Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 20 MARCH 2017 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

14 March 2017

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 District Councillors regarding District Council matters.
5. To receive the Chairman's comments.
6. 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.*
7. To receive a presentation from District Councillor Mrs Sara Schillemore and Rebecca Probert EHDC Community Officer in respect of the South of Butser event on the 24 June 2017.
8. To approve the Minutes of the Council Meeting held on the 13 February, 2017.
9. To receive and approve the Orders for Payment (List 12 attached).
10. To receive and agree the monthly finance report.
11. To receive and agree the Financial Risk Assessment.
12. To receive and agree the Asset Register.
13. To receive a report and consider the quotations in respect of the placement of floral displays within the village.
14. To receive and consider the closure of Footpath 8 within Horndean.

15. To receive and note a report on the recent EHAPTC meeting.

16. To receive a written update on the progress of resolutions from previous meeting(s).

17. To note the next scheduled meeting of the Council being the 24 April 2017.

Item 3

COUNTY CLLR MRS M. HARVEY REPORT 10/02/2017

I am happy to confirm that I have been selected as your candidate for the next HCC election on May 4th this year.

I am very happy to report that we now have a replacement for the officer who left before Christmas who oversees problems in my division. He started last month and has already been busy marking potholes etc.

I have requested that a refuge be constructed on Lovedean Lane in front of the village hall, so that people using the hall can cross in safety. I am also hoping that it will slow down some of the traffic. HCC have agreed to complete the works on Broadway Lane, Hinton Daubney, Lovedean very soon. The works notice has been put in, so hopefully it will happen very soon.

There are a number of consultation documents out to reduce the speed of traffic, so please go online and comment if you have anything that you need to say, either to agree or object.

At our next full council we will be deciding if we are to raise our council tax by 4.99% to help pay for social care.

This is a very big issue as you probably have heard on the news and this will only help towards it. Much more is needed and we await the government's decision on whether they are going to help in any way.

If there is anything that I can help with, then please don't hesitate to contact me as it's my hip and not my ears or hands that aren't working at the moment!!!

County Cllr Mrs M Harvey

Item 4

District Councillor's Report to Horndean Parish Council for 20th March 2017

Cllr David Evans, Horndean Kings, East Hampshire District Council

23rd February
District Councillors received a briefing from the Local Government Boundary Commission. As you are aware from paper presented by Mr Horwood at the Community Forum held on 31/1/17, these changes will affect at least some Horndean DC wards. The objective is to look forward to 2023 and to attempt to even out the number of voters per Ward at that date.

The EHDC Budget for 2017/18 was presented at the Full Council meeting by Cllr Cowper and was passed by Council. Through its innovative and very successful strategy of selling services and investing in commercial property and despite continuing reductions in funding from Central Government, EHDC has succeeded not only in maintaining and improving its front line services, but has followed last year's 2% cut in its share of the Council Tax with a cut of 2.6% for 2017/18.

9th March
The Governance Audit and Scrutiny Committee considered reports from both internal and external Auditors. In response to concerns raised by Councillors about the collection of s106 Developer's Contributions, the Committee requested that a report be presented to it by the Officer responsible. I shall report on this in due course.
The revised Code of Conduct for Members was discussed and several minor changes were requested and agreed. The new code adds many more details and examples about how Councillors should perform their duties and is the result of lessons learned over the last few years since the Standards Board was replaced by Councils' own codes. All but two Parish and Town Councils in East Hampshire, including Horndean, have adopted the EHDC Code. It will now go to Council for approval.

Planning and enforcement
EHDC planning and enforcement officers have continued their excellent work in dealing with occurrences of high fences that have recently been erected in Horndean without the necessary planning permission. The 2m fence erected at 70 London Road has been reduced to 1m, the fence to the rear of 63 Woodstock Avenue has been altered to meet planning officers' objections, and a redesign of the fence around 34 Bulls Copse Lane to meet planning officers' objections has been submitted. I have asked officers to consider what the Council might do by way of publicity to inform the Public about the need to obtain permission so that home owners can avoid costly mistakes and the Council minimises its costs in enforcing the regulations.

