HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 13 FEBRUARY 2017 AT 7.00 P.M.

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker), Matthew Madill, Grounds Manager, Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: There was one member of the press and one member of the public present.

HPC 255/16/17 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck and R Sowden.

Apologies for absence were also received from County Councillor Mrs Marge Harvey.

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

HPC 256/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

A declaration of interest was received from Cllr Mrs E Tickell regarding Item 13 on the agenda.

HPC 257/16/17 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No reports were received.

HPC 258/16/17 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr David Evans was circulated (as attached) and noted by Members.

HPC 259/16/17 **TO RECEIVE THE CHAIRMANS COMMENTS**

The Chairman said there had recently been two letters from residents in the Horndean Post, which she said she answered the points raised in the letter written by Mr Davis.

She said that Mr Davis had written that "Parish Council meeting agenda's carry a caveat, stating, that during public question time No question will not require an answer or discussion". She said his point was answered stating the exact wording on the HPC agendas as follows

"*A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*"

Mr Davis was also informed that this phrase is intended to inform the public that any question we cannot answer at the meeting will be answered from the office and further that HPC do not debate questions. (A Parish Council may not debate items not notified in the agenda). He was informed that there is no lack of transparency and told that the Chairman could not remember the last time HPC were unable to deal with a question raised.

The Chairman informed Members that there would be a Speed Indicator Device (SID) meeting held on 6th March 2017 at Jubilee Hall, start time 7pm. She said there would be a representative from the Police and two

previous SID Members in attendance and said that Cllr P Little would be the liaison representative between the SID Group and HPC. Cllr R Veitch volunteered to be part of the SID Group.

HPC 260/16/17 **PUBLIC SESSION**

The meeting was opened to the public. No questions were asked.

HPC 261/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 16 JANUARY 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 16 January 2017 be duly signed as a true record of the meeting.

HPC 262/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

The Orders for Payment (List 11 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

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

HPC 263/16/17 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated. It was **RESOLVED** that the monthly Finance Report be noted.

HPC 264/16/17 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE COUNCILS CURRENT BANKING ARRANGEMENTS**

A report by the RFO was circulated.

The Government's bail-out scheme, in the event of a bank failing, only guaranteeing security of funds up to £75,000 was queried. One Member said they believed the amount changed with the exchange rate.

The RFO said that he would like to leave the Co-Operative account as the main workable account, but suggested opening a secondary, or even two other accounts with another well-known high-street bank.

A discussion took place and it was **RESOLVED** to

- Keep the maximum secure sum with the Co-Operative Bank.
- Transfer remaining funds to a deposit account, to be opened with one or two of the main high-street banks. (This is to be left with the RFO and Chief Officer to look into the most suitable high-street bank).

HPC 265/16/17 **TO RECEIVE CLARIFICATION REGARDING THE STRUCTURAL REPORT IN RESPECT OF NAPIER HALL AND AGREE THE WAY FORWARD**

It was **RESOLVED** that

- The quotation received from Andrews Newby Partnership be agreed for the total sum of £3,020.00 (exc. VAT) and builders work estimated at £500 (exc. VAT).
- HPC inform the Surveyor to proceed with the works as per their quotation.

This was proposed by Cllr D Evans and seconded by Cllr M Burridge.

HPC 266/16/17 **TO CONSIDER A CHANGE TO STANDING ORDERS, TO ENABLE THE ELECTION OF THE CHAIRMAN AND VICE CHAIRMAN TO BE DECIDED BY BALLOT PAPER**

- The Chairman said that signatures had been circulated and advice had been sought from HALC. She asked for a show of hands for those in favour of amending Standing Orders to enable the election of

the Chairman and Vice Chairman to be decided by ballot paper. 8 Members were in favour of changing Standing Orders and 4 Members were against changing Standing Orders.

It was **RESOLVED** that Standing Orders be amended to enable the election of the Chairman and Vice Chairman to be decided by ballot paper.

