	2015-16 / 2016-17 Band d precept		£72.04	£72.04	0.0%	

Horndean Parish Council

APPENDIX 1

Code	RESERVES 2015-16, 2016-17	Actual Oct-15	Mar-16	Transfers	Adj's	Forecast Apr-16	Notes
310	**GENERAL FUNDS**	**179,558**	**179,558**			**179,558**	
	Forecast Underspend in 2015-16		25,000			25,000	
	Funds needed to balance budget					-12,986	
		179,558	**204,558**			**191,572**	
	% of Precept	**49.8%**				**48.0%**	
	No. of Months Running Costs	**6.0**				**5.8**	
325	IT Equipment	2,596	2,596		-1,096	1,500	to be increased each year by £1,500 to reach £6,000 in preparation for replacement in 2019/20
326	Vehicle Replacement	9,508	9,508		-4,508	5,000	to be increased each year by £5,000 to reach £25,000 in preparation for replacement in 2020/21
327	Play Equipment	13,500	13,500	-13,500		0	
329	Napier Hall Improvements	17,050	17,050		17,012	34,062	
330	Staff Contingency	5,000	5,000		-5,000	0	
334	The Granary	15,000	15,000		-7,500	7,500	
338	Lith Avenue re-surfacing	5,920	5,920		-5,920	0	
340	Jubilee Hall Extension fund	30,825	30,825	13,500	17,012	61,337	
341	New Playground Fund	32,574	32,574			32,574	
342	Equipment replacement fund	10,000	10,000		-10,000	0	
343	Legal Costs	10,000	10,000			10,000	
344	Election	3,000	3,000			3,000	to be increased year on year to reach £6,000 for next Election
	TOTAL OF EARMARKED FUNDS	**154,973**	**154,973**	**0**	**0**	**154,973**	
	GRAND TOTAL	**334,531**	**359,531**	**0**	**0**	**346,545**	

Description of Funds		
325	IT Equipment	New IT Equipment has been installed into the Admin Office in 2015-16. Assumed Lifecycle 4 years. Fund to be built up for 2019/20
326	Vehicle Replacement	2 x New Vehicles have been purchased in 2015-16. Assumed Lifecycle 5 years. Fund to be built up for 2020/21
329	Napier Hall Improvements	
334	The Granary	Repair work needed
340	Jubilee Hall Extension fund	
341	New Playground Fund	
343	Legal Costs	
344	Election	Funds to be increased to build a reserve for the next parish Elections in 2020/21

Horndean Parish Council

APPENDIX 2

PRECEPT 2016-17

	DRAFT	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Option 9	Option 10
DRAFT TOTAL EXPENDITURE 2016/17	458,087	458,087	458,087	458,087	458,087	458,087	458,087	458,087	458,087	458,087
DRAFT TOTAL INCOME 2016/17	-59,194	-59,194	-59,194	-59,194	-59,194	-59,194	-59,194	-59,194	-59,194	-59,194
DRAFT NET EXPENDITURE 2016/17	398,894	398,894	398,894	398,894	398,894	398,894	398,894	398,894	398,894	398,894
CHANGE IN GENERAL RESERVES	-12,986	-20,000	-30,000	-40,000	-50,000	-60,000	-70,000	-80,000	-90,000	-100,000
GRAND TOTAL 2016/17	385,908	378,894	368,894	358,894	348,894	338,894	328,894	318,894	308,894	298,894
EHDC Allowance (Council Tax Support Grant)	21,538	21,538	21,538	21,538	21,538	21,538	21,538	21,538	21,538	21,538
Total Precept	364,370	357,356	347,356	337,356	327,356	317,356	307,356	297,356	287,356	277,356
Tax Base	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058
Band D Precept	£72.04	£70.66	£68.68	£66.70	£64.73	£62.75	£60.77	£58.79	£56.82	£54.84
% Reduction		-1.92%	-4.67%	-7.41%	-10.16%	-12.90%	-15.65%	-18.39%	-21.14%	-23.88%
PROJECTED GENERAL RESERVES as at 1st April 2016	191,572	184,558	174,558	164,558	154,558	144,558	134,558	124,558	114,558	104,558
GENERAL RESERVES as a % of Precept	48.0%	46.3%	43.8%	41.3%	38.7%	36.2%	33.7%	31.2%	28.7%	26.2%
No. of Months Running Costs	**5.8**	**5.6**	**5.3**	**5.0**	**4.6**	**4.3**	**4.0**	**3.7**	**3.4**	**3.1**