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

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Dated

Item 9

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17					LIST 12 - 20-03-17			BANK ENTRIES:07/02/17 to 13/03/17	
Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	FEBRUARY 2017 - DIRECT DEBITS								
04/02/2017	Plusnet	DD	D1617113	12.50	20.00%	2.50	15.00	Tyfield: 04/02/2017-03/03/2017	82491111
01/02/2017	Peach	DD	D1617114	136.43	20.00%	27.29	163.72	January Calls/February Rent	T265404
01/02/2017	Fuel Genie	DD	D1617115	144.15	20.00%	28.83	172.98	Fuel	2416053
01/02/2017	Vodafone	DD	D1617116	47.00	20.00%	9.40	56.40	January Calls/February Rent	170219931454
07/02/2017	SSE Gas	DD	D1617117	194.27	20.00%	38.85	233.12	Napier Gas: 7 Jan- 3 Feb	17768012419
25/01/2017	PHS	DD	D1617118	115.84	20.00%	23.17	139.01	Napier: Dust Mats/Driers 1/3/17-31/5/17	64595476
31/01/2017	Veolia	DD	D1617119	185.21	20.00%	37.04	222.25	Waste Removal - January 2017	8791158415
	MARCH 2017 - DIRECT DEBITS								
01/03/2017	Luckylite	DD	D1617120	520.00	0.00%	0.00	520.00	Luckylite - March Rent	n/a
30/01/2017	Southern Water	DD	D1617121	74.78	0.00%	0.00	74.78	Water: Tyfield 20 July - 19 January 2017	716001228361
09/02/2017	Southern Water	DD	D1617122	118.98	0.00%	0.00	118.98	Water: Jubilee 9 August - 24 January 2017	704001656788
02/02/2017	Castle Water	DD	D1617123	283.21	0.00%	0.00	283.21	Sewerage - Napier Hall 16/07/16-18/01/17	22728
27/01/2017	Castle Water	DD	D1617124	17.86	0.00%	0.00	17.86	Water Trough End of Hollybank Close 12/7/16-16/1/17	22085
06/02/2017	Castle Water	DD	D1617125	27.44	0.00%	0.00	27.44	Sewerage: Tyfield 20/7/16-19/1/2017	23030
08/02/2017	Castle Water	DD	D1617126	43.79	0.00%	0.00	43.79	Sewerage: Jubilee 9/8/16-24/1/17	23320
04/03/2017	Plusnet	DD	D1617127	12.50	20.00%	2.50	15.00	Tyfield: 4/3/17-3/4/17	83606353
21/02/2017	Southern Water	DD	D1617128	37.90	0.00%	0.00	37.90	Final Bill-25 Jan-31 March Jubilee Hall	70110191687
21/02/2017	Southern Water	DD	D1617129	32.41	0.00%	0.00	32.41	Final Bill-20 Jan-31 March Tyfield House	70110192727
28/02/2017	Peach	DD	D1617130	136.75	20.00%	27.35	164.10	February Calls/March Rent	T268602
	FEBRUARY 2017 BACS								
12/02/2017	Sean Mason Electrical	BACS	B1617394	185.00	20.00%	37.00	222.00	Supply & Fit LED light in Office at Tyfield	2205
31/01/2017	The New Blendworth Centre	BACS	B1617395	138.66	20.00%	27.73	166.39	Litter Picking - January 2017	NBC/1
06/02/2017	AVS Fencing	BACS	B1617396	228.68	20.00%	45.74	274.42	Fencing, Rails and Concrete	0172773
09/01/2017	Screwfix	BACS	B1617397	18.94	20.00%	3.79	22.73	Padlock and Key for Napier Hall Car Park	767038533
13/01/2017	Screwfix	BACS	B1617398	4.28	20.00%	0.86	5.14	4-Gang Extension Lead	767987586
16/01/2017	B & Q	BACS	B1617399	53.34	20.00%	10.66	64.00	MacAllister Tool Kit x 2	768494125
16/01/2017	Screwfix	BACS	B1617400	41.83	20.00%	8.36	50.19	Safety Specs, Gloves, Specs cases	768494133
16/01/2017	Screwfix	BACS	B1617401	48.81	20.00%	9.75	58.56	Tarpaulin, Vice, Door Stops, Duck Tape	768494141
23/01/2017	Screwfix	BACS	B1617402	5.15	20.00%	1.02	6.17	Zinc-Plated Chain, Large Flat Washers	770043100
23/01/2017	Screwfix	BACS	B1617403	3.33	20.00%	0.66	3.99	Zinc Plated Chain	770043119
27/01/2017	Screwfix	BACS	B1617404	9.39	20.00%	1.88	11.27	Goldscrews, Wash & Wax	771420420
01/02/2017	Screwfix	BACS	B1617405	11.41	20.00%	2.28	13.69	Easyfix Mixed Rivet Kit	772448825
01/02/2017	Screwfix	BACS	B1617406	4.99	20.00%	1.00	5.99	Coach screws	772448833
13/02/2017	Annodata	BACS	B1617407	126.88	20.00%	25.38	152.26	Printing Charges 23 Nov to 13 Feb	1069549
13/02/2017	F R Jones	BACS	B1617408	356.81	20.00%	71.37	428.18	Trousers, Boots, Gloves	140031
20/02/2017	Net Salaries	BACS	B1617409	14,355.75	0.00%	0.00	14,355.75	Net Salaries February 2017	n/a
13/02/2017	AVS Fencing	BACS	B1617410	7.20	20.00%	1.44	8.64	25KG Ballast	0174936
13/02/2017	AVS Fencing	BACS	B1617411	138.30	20.00%	27.66	165.96	Replacement fencing at Jays Close	0174937
13/02/2017	AVS Fencing	BACS	B1617412	69.15	20.00%	13.83	82.98	5 x Treated Posts for Cath Lith	0174938
08/02/2017	Castle Water	BACS	B1617413	12.81	0.00%	0.00	12.81	Water(standing chg) Cath Common 9/8/16-24/1/17	23276
14/02/2017	Arboricultural Association	BACS	B1617414	115.00	20.00%	23.00	138.00	Assessment of Tree Forks Course	9334
07/02/2017	St John Ambulance	BACS	B1617415	210.00	20.00%	42.00	252.00	1st Aid Refresher Course for Staff Member	1700027015
22/02/2017	Viking	BACS	B1617416	82.95	20.00%	16.59	99.54	Various Stationery Items	519668
22/02/2017	Viking	BACS	B1617417	7.87	20.00%	1.57	9.44	Tarifold Safety Marking and Hazard Tape	522112
22/02/2017	Horndean Tyres	BACS	B1617418	100.00	20.00%	20.00	120.00	New Tyre for HY65 UVJ	61914
27/02/2017	Petty Cash	BACS	B1617420	41.62	0.00%	0.00	41.62	Petty Cash 1st to 27th February	n/a
28/02/2017	HMRC	BACS	B1617421	4,043.00	0.00%	0.00	4,043.00	PAYE/NI February 2017	n/a
28/02/2017	Hampshire Pension Fund	BACS	B1617422	3,446.99	0.00%	0.00	3,446.99	Pension Contributions- February 2017	n/a