HPC 267/16/17 **TO RECEIVE A VERBAL UPDATE AND CONSIDER THE ONGOING TRAFFIC REGULATION ORDER APPLICATION IN RESPECT OF THE BOAT AT OLD LANE**

A discussion took place and it was **RESOLVED** that

- The TRO application still stands for the designation of Old Lane being changed so it is no longer a BOAT.
- In the interim, a seasonal TRO application be made for the BOAT at Old Lane to be closed to 4x4 vehicles, motorbikes and horse and carriages between the end of September through to March. If successful, this would take place from September 2018.
- A HCC Highways sign be installed at Old Lane, stating "Steep gradient, no passing places. Beware of pedestrians".
- Barriers would be erected at the appropriate times of seasonal closure.
- Consultations would take place.

HPC 268/16/17 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE PLACEMENT OF FLORAL DISPLAYS WITHIN THE VILLAGE**

A report by the Grounds Manager was circulated.

A discussion took place and It was **RESOLVED** that the item be deferred until the next Council meeting, due to awaiting further information from SSE and HCC before a decision could be made.

HPC 269/16/17 **TO CONSIDER AND APPROVE THE PROVISION OF LITTER PICKING EQUIPMENT IN RESPECT OF A VOLUNTARY GROUP**

A report by the Senior Administrator was circulated. A discussion took place and It was **RESOLVED** that HPC allocate a maximum of £500 towards the provision of litter picking equipment in respect of a voluntary group in Horndean.

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

HPC 270/16/17 **TO CONSIDER A REPRESENTATIVE TO ATTEND THE HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS ANNUAL CONFERENCE ON THE 22 MARCH 2017**

It was **RESOLVED** that Councillors Mrs L Evans, Mrs D Denston and D Evans attend the Hampshire Association of Local Councils Annual Conference on the 22 March 2017.

HPC 271/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 30 JANUARY 2017, IN RESPECT OF IMPROVEMENTS TO THE BOARDWALK AT HAZLETON COMMON**

The recommendation from the Grounds Committee on the 30th January 2017, in respect of improvements to the Boardwalk at Hazleton Common was circulated.

It was **RESOLVED** that the recommendation be accepted as follows

- The non-slip surface grip strip be purchased at a total cost of £468.00 for use in improving the boardwalks on Hazleton Common.

HPC 272/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 30 JANUARY 2017, IN RESPECT OF IMPROVEMENTS TO A FOOTPATH AT CATHERINGTON LITH**

The recommendation from the Grounds Committee on the 30th January 2017, in respect of improvements to a footpath at Catherington Lith was circulated.

It was **RESOLVED** that the recommendation be accepted as follows

- Improvement works to the footpaths be carried out at Catherington Lith including part of a path owned by a third party.
- Written consent be obtained from the Landowner before any improvement works commence.

HPC 273/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 30 JANUARY 2017, IN RESPECT OF THE FLY GRAZING POLICY**

The recommendation from the Grounds Committee on the 30th January 2017, in respect of the Fly Grazing Policy was circulated.

It was **RESOLVED** that the recommendation be accepted as follows:

- The Fly Grazing Policy be accepted to include a flow chart, showing a step by step procedure relating to the responsibilities of the Council already drawn up in the Policy.

HPC 274/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 30 JANUARY 2017, IN RESPECT OF THE PLANNED DATE FOR THE BIO BLITZ EVENT**

The recommendation from the Grounds Committee on the 30th January 2017, in respect of the planned date for the Bio Blitz Event was circulated.

It was **RESOLVED** that the recommendation be accepted as follows

- The proposed Bio Blitz dates were planned for Friday 7th and Saturday 8th July 2017 and would be run on Catherington Down.

HPC 275/16/17 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING(S)**

A written update by the Chief Officer was circulated and noted.

HPC 276/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 20 MARCH 2017**

Noted.