PROJECTED GENERAL RESERVES as at 1st April 2016	191,572	184,558	174,558	164,558	154,558	144,558	134,558	124,558	114,558	104,558
GENERAL RESERVES as a % of Precept	48.0%	46.3%	43.8%	41.3%	38.7%	36.2%	33.7%	31.2%	28.7%	26.2%
No. of Months Running Costs	5.8	5.6	5.3	5.0	4.6	4.3	4.0	3.7	3.4	3.1
PROJECTED EARMARKED RESERVES as at 1st April 2016	154,973	161,987	171,987	181,987	191,987	201,987	211,987	221,987	231,987	241,987
PROJECTED TOTAL RESERVES as at 1st April 2016	346,545	346,545	346,545	346,545	346,545	346,545	346,545	346,545	346,545	346,545

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 21st December 2015**

AGENDA ITEM: 13

SUBJECT OF REPORT: To provide quotations regarding the resurfacing of Lith Lane

At the Council meeting of the 20th July 2015, it was resolved that the resurfacing of Lith Lane could go ahead. The contractor who submitted quote one was granted the contract. However, when this contractor attended to start the resurfacing works, it became apparent that they did not possess the correct equipment required to undertake the work (a Roller), given that HPC could not allow the use of a Wacker Plate due to the low depth of the utility piping under the ground.

Due to this, the way forward in respect of resurfacing of Lith Lane was discussed at the Council Meeting on 23rd November 2015 and it was resolved that quotes be brought back to Council for consideration.

Please see details below regarding the three quotes received for Lith Lane to be resurfaced in its entirety, in a manner, which is in keeping with a nature reserve.

Contractor 1

Option 1 - 1624m2:
Re-grade existing surface and cart away surplus material. Provide and lay a 100mm thickness of MOT Type 1. Limestone sub-base material. This option can be carried out as one project.

Total cost: £16,551.00 + VAT

Option 2 - 1624m2:
Provide, lay by machine and roll an 80mm thickness of AC 20 dense binder course to BS EN 13108, sealed with bituminous grit. These costs will be additional to option 1.

Total cost: £22,589.84
(£13.91 m2)

Option 3 – 1624m2
Provide and lay by machine 3-5mm surface dressing – to be confirmed. This can be added if required, but is seasonal and can only be carried out between April and September.

Item @ £8.00m2

Contractor 2 -1701m2
To grade off roadway, supply and lay 35mm of self-binding gravel and consolidate. If the quotation were successful, a 50% deposit prior to commencement of works would be required.

Total cost: £13,795.00 + VAT

Contractor 3

- To remove all soil from road and shoulder on lower side of road to allow water to run off.
- Grade soil neatly on top side of road, cut back necessary over hanging scrub and leave on site chopped up.
- Grade road to falls and add necessary materials.
- Crush complete road with crusher to take out potholes.
- Grade falls with 6-way blade and consolidate with vibrating roller.
- Leave site clean and tidy on completion of works

Labour and plant to carry out works:	**£7,800.00 + VAT**
Material Allowance:	**£8,500.00 + VAT**
Total cost:	**£16,300.00 + VAT**

RECOMMENDATION:
It is recommended that consideration be given to instructing one of the contractors to undertake the necessary work to resurface the entire length of Lith Lane.