	MARCH 2017 BACS								
28/02/2017	AVS Fencing	BACS	B1617423	21.72	20.00%	4.34	26.06	2.4M Post and 8 x Brackets	0181038
01/03/2017	MOT & Service World	BACS	B1617424	274.98	20.00%	48.00	322.98	Service & MOT on ST08 XVV	18374
02/03/2017	Glanviless Legal Services	BACS	B1617425	750.00	20.00%	150.00	900.00	Adverse Possession Claim re Milkwood, Cath Lith	79169-4
03/03/2017	Blendworth Property Maintenance	BACS	B1617426	55.00	0.00%	0.00	55.00	Repair to Urinal Cistern at Napier Hall	1617/03/04
03/03/2017	Blendworth Property Maintenance	BACS	B1617427	55.00	0.00%	0.00	55.00	Repair Ceiling Panel Light	1617/03/03
07/03/2017	Rialtas Business Solutions Ltd	BACS	B1617428	616.00	20.00%	123.20	739.20	Annual Support 5 User Omega	SM17520
28/02/2017	Scandor	BACS	B1617429	3,144.83	20.00%	628.97	3,773.80	New Play Equipment at Jubilee-Final Payment	15836
28/02/2017	Scandor	BACS	B1617430	27,605.45	20.00%	5,521.09	33,126.54	Play Equipment at Deep Dell	15837
24/02/2017	Spaldings	BACS	B1617431	320.00	20.00%	64.00	384.00	10 x Scissor Type Litter Pickers	2131102
28/02/2017	The New Blendworth Centre	BACS	B1617432	138.66	20.00%	27.73	166.39	Litter Picking February 2017	NBC/1
06/03/2017	Cartridge Save limited	BACS	B1617433	34.91	20.00%	6.98	41.89	Toners for Office Printer	INVL794840
07/03/2017	Viking	BACS	B1617434	41.00	20.00%	8.20	49.20	Recycle Bin for Napier, Stationery	579580
10/03/2017	F R Jones	BACS	B1617435	386.25	20.00%	77.25	463.50	Stihl Blower and Stihl Bio Plus Chain	141368
10/03/2017	F R Jones	BACS	B1617436	21.75	20.00%	4.35	26.10	Stihl Square Strimmer Line	141375
10/03/2017	AVS Fencing	BACS	B1617437	1,043.10	20.00%	208.62	1,251.72	Installation of Boardwalks at Hazleton Common	186689
15/02/2017	Sound Advice PA Installations Ltd	BACS	B1617438	25.00	20.00%	5.00	30.00	Volume Control Knob for Audio Control-Jubilee Hall	7444
10/03/2017	Richard Merritt Chemicals	BACS	B1617439	32.44	20.00%	6.49	38.93	Janitorial Supplies for February	3547
12/03/2017	Connected IT	BACS	B1617440	50.00	0.00%	0.00	50.00	Ipad Activation Issue	HPC022
16/02/2017	Spaldings	BACS	B1617441	152.50	20.00%	30.50	183.00	10 x Bag Loop Holders, 7 Lge and 3 Med Vests	2127301
06/03/2017	Engelbert Strauss	BACS	B1617442	48.94	20.00%	9.79	58.73	Work Trousers for Countryside Team Member	775274
27/02/2017	Spaldings	BACS	B1617443	71.82	20.00%	14.36	86.18	2 x Scissor Type Litterpickers	SI-2131414
28/02/2017	Spaldings	BACS	B1617444	35.91	20.00%	7.18	43.09	1 x Scissor Type Litterpickers	SI-2132342
	FEBRUARY 2017 DEBIT CARD								
07/02/2017	Barriers Direct	VISA	V1617079	117.12	20.00%	23.42	140.54	Folding Parking Post-Hazl'ton Comm Holly Bank	087405
07/02/2017	edecks	VISA	V1617080	390.00	20.00%	78.00	468.00	50mm Black Anti Slip Decking Strip x 3 metres	200841
07/02/2017	St Johns Ambulance	VISA	V1617081	210.00	20.00%	42.00	252.00	First Aid Refresher Course	1700027015
13/02/2017	ACAS	VISA	V1617082	245.00	0.00%	0.00	245.00	Training Course for Chief Officer	7540760503
23/02/2017	Post Office	VISA	V1617083	4.45	0.00%	0.00	4.45	Postage of Legal Papers	n/a
	MARCH 2017 DEBIT CARD								
13/02/2017	ACAS	DC	V1617082	-245.00	0.00%	0.00	-245.00	Refund - Course Cancelled	7540760503
28/02/2017	NBB Matting	VISA	V1617084	589.00	20.00%	117.80	706.80	Octagonal Picnic Table for Jubilee Field	1347225
01/03/2017	Biffa	VISA	V1617085	29.00	0.00%	0.00	29.00	Recycling Bin for Napier Hall	tbc
06/03/2017	Pacific Supplies	VISA	V1617086	24.99	20.00%	5.00	29.99	Soap Cartridge for Napier Hall Toilet	302357
10/03/2017	DVLA	VISA	V1617087	230.00	0.00%	0.00	230.00	Annual Vehicle Tax on ST09 XVV	n/a
07/03/2017	Platinum Place	VISA	V1617088	1.89	0.00%	0.00	1.89	Recycling Bin Adhesive Sticker for Napier Hall	n/a
	TOTALS			**62,887.68**		**7,874.13**	**70,761.81**		