The meeting closed at 8:09pm

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Chairman

20/3/17
Dated

Item 8

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17					LIST 11 - 13-02-17			BANK ENTRIES: 10/01/17 to 06/02/17	
Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	JANUARY 2017 - DIRECT DEBITS								
04/01/2017	Plusnet	DD	D1617098	15.00	20.00%	3.00	18.00	Tyfield 04/1/17-3/2/2017	81369269
10/12/2016	PHS	DD	D1617099	89.23	20.00%	17.85	107.08	Waste Collection & San Disposal 14/1-13/4/17	64473959
10/12/2016	PHS	DD	D1617100	210.25	20.00%	42.05	252.30	Air Freshener,Hand Drier, Waste , San Disposal 14/1-13/4/17	64473958
03/01/2017	FuelGenie	DD	D1617101	153.48	20.00%	30.70	184.18	Fuel	2380110
01/01/2017	Peach	DD	D1617102	133.31	20.00%	26.66	159.97	December Calls/January Rent	T264263
01/01/2017	Vodafone	DD	D1617103	47.00	20.00%	9.40	56.40	December Calls/January Rent	170119871199
04/01/2017	SSE	DD	D1617104	229.25	5.00%	11.46	240.71	Electric - Napier: 28 Sep - 21 Dec	811649404/0012
10/01/2017	SSE	DD	D1617105	235.04	20.00%	47.00	282.04	Gas - Napier: 2 Dec - 6 Jan	601655661/0010
11/01/2017	SSE	DD	D1617106	764.28	20.00%	152.85	917.13	Electric - Jubilee: 13 Oct to 4 Jan 2017	61656393/0008
31/12/2016	Veolia	DD	D1617107	139.20	20.00%	27.84	167.04	Waste Removal - December 2016	8791153954
11/01/2017	SSE	DD	D1617108	448.57	20.00%	89.71	538.28	Electric - Tyfield: 13 Oct to 4 Jan 2017	421656114/0010
16/01/2017	BT	DD	D1617109	82.57	20.00%	16.51	99.08	Jubilee Hall Alarm 1st Jan- 31 March	Q059QO
	FEBRUARY 2017 - DIRECT DEBITS								
01/02/2017	BT	DD	D1617110	81.89	20.00%	16.38	98.27	Tyfield Jan 1st - 31st March	Q055GF
01/02/2017	Luckylite	SO	D1617111	520.00	0.00%	0.00	520.00	Luckylite-February Rent	n/a
	JANUARY 2017 BACS								
10/01/2017	PRS	BACS	B1617372	134.00	20.00%	26.80	160.80	Performing Rights : Adjustment for 2016	5065020
10/01/2017	PRS	BACS	B1617372	367.35	20.00%	73.47	440.82	Performing Rights : Estimate for 2016	5065021
09/01/2017	Viking	BACS	B1617373	308.86	20.00%	57.77	366.63	Stationery and Refreshmnets	290664
09/12/2017	Screwfix	BACS	B1617374	27.49	20.00%	5.50	32.99	Wireless Door Chime for Tyfield House	761758852
13/01/2017	Blendworth Property Maintenance	BACS	B1617375	180.00	0.00%	0.00	180.00	Supply and fit Toilet Cistern	1617/01/02
18/01/2017	Petty Cash	BACS	B1617376	10.00	0.00%	0.00	10.00	Keys for Napier Hall	n/a
20/01/2017	Net Salaries	BACS	B1617377	14,108.14	0.00%	0.00	14,108.14	Net Salaries - January 2017	n/a
19/01/2017	Hampshire County Council	BACS	B1617378	28.23	20.00%	5.65	33.88	3 Boxes A4 Paper	58027507
01/01/2017	Blendworth Parish Magazine	BACS	B1617379	32.50	0.00%	0.00	32.50	Advertising February - December (10 editions)	20/17
23/01/2017	Rowlands Castle Cleaning	BACS	B1617380	75.00	0.00%	0.00	75.00	Window Cleaning at Tyfield, Napier and Jubilee	93, 94, 95
30/01/2017	I W Payne	BACS	B1617381	5,610.00	20.00%	1,122.00	6,732.00	Repairs to Lych Gate at All Saints Church, Catherington	3164
23/01/2017	Viking	BACS	B1617382	31.35	20.00%	6.27	37.62	Files, Dividers, Euro tape, Bin for Napier	368204
24/01/2017	Viking	BACS	B1617383	13.77	20.00%	2.75	16.52	50 Litre Bin for Napier Hall	371784