S. Guy

Report prepared by Sarah Guy, Senior Administrator

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 21 December 2015**

AGENDA ITEM: 15

SUBJECT OF REPORT: Lakesmere Roundabout

BACKGROUND

The maintenance of Lakesmere roundabout has in recent years been undertaken by the Countryside Team within Horndean Parish Council. Due to the recent changes in legislation relating to the safety of roadside working, it was deemed inappropriate for the Countryside Team to continue to maintain the roundabout. The decision was therefore made to have the work undertaken by contractors.

At the end of August and within the months that followed, a total of 6 contractors had been approached for the provision of quotations. During this time the contractors were repeatedly contacted and quotations requested and eventually 3 contractors declined to quote and a further contractor has yet to respond notwithstanding numerous reminder calls from the parish office staff. Those who declined stated the reasoning behind their decision was due to the roundabout being classified as 'high speed'.

The officers within Horndean Parish Council have worked consistently towards resolving the issues raised relating to the roundabout and their tenacity has finally come to fruition in terms of obtaining quotations from contractors willing to undertake the work. As after a lengthy and protracted process, eventually on the 26 November we received a second quotation in readiness to present to the meeting of the Council on the 21 December 2015.

It is extremely important to note that throughout this process the roundabout remained compliant in terms of safety and no notification to the contrary was received from any statutory body.

In parallel to the work being undertaken to engage appropriate contractors, additional enquiries were made by the Executive Officer within which contact was made with the County Council on the 15 October. The purpose being to clarify and ascertain the current and ongoing obligations in terms of maintenance. As a result it transpired on the 02 December that due to the uncertainty surrounding the terms of any existing maintenance agreement between the parties, that Hampshire County Council will, as from the 31 December 2015 resume responsibility for the ongoing maintenance of Lakesmere Roundabout.