INVOICES TO BE APPROVED FOR PAYMENT					**LIST 12 - 20-03-17**				
Date of Invoice	**Payee**	**Payment Method**	**Voucher Number**	**Net**	**VAT Rate**	**VAT**	**Total Payment**	**Details**	**Invoice No.**
25/02/2017	DNB Tree Surgery Ltd	BACS	B1617445	1,400.00	20.00%	280.00	1,680.00	Remove Dangerous Tree at Lith Lane	2557
21/03/2017	Robert Harriott	BACS	B1617446	3,500.00	20.00%	700.00	4,200.00	Quarterly Rent - Q1 2017-18	02/17/065
21/03/2017	Robert Harriott	BACS	B1617446	201.55	0.00%	0.00	201.55	Insurance - Q1 2017-18	02/17/065
	TOTALS			**5,101.55**		**980.00**	**6,081.55**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS					LIST 12 - 20-03-17			BANK ENTRIES:07/02/17 to 13/03/17	
Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	FEBRUARY 2017								
06/02/2017	PFM Wel-being	DC	I1617376	33.00	0.00%	0.00	33.00	Hire of Jubilee Hall	2798
06/02/2017	Private	DC	I1617377	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1699-70
06/02/2017	Private	DC	I1617378	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	1462-63
06/02/2017	1st Catherington Air Scouts	DC	I1617379	99.20	0.00%	0.00	99.20	Hire of Jubilee Hall	2812
06/02/2017	Private	DC	I1617380	33.00	0.00%	0.00	33.00	Hire of Napier Hall	1740
06/02/2017	Yoga	DC	I1617381	51.00	0.00%	0.00	51.00	Hire of Napier Hall	2823
06/02/2017	On All Paws	DC	I1617382	168.40	0.00%	0.00	168.40	Hire of Jubilee Hall	2813
15/02/2017	Vine Medical Group	BACS	I1617344	-100.00	0.00%	0.00	-100.00	Deposit Refund	1984-86
13/02/2017	Private	DC	I1617383	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1706
13/02/2017	M S Society	DC	I1617384	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2821
13/02/2017	Private	DC	I1617385	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1826, 1746
13/02/2017	Lovedean Karate	DC	I1617386	237.60	0.00%	0.00	237.60	Hire of Napier Hall	2825
16/02/2017	Diddi Dance	DC	I1617387	16.50	0.00%	0.00	16.50	Hire of Napier Hall	2820
20/02/2017	Country Park Quilters	DC	I1617388	62.80	0.00%	0.00	62.80	Hire of Jubilee Hall	2803, 2814
21/02/2017	Rural Payments Agency	DC	I1617389	1,000.00	0.00%	0.00	1,000.00	English Woodland Grant Scheme	1102487767
23/02/2017	Private	DC	I1617390	100.00	0.00%	0.00	100.00	Hire of Jubilee Hall	1831,1832
28/02/2017	Private	DC	I1617391	50.82	0.00%	0.00	50.82	Hire of Jubilee Hall	1824-5
28/02/2017	Purple Promotions	DC	I1617392	208.00	0.00%	0.00	208.00	Hire of Napier Hall	2806
28/02/2017	EHDC	DC	I1617393	589.00	0.00%	0.00	589.00	Grant for Bench at Jubilee Field	n/a
28/02/2017	Cambridge & Counties	DC	I1617394	105.38	0.00%	0.00	105.38	Bank Interest	n/a
	MARCH 2017								
01/03/2017	Horndean F. C	DC	I1617395	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/03/2017	Horndean Hawks	DC	I1617396	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
27/02/2017	Private	DC	I1617397	46.61	0.00%	0.00	46.61	Hire of Napier Hall	1840-1
27/02/2017	Private	DC	I1617398	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	1835-6
27/02/2017	Horndean Conservative Association	DC	I1617399	32.72	0.00%	0.00	32.72	Hire of Napier Hall	1829-30
27/02/2017	Private	DC	I1617400	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	1827-8
27/02/2017	PFM Wel-being	DC	I1617401	66.00	0.00%	0.00	66.00	Hire of Jubilee Hall	2822
01/03/2017	AMS4Fitness	DC	I1617402	118.80	0.00%	0.00	118.80	Hire of Jubilee Hall	2832
03/03/2017	Brendoncare	DC	I1617403	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2817
03/03/2017	Slimming World	DC	I1617404	660.00	0.00%	0.00	660.00	Hire of Jubilee Hall	2848
03/03/2017	Butser Lace	DC	I1617405	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2834
03/03/2017	Southern Health	DC	I1617406	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2824
08/03/2017	Busybees	DC	I1617407	396.00	0.00%	0.00	396.00	Hire of Jubilee Hall	2841
08/03/2017	Private Hall Hire	DC	I1617408	51.00	0.00%	0.00	51.00	Hire of Jubilee Hall	1901-1902
06/03/2017	Dog Training	DC	I1617409	369.60	0.00%	0.00	369.60	Hire of Napier Hall	2836
06/03/2017	Denmead Brass	DC	I1617410	26.40	0.00%	0.00	26.40	Hire of Napier Hall	1842
06/03/2017	Brownies	DC	I1617411	59.40	0.00%	0.00	59.40	Hire of Jubilee Hall	2840
09/03/2017	EHDC	DC	I1617412	3,145.00	0.00%	0.00	3,145.00	Jubilee Play Area Project Final Payment	n/a
10/03/2017	Abstract	DC	I1617413	68.00	0.00%	0.00	68.00	Hire of Napier Hall	2831
	TOTALS			**8,299.41**	**0.00**	**0.00**	**8,299.41**		

SIGNED:	
SIGNED:	
DATE:	LIST 12 - 20-03-17

ITEM: 10

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20th March 2017

SUBJECT OF REPORT: February 2017 Finance Report

New Bank Account

The applications forms have been signed and returned to Lloyds Bank.

Current Bank Accounts

The three accounts that we hold have been reconciled to the end of February 2017.
At that point in time the balance stood as follows:

Co-op Current Account = £107.2k
Co-op Business Select 14 Day notice = £200.1k
(Interest is paid twice yearly at a rate of 0.12% on balances >£100,000).
Cambridge & Counties 45 Day Notice = £131.6k

Therefore total bank balance held at the end of February 2017 was £438.9k.

Income & Expenditure

The year to date position at the end of February, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £53.0k

The main components of this underspend are as follows:

i) Staff Salaries, mainly in the Countryside Team where there were vacancies at the start of the year: £18.6k
ii) Hall Hire, income banked in excess of the target: £7.1k.
iii) Councillor Grants received for which expenditure has yet to be incurred: £3.0k (Deep Dell Play Area).
iv) Tree Work Maintenance, £5.4k.
v) Vehicle Running Costs, £3.4k

Balance Sheet

Current Assets

As at 28th February Current Assets totalled £449,8k
Cash balances, including Petty Cash, totalled £439.1k.
Debtors, money owed for Hall Bookings prior to the end of February stood at £3.6k
VAT owing from HMRC stood at £7.1k.

Liabilities

As at 28th February 2017 Current Liabilities totalled £5.5k most of this being accruals (supplier invoices outstanding).

Earmarked Reserves

There has been no change to the Earmarked Reserves since January.
See below for a detailed breakdown.

RESERVES 2016-17		BF Mar-16 Bal. Sheet	2016-17 Bgt Adj	BF Adj Bal Sht	Cumulative Adj	Month End Balance
Code						
300	Current Year Funds	0				99,286
310	General Funds	222,497	-13,167			213,546
325	IT Equipment	2,595	-1,095	1,500	0	1,500
326	Vehicle Replacement	9,508	-4,508	5,000	0	5,000
327	Play Equipment	13,500	-13,500	0	0	0
329	Napier Hall Improvements	17,050	10,300	27,350	0	27,350
330	Staff Contingency	5,000	-5,000	0	0	0
334	The Granary	4,910	1,090	6,000	0	6,000
338	Lith Avenue re-surfacing	5,920	1,080	7,000	0	7,000
340	Jubilee Hall Extension fund	30,825	10,300	41,125	0	41,125
341	New Playground Fund	32,574	13,500	46,074	-9,215	36,858
342	Equipment replacement fund	10,000		10,000	0	10,000
343	Legal Costs	10,000		10,000	0	10,000
344	Election	3,000	1,000	4,000	0	4,000
345	Lovedean Solar Farm				5,000	5,000
	TOTAL OF EARMARKED FUNDS	**144,882**	**13,167**	**158,049**	**-4,215**	**153,833**
	GRAND TOTAL	367,379				466,665

Full Year Forecast

The estimated outturn remains an underspend of c£40k.