27/01/2017	AVS Fencing	BACS	B1617384	321.37	20.00%	64.27	385.64	Fencing Supplies for Parsonage Field	0170400
27/01/2017	AVS Fencing	BACS	B1617385	99.80	20.00%	19.96	119.76	Fencing Supplies for Comfrey Close	0170401
30/01/2017	Machine Mart (Petty cash)	BACS	B1617386	11.99	20.00%	2.40	14.39	Petty Cash 1st Nov-30th November	n/a
30/01/2017	Petty Cash	BACS	B1617386	28.25	0.00%	0.00	28.25	Petty Cash 1st Nov-30th November	n/a
23/01/2017	Mackarness & Lunt	BACS	B1617387	70.00	20.00%	14.00	84.00	Deeds Storage Charge 2016	001094
31/10/2017	Hampshire Pension Fund	BACS	B1617388	3,428.37	0.00%	0.00	3,428.37	Pension Contributions January 2017	n/a
31/01/2017	HMRC	BACS	B1617389	4,004.21	0.00%	0.00	4,004.21	PAYE/NI January 2017	n/a
	FEBRUARY 2017 BACS								
17/01/2017	Keydell Nurseries	BACS	B1617xxx	33.22	20.00%	6.64	39.86	Flowers for Hanging Baskets at Tyfield House	0246
30/01/2017	F R Jones	BACS	B1617xxx	35.05	20.00%	7.01	42.06	Circular Saw	139204
31/01/2017	Connected IT	BACS	B1617xxx	35.00	0.00%	0.00	35.00	Printing Issues	HPC021
02/02/2017	Office Furniture	BACS	B1617xxx	392.00	20.00%	78.40	470.40	Folding tables for Jubilee	SN005740
	JANUARY 2017 DEBIT CARD								
13/01/2017	Back 2 International Ltd	VISA	V1617072	16.67	20.00%	3.33	20.00	Wheels for Office Chair	62901
13/01/2017	The Post Office	VISA	V1617073	4.45	0.00%	0.00	4.45	Postage for Office Chair	n/a
18/01/2017	eDecks	VISA	V1617074	1.04	0.00%	0.00	1.04	Sample - 50mm Anti Slip Decking Strip	n/a
20/01/2017	F R Jones	VISA	V1617075	76.82	20.00%	15.36	92.18	Tree Works Equipment	138386
30/01/2017	First Aid.co.uk	VISA	V1617076	84.00	20.00%	16.80	100.80	Nappy bags and dispenser at Napier/Jubilee Halls	n/a
25/01/2017	Argos	VISA	V1617077	100.61	20.00%	20.12	120.73	Henry Hoover for Napier	1170128003
25/01/2017	Safety Sign Supplies	VISA	V1617078	44.11	20.00%	8.82	52.93	Fire Assembley Sign for Jubilee	70650
	FEBRUARY 2017 DEBIT CARD								
	TOTALS			32,862.72		2,048.74	34,911.46		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS					LIST 11 - 13-02-17				
Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	JANUARY 2017								
10/01/2017	Private	DC	I1617333	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1499, 1500
09/01/2017	Private	DC	I1617334	13.20	0.00%	0.00	13.20	Hire of Jubilee Hall	1639
09/01/2017	MS Society	DC	I1617335	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2796
09/01/2017	Private	DC	I1617336	50.82	0.00%	0.00	50.82	Hire of Jubilee Hall	1491
09/01/2017	1st Cath Air Scouts	DC	I1617337	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2791
09/01/2017	PFM Wel-being	DC	I1617338	82.50	0.00%	0.00	82.50	Hire of Jubilee Hall	2765
09/01/2017	Lovedean Karate Club	DC	I1617339	184.80	0.00%	0.00	184.80	Hire of Napier Hall	2795
09/01/2017	Private	DC	I1617340	43.56	0.00%	0.00	43.56	Hire of Napier Hall	1542
11/01/2017	Private	DC	I1617341	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6592
11/01/2017	Private	DC	I1617342	156.25	0.00%	0.00	156.25	Hire of Jubilee Hall	1673-75
12/01/2017	Private	DC	I1617343	75.02	0.00%	0.00	75.02	Hire of Jubilee Hall	1484-86
12/01/2017	Private	DC	I1617344	100.00	0.00%	0.00	100.00	Hire of Jubilee Hall - Deposit	1484-86