Report prepared by

Carla Baverstock-Jones GCILEx
Executive Officer and Clerk to the Council

ITEM: 17

TITLE NUMBER

SH12845

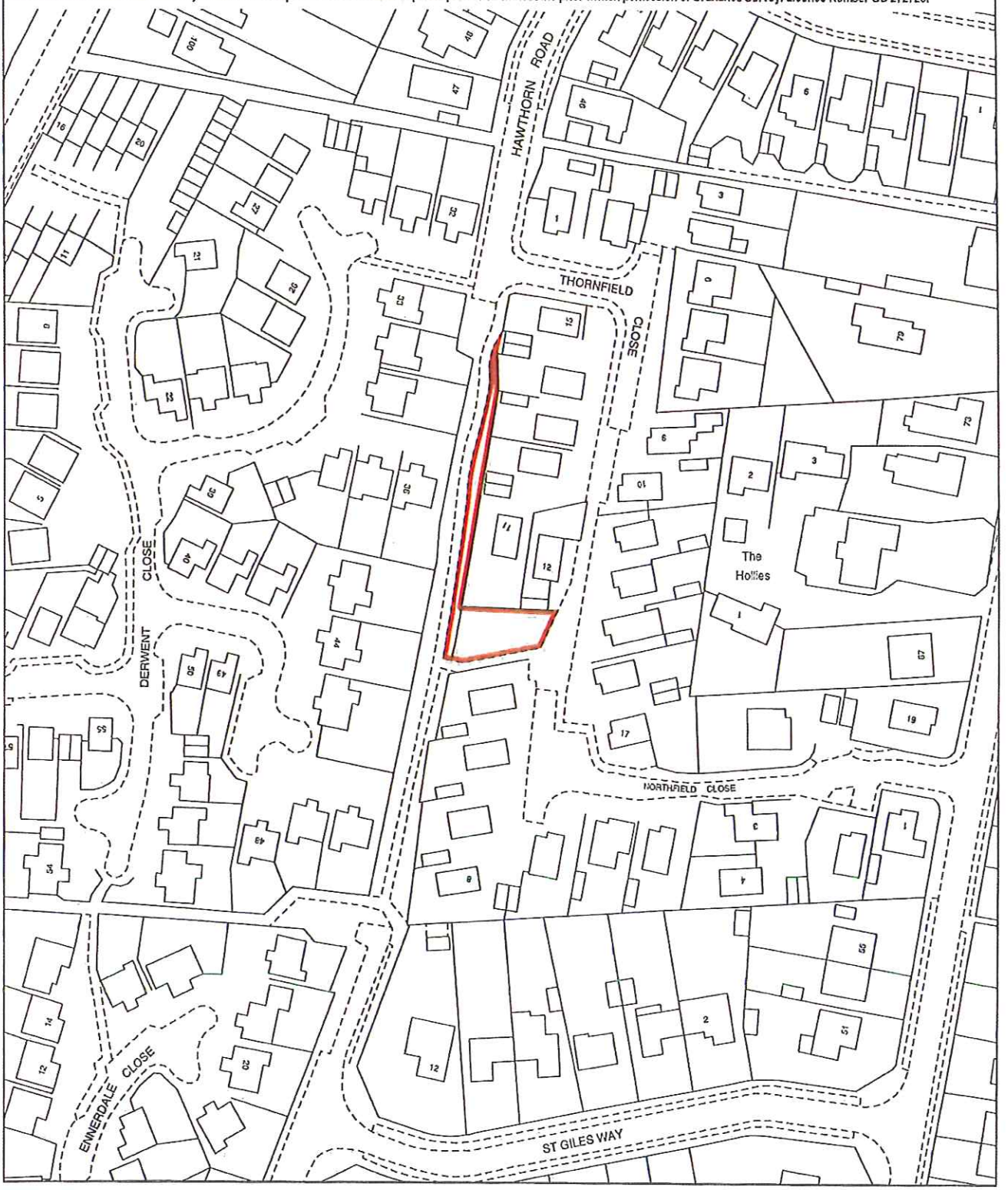
HAMPSHIRE : EAST HAMPSHIRE

N

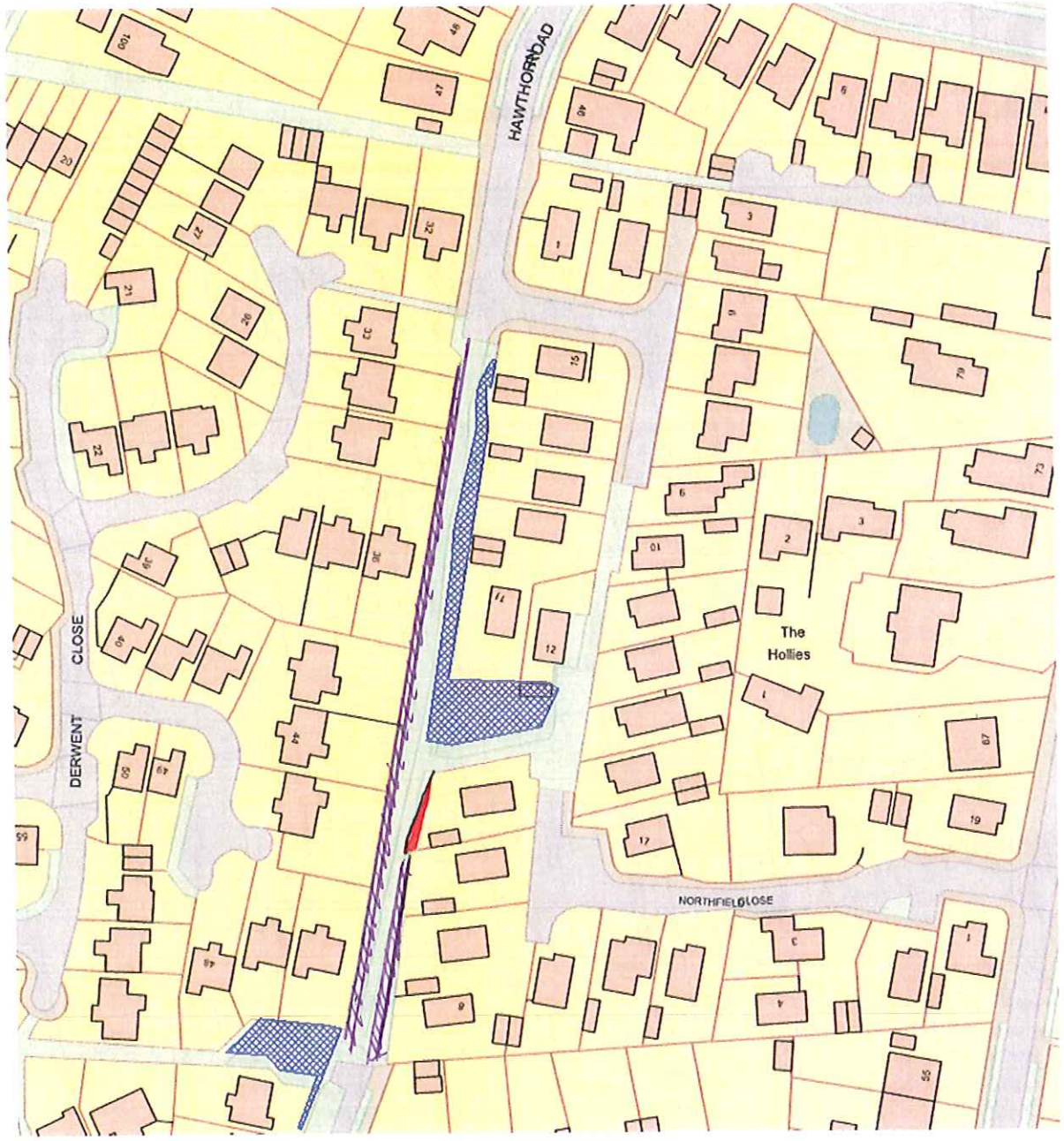
ORDNANCE SURVEY MAP REFERENCE: SU7014NW

SCALE 1:1250 Enlarged from 1/2500

©CROWN COPYRIGHT. Produced by HMLR. Further reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number GD 272728.



H.M. LAND REGISTRY DP 12/2002


HAWTHORN ROAD
DERWENT CLOSE
The Hollies
NORTHFIELD CLOSE

Hawthorn Road, Horndean, East Hampshire District

Land Registry Title No:	HP308812 and SH12845
Transferor/ Transfer Date:	EHDC/ 30.09.2003
Covenants:	*1.To use the land referred to in clause 2 of this transfer only as public open space for informal recreation and not to allow permit or suffer the construction on that land or on any part or parts thereof of any building or structure whatsoever whether permanent or temporary.* *2.At all times from and including the date hereof to maintain to the satisfaction of the Transferor all boundary structures on the land referred to in clause 2 of this transfer.*
Grid Reference:	SU 70275 14913