Report Prepared by Simon Ritson, Responsible Finance Officer

Item 11

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 20th March 2017

This Assessment was reviewed and adopted by the Council at the meeting on xxxx 2017

Subject	Risks Identified	H/M/ L	Management/control of risks	Review/Assess/Revise
Councillors and staff	a) Loss of key Councillors b) loss of key staff c) Fraud by Councillors or staff d) Inappropriate actions by Councillors or staff e) Councillor numbers falling below quorums	L	Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
Members Interest	a) Conflict of interest b) Register of Members Interests	L	a) Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. b) Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members have responsibility to update their forms
Business	Risk of Council not being able to continue its business due to unexpected circumstances.	M	Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP) .	Existing procedures adequate.
Precept	a) Precept Inadequate b)Precept not applied for c) Precept not received	L	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the RFO in writing to EHDC. c) The Clerk informs Council when the monies are received	Existing procedure adequate.
Financial records	a) Inadequate Records b) Financial irregularities	L	Records are kept Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to	Existing procedure adequate
VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate	L	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedure adequate

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 20th March 2017

Subject	Risks Identified	H/M/ L	Management/control of risks	Review/Assess/Revise
Banking	a) Inadequate Checks b) Bank errors c) Loss of cheques/cash d) unnecessary charges e) loss of signatories	M	The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts	Existing procedure adequate. Procedure in respect of control of BACS payments has been defined to provide appropriately secure and efficient working practices
Cash	Loss through theft or dishonesty	L	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedure adequate
Reporting and Auditing	a) Lack of information and communication b) Compliance	L	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting b) Council has appointed an Internal Auditor and audits are carried out regularly	Existing procedure adequate
Costs, expenses and debts	a) incorrect invoicing b) cheques incorrect c)Debts outstanding	L	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors c) overdue debts are pursued by the Council	Existing procedure adequate
Grants - receivable	Receipts of Grant	L	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedure adequate
Grants and support payable	Power to pay. Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate
Payroll	a) Remunerations calculated and paid incorrectly b) Tax, NI or pensions calculated and paid incorrectly	L	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedure adequate
Election costs	Risk of an election cost	L	Council builds an earmarked reserve for this purpose	Existing procedure adequate
Annual Return	Completion & Submission within time limits	L	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 20th March 2017

Subject	Risks Identified	H/M/ L	Management/control of risks	Review/Assess/Revise
Minutes/ Agendas/Notices and Statutory Documents	a) Accuracy and legality b) Business conduct	L	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	Existing procedure adequate. Members to adhere to Code of Conduct
Insurance	Adequacy and cost	L	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedure adequate.
Data protection	Non-Compliance with DPA	L	The Council is registered with the ICO which is renewed annually	Existing procedure adequate.
Freedom of Information Act	Policy and Provision	L	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedure adequate.
Assets	a) Loss or damage b) Risk/damage to third parties or their property c) inaccurate register of assets d) Poor performance of property or amenities e) Potential loss of income	M	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures b) Insurance covers third party risks. Playground equipment is inspected for safety weekly. c) Acquisitions and disposals of assets are recorded in the Asset Register d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action e) Fees and charges are reviewed annually	Existing procedure adequate. Re-validation of Assets Register undertaken in 2015-16 and updated in 2016-17.
Notice boards	Risk/damage/injury to third parties	L	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedure adequate.
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedure adequate.
Meeting location	Inadequacy / Health & Safety	L	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing location adequate.
Council records -paper	Loss through: a)theft b) fire or c) damage	L M L	The Parish Council historical records are archived with Hampshire County Council, Current records are at Tyfield House which is protected by fire alarms	Existing procedure adequate.

HORNDEAN PARISH COUNCIL – RISK ASSESSMENT as at 20th March 2017

Subject	Risks Identified	H/M/ L	Management/control of risks	Review/Assess/Revise
Council records -electronic	Loss through: a)theft b) fire or c) damage d) corruption of computer files	L M L M	Access to Tyfield House is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedure adequate.
Countryside Team Activity	a) Staff are injured while working b) members of the public injured by staff carrying out work c) members of public or their property injured/damaged as a result of faulty work by HPC staff	H M M	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not occur a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedure adequate.
Website	Website function lost, passwords lost	L	Website administator is a member of staff. Passwords held by the Office.	Existing procedure adequate.
Work Commissioned by Council	a) Insufficient quotations required b) Work commissioned incorrectly c) Work goes over budget d) Conflicts of interest	L	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedure adequate.

Item: 12

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20-03-2017

SUBJECT OF REPORT: Asset Register

The attached paperwork is the draft asset register for the year ending 31st March 2017 and will be updated if there are any additions or disposals prior to the close of the financial year.

The total value of the asset register has, so far, increased by £73.8k during the year. This is largely due to the new playground equipment at various sites.

The full list of additions and disposals during 2016-17 are detailed on page 2 of the report.

Report Prepared by Simon Ritson, Responsible Finance Officer

TOTAL ASSET REGISTER AS AT 31-03-2017 (DRAFT)

Sheet No.	Description	Purchase Cost	Total Purchase Cost	Change	Notes
1	The Granary		30,512.00	0.00	
2	Jubilee Hall		200,260.00	0.00	
3	Napier Hall		185,210.00	0.00	
4	Office Contents - Tyfield House		23,281.09	899.25	
5	General Contents			0.00	
5i)	- Jubilee Hall	27,291.80			
5ii)	- Napier Hall	10,479.13			
5iii)	- Chairman's Badge	954.00			
5iv)	- Other	1,681.75	40,406.68	-483.34	
6	Street Furniture		40,930.71	1,881.04	
7	Gates and Fences		19,200.60	0.00	
8	War Memorials		49,481.00	0.00	
9	Playground Equipment		250,181.40	71,491.50	
10	Mowers and Machinery		18,745.45	0.00	
11	Other Surfaces		186,217.00	0.00	
12	Vehicles		29,584.88	0.00	
	TOTAL		**1,074,010.81**	**73,788.45**	**7.4%**

Notes:

3.45 Each asset owned by the council should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of first recording on the asset register, the council should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and **remain unchanged until disposal.**