13/01/2017	Private	DC	I1617345	150.82	0.00%	0.00	150.82	Hire of Jubilee Hall	1636-7
16/01/2017	Private Deposit refunded	BACS	I1617341	-100.00	0.00%	0.00	-100.00	Deposit Refunded re: I1617341	1673-75
16/01/2017	Horndean Baptist Church	DC	I1617346	685.76	0.00%	0.00	685.76	Hire of Napier Hall	2802
16/01/2017	On All Paws	DC	I1617347	118.80	0.00%	0.00	118.80	Hire of Jubilee Hall	2797
16/01/2017	Country Park Quilters	DC	I1617348	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2779
18/01/2017	Private	BACS	I1617237	-126.19	0.00%	0.00	-126.19	Hall Hire returned due to cancellation	6551,1166-69
19/01/2017	Rural Payments Agency	DC	I1617349	3,931.30	0.00%	0.00	3,931.30	ESS Higher 2016 Entry Level Stewardship	1102487767
23/01/2017	Private	DC	I1617350	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1694
23/01/2017	Private	DC	I1617351	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	1698
23/01/2017	Private	DC	I1617352	78.38	0.00%	0.00	78.38	Hire of Napier Hall	1703
27/01/2017	Butser Lace	DC	I1617353	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2819
30/01/2017	Busybees	DC	I1617354	396.00	0.00%	0.00	396.00	Hire of Jubilee Hall	2818
30/01/2017	Ams4Fitness	DC	I1617355	118.80	0.00%	0.00	118.80	Hire of Napier and Jubilee	2816
30/01/2017	Diddi Dance	DC	I1617356	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2745?
30/01/2017	Diddi Dance	DC	I1617357	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2784?
31/01/2017	Diddi Dance	DC	I1617358	16.50	0.00%	0.00	16.50	Hire of Napier Hall	2792?
31/01/2017	Purple Promotions	DC	I1617359	198.00	0.00%	0.00	198.00	Hire of Napier Hall	2734
31/01/2017	Cambridge & Counties	DC	I1617360	116.58	0.00%	0.00	116.58	Bank Interest	n/a
	FEBRUARY 2017								
01/02/2017	Dog Training	DC	I1617361	444.60	0.00%	0.00	444.60	Hire of Napier Hall	2809
01/02/2017	Little Gems Day Nursery	DC	I1617362	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1704-5
01/02/2017	Private	DC	I1617363	50.82	0.00%	0.00	50.82	Hire of Jubilee Hall	1164-65
01/02/2017	Horndean Voluntary Care Group	DC	I1617364	18.70	0.00%	0.00	18.70	Hire of Napier Hall	180-81
01/02/2017	Horndean Twinning Association	DC	I1617365	70.50	0.00%	0.00	70.50	Hire of Jubilee Hall	1713-14
01/02/2017	Private	DC	I1617366	110.82	0.00%	0.00	110.82	Hire of Napier Hall	1689-92
01/02/2017	Diddi Dance	DC	I1617367	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2820?
01/02/2017	Hornean FC	DC	I1617368	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/02/2017	Horndean Hawks	DC	I1617369	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
01/02/2017	HMRC	DC	I1617370	17,358.54	0.00%	0.00	17,358.54	Q3 2016-17 VAT Return	n/a
01/02/2017	Private	DC	I1617371	100.00	0.00%	0.00	100.00	Hire of Jubilee Hall	1731
02/02/2017	Abstract	DC	I1617372	85.00	0.00%	0.00	85.00	Hire of Napier Hall	2815
03/02/2017	Brendoncare	DC	I1617373	52.80	0.00%	0.00	52.80	Hire of Napier Hall	2787
06/02/2017	Slimming World	DC	I1617374	835.00	0.00%	0.00	835.00	Hire of Jubilee Hall	2804
06/02/2017	Horndean Baptist Church	DC	I1617375		0.00%	0.00	0.00	Hire of Napier Hall	2828
	TOTALS			26,155.18	0.00	0.00	26,155.18		

SIGNED:	
SIGNED:	
DATE:	LIST 11 - 13-02-17