Area:	0.03 ha
Land Use:	Public Open Space/ Informal Recreation
Grass Cutting Intervals:	Every 2 weeks from March to October.
Mowing (min):	30
Strimming (min):	20
Hedges:	?
Infrastructure:	?
Fuel Cost Mowing (£2.40/hr)	£1.20
Fuel Cost Strimming (£0.90/hr)	£0.30
Manhours Cost Mowing (£9.54/hr)	£4.80
Manhours Cost Strimming (£9.54/hr)	£3.20
Total Cost of Manhours and Fuel per Cut:	**£9.50**

CATHERINGTON POND WORK SCHEDULE 2015-2025

SCHEDULE OF GENERAL SITE MAINTENANCE AND STEWARDSHIP

DESCRIPTION OF WORKS	TIMING AND FREQUENCY OF WORKS	LIMITS OF ACCEPTABLE CHANGE	OTHER COMMENTS	DATE WORK UNDERTAKEN	# HOURS/ PEOPLE	GROUND ORG REF
Protect sites by patrol and liase with any parties with any interest in Catherington pond	Weekly			N/A	0.10 HRS 1 person	284
Litter pick and waste collection	Weekly		Carried out as part of the weekly parks checks	N/A	(INC. IN ABOVE TASK)	284
General site check including infrastructure	Bimonthly		Included in the countryside checks; bench, signs, dipping platform	N/A	0.20 1 person	99
Tree safety work	Bimonthly (internal) Annual (external)		Any high risk trees to be included in the annual external tree report	N/A	(INC. IN ABOVE TASK)	99