ADDITIONS for the YEAR ENDING 31-03-2017

Asset No.	Description	Location	Date Acquired	Purchase Cost
N001	Ceramic Cooker for Napier	Napier Hall	September 2016	£316.66
B 22	Bench	Jays Close	July 2016	£589.00
0118	Clerk's Chair	Tyfield House	December 2016	£499.25
0119	HP Prodesk 400 G3 SFF Desktop	Tyfield House	December 2016	£400.00
B 23	Bench (Octagonal)	Jubilee Field	March 2017	£589.00
B 24	Bench (Plastic Ribble)	Deep Dell	March 2017	£351.52
B 25	Bench (Plastic Ribble)	Deep Dell	March 2017	£351.52
JH4	Timber Sleeper Retaining Walls & Posts	Jubilee Field	September 2016	£3,327.50
JH5	Rope handrails	Jubilee Field	September 2016	£1,350.00
JH6	Rope netting	Jubilee Field	September 2016	£2,128.17
JH7	Timber Ramp & Timber Log	Jubilee Field	September 2016	£1,627.20
JH8	Slide	Jubilee Field	September 2016	£4,347.09
JH9	Cableway	Jubilee Field	September 2016	£10,972.50
JH10	Crawling tunnel	Jubilee Field	September 2016	£3,133.63
JH11	Speaker Tubes	Jubilee Field	September 2016	£829.20
JH12	Rope Tree	Jubilee Field	September 2016	£6,344.14
JH13	Tyre Swing	Jubilee Field	September 2016	£6,788.10
JH14	Supply & Lay SafaGrass safety matting	Jubilee Field - Jungle	September 2016	£3,337.00
JH15	Toddlers Play Area	Jubilee Field - Jungle	September 2016	£3,746.20
JH16	Rocks	Jubilee Field - Jungle	September 2016	£1,350.00
FHR14	Triple Swing & Safety Surface	The Rec	September 2016	£9,396.50
DP12	Youth Shelter & Base	Downs Park	September 2016	£3,917.03
DD10	Multi Play Unit & Safety Surface	Deep Dell	March 2017	£11,329.12
DD11	Roundabout	Deep Dell	March 2017	£5,218.40
DD12	Youth Shelter & Base	Deep Dell	March 2017	£3,917.03
DD13	Chess Table & Base	Deep Dell	March 2017	£3,264.69
	TOTAL OF ADDITIONS			**£89,420.45**

DISPOSALS for the YEAR ENDING 31-03-2016

Asset No.	Description	Location	Date Disposal	Purchase Cost
N001	Cooker - LinCat	Napier Hall		£800.00
JH4	Cradle Swings	Jubilee Field	September 2016	£13,447.00
JH5	Large Swings	Jubilee Field	September 2016	£867.00
JH6	Springer Dog	Jubilee Field	September 2016	£518.00
	TOTAL OF DISPOSALS			**£15,632.00**
	ADDITIONS Less DISPOSALS			**£73,788.45**

BUILDINGS & LAND ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Cost
	BUILDINGS				
LB0001	Granary	Catherington Lane		£	30,512.00
LB0002	Jubilee Hall	Catherington Lane	2002	£	200,260.00
LB0003	Napier Hall	Portsmouth Road	1980	£	185,210.00
LB0004	Tyfield House		Leased		
LB0005	Lucky Lite	Units 6	Leased		
			Buildings	**£**	**415,982.00**
	LAND				Nominal Value
LB0006	Ashley Close		2008		£1
LB0007	Bentley Close		2003		£1
LB0008	Catherington Down		Mar-10		£1
LB0009	Catherington Lane		2003		£1
LB0010	Catherington Lith & Stubbins Down		2004		£1
LB0011	Causeway Copse (Portsmouth Road)		1995		£1
LB0012	Chervil Close		1995		£1
LB0013	Comfrey Close		1995		£1
LB0014	Crossbill Close		2003		£1
LB0015	Deep Dell		2003		£1
LB0016	Dell Piece West		2004		£1
LB0017	Downs Park		2003		£1
LB0018	Eskdale Close		2003		£1
LB0019	Falcon Road		2003		£1
LB0020	Godwin Cresent		2003		£1
LB0021	Greenfield Cresent		2003		£1
LB0022	Hawthorn Road		2003		£1
LB0023	Hazleton Common		1996		£1
LB0024	Heath Close		2003		£1
LB0025	Idsworth Close		2002		£1
LB0026	Jay Close		2003		£1
LB0027	Jubilee Field		2002		£1
LB0028	Lychgate Drive		2003		£1
LB0029	Maynard Place		2003		£1
LB0030	Mundays Row		2003		£1
LB0031	Old School Field	Catherington Lane	1987		£1
LB0032	Parsonage Field	Catherington Lane	1986		£1
LB0033	Pond & Road (Catherington)	Catherington Lane	1993		£1
LB0034	Pump Lane		2003		£1
LB0035	Quail Way		2003		£1
LB0036	Recreation Ground	Five Heads Road	1929		£1
LB0037	Sheppards Close		2003		£1
LB0038	Swift Close		2003		£1
LB0039	The Yews		2003		£1
LB0040	Wagtail Road		Jun-09		£1
	Warbler Close		2003		£1
LB0041	Wells Copse Close		2003		£1
LB0042	Yoells Copse		1996/2003		£1
LB0043	St Giles Churchyard				
LB0044	Chalk Copse (White Dirt Lane)				£1
LB0045	Memorial Square				£1
LB0046	Porstmouth Road Car park	Park (Above Precinct)			£1
	LAND		**Land**		**£41**

Asset Valuation: The Council Resolved (hpc1997/020) that the lands asset listed above were held for the benefit of the community at large and have only nominal value