SCHEDULE OF GENERAL SITE MAINTENANCE WORK (BANKSIDE AND POND VEGETATION)

DESCRIPTION OF WORKS	TIMING AND FREQUENCY OF WORKS	LIMITS OF ACCEPTABLE CHANGE	OTHER COMMENTS	DATE WORK UNDERTAKEN	# HOURS/ PEOPLE	GROUND ORG REF
Coppice willows in pond. Re coppice when necessary	Winter **N.B area TPO**		One-two trees every 1-2 years. This will allow the pond to retain water and limit hydroseral succession.	coppiced in 2014	2 hours 2 people	Not yet in
Cut bramble back from around the banks and strim public access paths	In winter to avoid disturbance to wildlife	It should not be left to encroach on the rest of the site.			4 hours 2 people	184
Creation/maintenance of log piles and buffer zones around pond for amphibians	Annually before winter				(INC. IN ABOVE TASK)	184
Remove non-native invasive plant species	Winter				(AS ABOVE)	184
Manage habitat, open water, by clearing vegetation. Clear one third wedge of pond vegetation.	Annually in winter (when required)			1/3 cleared in 2014	(AS ABOVE)	184

SCHEDULE OF SITE SURVEY AND MONITORING WORK

DESCRIPTION OF WORKS	TIMING AND FREQUENCY OF WORKS	LIMITS OF ACCEPTABLE CHANGE	OTHER COMMENTS	DATE WORK UNDERTAKEN	# HOURS/ PEOPLE	GROUND ORG REF
General monitoring of site development and changes	As often as possible throughout the year	General monitoring should not be reduced in frequency and should be consistently carried out by a range of people not least the site manager. Survey and monitoring methods need to be objective, prioritised and able to provide the information required.	Good general monitoring is an invaluable tool in determining and prioritising the day to day management of the site. Members of the public can and should be encouraged to assist. Members of the countryside team can conduct general site checks whilst other work is carried out	N/A		99
Survey of plant communities aiming to classify them according to the NVC	Spring/summer	The plant communities must be identified according to the NVC.	Random quadrats in selected areas. Classification according to the NVC allows long-term changes in plant community types to be better monitored and understood. This survey must be carried out by a competent person or body		2 hours 1 person (Ranger)	Not yet in
Fixed point photography	This on-going photographic record should be updated at least every 4 years	For the site as a whole it should not be done less regularly than every 4 years at the present time	Photographical records of the site should be used as a tool to help monitor the development of the site and therefore assist in management decision making		1 hours 2 people	Not yet in

DESCRIPTION OF WORKS	TIMING AND FREQUENCY OF WORKS	LIMITS OF ACCEPTABLE CHANGE	OTHER COMMENTS	DATE WORK UNDERTAKEN	# HOURS/ PEOPLE	GROUND ORG REF
Monitoring of vegetation communities	This can only occur properly once communities have been classified according to the NVC and thereafter, should occur seasonally and annually	It is possible to allow some change to monitoring of vegetation as long as at least one detailed survey is made annually by the land manager	Changes to plant communities generally occur due to natural succession or if ground conditions greatly change. Quadrats can and should be used to survey plant communities		3 hours 1 person (Ranger)	Not yet in
Pond survey	Spring and august (with Hi-Tek Wild-Trek and local school children)		Vegetation, mollusca, odonata, amphibians and reptiles, water chemistry, water depth, wetland invertebrates		2 hours 2 people	Not yet in
Hydrological survey	Quarterly Quarterly Annually		Water chemistry Water depth Extent of weed free area	CURRENLTY DON'T HAVE WATER TESTING FACILITIES		Not yet in
Human impact/public use	As often as possible throughout the year			N/A		99, 184