TYFIELD HOUSE ASSET REGISTER AS AT 31-03-2017

Asset No.	Description	Location	Date Acquired		Purchase Cost
0001-0006	6 x Filing Cabinet (4 Drawer)	Various			£480.00
0008-0010	3 x Large Metal Cupboard	Garage			£360.00
0015	Shredder	Main Office	Sep-14		£261.96
0016	Desk L-shaped	Main Office			£300.00
0017	Desk L-shaped	Main Office			£300.00
0018-0020	Straight Desks (with 3 drawers)	Clerk's Office			£450.00
0021	Apple iPad 2 Wi-Fi & 3G 32GB (white)	Clerk's Office	Jun-11		£511.67
0022-0025	4 x 2 door cupboard	Main Office	Mar-11		£298.00
0031	OKI Colour Printer	Clerk's Office	Aug-07		£287.87
0032-0033	2 x Filing Shelves	Clerk's Office			£300.00
0036-0044	9 x Cantilever Chair				£765.00
0045	Smoke Detector System				£520.00
0052	Water Bowser	Garage			£250.00
0053-0055	3 x Small drawer metal cabinets	Main Office			£360.00
0061-0064, 0066	5 x Typist Chairs (no Arms/with arms)	Rest Room			£475.00
0073	Desk (Straight with 3 Drawers)	Countryside Team Office			£450.00
0075-0078	4 x Chair	Rest Room			£596.00
0082	Burglar Alarm System	Reception			£2,000.00
0088, 0090	2 x Computer - Office	Main Office			£900.00
0094	Computer	Countryside Team Office	Nov-14		£355.00
0096	Acer Travelmate 5730-663G32Mn (Project Officer)	Countryside Team Office	Nov-10		£747.50
0098	HP Prodesk G1 SFF Desktop PC	Clerk's Office	Aug-15		£416.00
0099	HP Prodesk G1 SFF Desktop PC	Main Office	Aug-15		£416.00
0100	HP Prodesk G1 SFF Desktop PC	Countryside Team Office	Aug-15		£416.00
0101	HP ProLiant ML150 Gen 9 Server	Main Office	Aug-15		£1,050.00
0102-0106	5 x Dell U2412M Monitor	Main Office	Aug-15	£210.00	£1,050.00
0109	HP Prodesk G1 SFF Desktop PC	Main Office	Aug-15		£400.00
TBC	NEC SV8100 Telephone system & 8 Digital handsets				£4,544.00
TBC	Apple MacBook Pro (for Website work)		Oct-10		£1,433.08
0114	CCTV Equipment		Jan-16		£803.76
0113	Small Storage Cupboard		Feb-16		£414.00
0117	Finance Cupboard		Mar-16		£471.00
0118	Clerk's Chair	Clerk's Office	Dec-16		£499.25
0119	HP Prodesk 400 G3 SFF Desktop	Countryside Team Office	Dec-16		£400.00
	TOTAL AT 31-03-2017				**£23,281.09**

JUBILEE HALL ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
10147	Lighting (Car Park)	Jubilee Hall	Feb-03		£6,514.00
10150	Curtains	Jubilee Hall	Apr-09		£2,800.00
10120	Heaters (hall) x 3	Jubilee Hall			£1,110.00
TBC	Chairs - Conference x 10	Jubilee Hall			£800.00
10114	Floor Buffer	Jubilee Hall			£750.00
10129	Tables x 9	Jubilee Hall			£618.80
10127	Signage	Jubilee Hall	Oct-02		£432.00
10107	Chairs x 92	Jubilee Hall			£431.60
TBC	Projector	Jubilee Hall			£389.00
10144	1Mini COSH Cabinet	Jubilee Hall			£318.65
10121	Heaters (toilets) x 3	Jubilee Hall			£300.00
0115	Fridge	Jubilee Hall			£480.00
0116	Delegate Conference System	Jubilee Hall	Oct-14	£2,944.00	
0116	Sound Reinforcement System & Hearing Loop	Jubilee Hall	Oct-14	£3,625.00	
0116	Projector & Screen	Jubilee Hall	Oct-14	£4,097.00	£10,666.00
0110	Defibrillator	Jubilee Hall	Dec-15		£1,681.75
	Oven	Jubilee Hall	May-15		£295.00
	TOTAL AT 31-03-2017				**£27,291.80**

NAPIER HALL ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
N001	Ceramic Cooker for Napier	Kitchen		£	316.66
N002	Double radiator (1550x590mm)	Kitchen	Feb-10	£	845.00
N003	Karcher floor scrubber	Boiler Cupboard	Aug-10	£	1,350.00
N004	Tables large x 6	Main Hall/Committee Hall		£	268.00
N005	4 Contour Tables	Main Hall/Committee Hall		£	318.19
N006	Upholstered Chairs x 6	Main Hall/Committee Hall		£	426.00
N007	Tables large x 10	Main Hall/Committee Hall		£	871.00
N008	Curtains	Main Hall/Committee Hall	Aug-09	£	1,130.00
N009	Curtains & Rods	Main Hall/Committee Hall	Aug-09	£	1,150.40
N010	Red Stackable chairs x 120	Main Hall/Committee Hall	Jan-11	£	1,800.00
N011	2 Waste Bin	Car Park		£	322.13
0112	Defibrillator	Outside of Building	Dec-15	£	1,681.75
	TOTAL AT 31-03-2017				**£10,479.13**

CHAIRMAN'S BADGE ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired	Purchase Cost
10151	Chairmans Badge	Insignia		£ 954.00

OTHER LOCATIONS ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
0111	Defibrillator	Nico's Bakery	Dec-15	£	1,681.75

BINS & STREET FURNITURE ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
BIN 1	black mixed waste bin	Village square		£	335.00
BIN 2	black waste bin	Catherington Pond		£	50.00
BIN 3	black waste bin	Downs Park (just outside playground)		£	50.00
BIN 4	black waste bin	Five Heads Road - Recreation Ground (along road side fence)		£	50.00
BIN 5	black waste bin	Jubilee Field (by gym equipment)		£	50.00
BIN 6	black waste bin	Kingsmead Green (near COOP, Lovedean Lane)		£	50.00
BIN 7	Dog	Cheveril Close Footpath	Oct-02	£	1,125.00
BIN 8	Dog	Footpath #26	Oct-02	£	1,125.00
BIN 9	Dog	Hawthorn Road	Oct-02	£	1,125.00
BIN 10	Dog	Lovedean Lane - Village Hall	Oct-02	£	1,125.00
BIN 11	Dog	Merchistoun Hall	Oct-02	£	1,125.00
BIN 12	new 2015 mixed waste	Deep Dell (inside play area)		£	335.00
BIN 13	new 2015 mixed waste	Catherington Lane - Parsonage Field		£	335.00
BIN 14	new 2015 mixed waste	Lakesmere Road (inside Dell Piece West)		£	335.00
BIN 15	new 2015 mixed waste	Downs Park (inside playground)		£	335.00
BIN 16	new 2015 mixed waste	Downs Park (on top of grass slope, away from play area)		£	335.00
BIN 17	new 2015 mixed waste	Five Heads Road - Recreation Ground (by main gated entrance)		£	335.00
BIN 18	new 2015 mixed waste	Five Heads Road - Recreation Ground (inside play area)		£	335.00
BIN 19	new 2015 mixed waste	Hillview (Hazleton Common)		£	335.00
BIN 20	new 2015 mixed waste	Hollybank Close (Hazleton Common)		£	335.00
BIN 21	new 2015 mixed waste	Jubilee Field (avocet way entrance)		£	335.00
BIN 22	new 2015 mixed waste	Jubilee Field (in car park, near hall)		£	335.00
BIN 23	new 2015 mixed waste	Jubilee Field (in car park, inside play area)		£	335.00
BIN 24	new 2015 mixed waste	Jubilee Field (in dog leg field housing estate entrance)		£	335.00
BIN 25	new 2015 mixed waste	Lovedean Lane (Cath down layby car park entrance)		£	335.00
BIN 26	new 2015 mixed waste	Lovedean Lane (Cath down triangle car park)		£	335.00
BIN 27	new 2015 mixed waste	Loxwood Road Open Space (Yoells Copse inside)		£	335.00
BIN 28	new 2015 mixed waste	Mundys Row Open Space		£	335.00
BIN 29	new 2015 mixed waste	Old school Field		£	335.00
BIN 30	new 2015 mixed waste	Village square		£	335.00
BIN 31	Old style wooden	Five Heads Road - Recreation Ground (along football stadium wall)		£	144.00
BIN 32	Old style wooden	Five Heads Road - Recreation Ground (by car park)		£	144.00
BIN 33	Old style wooden	Five Heads Road - Recreation Ground (near drive in entrance for football club)		£	144.00
BIN 34	Old style wooden	Five Heads Road - Recreation Ground (St anns entrance)		£	144.00
BIN 35	Old style wooden	Jubilee Field (in car park, near main entrance)		£	144.00
BIN 36	Old style wooden	Merchistoun Hall (play area)		£	144.00
BIN 37	Old style wooden	Merchistoun Hall (far end)		£	144.00
BIN 38	Old style wooden	The Granary		£	144.00
BIN 39	Old style wooden	Village square (outside Nikos)		£	144.00
BIN 40	Old style wooden	Woodstock Avenue Open Space		£	144.00
BIN 41	Old style wooden	Rosemary way (on Hazleton Estate)		£	144.00
BIN 42	Old style wooden	First avenue (by flats near Downs Park)		£	144.00
BIN 43	Old style wooden	Lytchgate Park		£	144.00
BIN 44	wheely bin	Briar Close Field (this must be the wheely bin on Deep Dell?)		£	50.00
BIN 45	wheely bin	Catherington Lith - top of hill		£	50.00
BIN 46	wheely bin	Hawthorn Road		£	50.00
BIN 47	wheely bin	Hawthorn Road		£	50.00
BIN 48	wheely black	Jubilee Field (in dog leg field on road side) Stonechat road		£	50.00
BIN 49	wheely black (for hall use only)	Jubilee Field (in car park)		£	50.00
BIN 50	wheely green	Loxwood Road Open Space (Yoells Copse outside)		£	50.00
BIN 51	wheely green	Kingsmead Green (near COOP, Lovedean Lane)		£	50.00
BIN 52	wheely green (for hall use only)	Jubilee Field (in car park)		£	50.00
IP 01	Interpretation Panel	St Giles	Mar-03	£	330.00
IP 02	Interpretation Panel	Catherington Pond	Mar-03	£	330.00
IP 03	Interpretation Panel	Yoells Copse		£	330.00
IP 04	Interpretation Panel	Catherington Lith		£	330.00
IP 05	Interpretation Panel	Catherington Lith		£	330.00
IP 06	Interpretation Panel	Dell Piece West		£	330.00
IP 07	Interpretation Panel	Catherington Down		£	330.00
IP 08	Interpretation Panel	Catherington Down		£	330.00
IP 09	Interpretation Panel	Catherington Down		£	330.00
IP 10	Interpretation Panel	Hazleton Common		£	330.00
IP 11	Interpretation Panel	Hazleton Common		£	330.00
IP 12	Interpretation Panel	Hazleton Common		£	330.00
MP 01	Metal Pent Shed	Tyfield House	Oct-07	£	264.32
NB 01	Notice Board - Official Use	Tyfield House		£	1,092.47
NB 02	Notice Board - Official Use	The Precinct		£	600.00
NB 03	Notice Board - Official Use	Catherington Lane (School)		£	1,092.47
NB 04	Notice Board - Official Use	Co-op, Clanfield		£	600.00
NB 05	Notice Board - Official Use	Co-op, Kings Mede		£	600.00
NB 06	Notice Board - Official Use	Deep Dell		£	600.00
NB 07	Notice Board - Official Use	Napier Hall		£	600.00
NB 08	Notice Board - Official Use	Lovedean Lane (Village Hall)		£	600.00
NB 09	Notice Board - Coutryside Use	Catherington Lith		£	600.00

BINS & STREET FURNITURE ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
NB 10	Notice Board - Coutryside Use	Dell Piece		£	600.00
NB 11	Notice Board - Coutryside Use	Parsonage Field		£	600.00
NB 12	Notice Board - Coutryside Use	Hazleton Common		£	600.00
NB 13	Notice Board - Coutryside Use	Yoells Copse		£	600.00
WM 01	Water Machine (70 Litre)	Tyfield House	Aug-07	£	381.63
OS 01	Sign : Oak Sign	Yoells Copse	Feb-03	£	650.00
OS 02	Sign : Oak Sign	Hazleton	Feb-03	£	450.00
B 01	Stone Peter Butler Memorial Bench	St Giles Churchyard	Mar-11	£	1,073.20
B 02	Bench	Nelson Crescent	Aug-09	£	380.27
B 03	Memorial Bench (Green Man)	Parsonage Field	May-09	£	800.00
B 04	Bench (Pheonix Enviropol)	Five Heads Recreation Ground	Jul-11	£	362.96
B 05	Bench (Pheonix Enviropol)	Five Heads Recreation Ground	Jul-11	£	362.96
B 06	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B 07	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B 08	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B 09	Bench (Backed)	Jubilee Field		£	380.27
B 10	Bench (Backed)	Jubilee Field		£	380.27
B 11	Bench (Backed)	Jubilee Field		£	380.27
B 12	Bench (Backed)	Jubilee Field		£	380.27
B 13	Bench (Backed)	Jubilee Field		£	380.27
B 14	Bench (Backed)	Jubilee Field		£	380.27
B 15	Bench (Backed)	Jubilee Field		£	380.27
B 16	Bench (Backed)	Downs Park		£	380.27
B 17	Bench (Backed)	Downs Park		£	380.27
B 18	Bench (Backed)	Downs Park		£	380.27
B 19	Bench (Backed)	Downs Park		£	380.27
B 20	Bench (Backed)	Downs Park		£	380.27
B 21	Bench (Backed)	Lychgate		£	380.27
B 22	Bench	Jays Close	Jul-16	£	589.00
B 23	Bench (Octagonal)	Jubilee Field	Mar-17	£	589.00
B 24	Bench (Plastic Ribble)	Deep Dell	March 2017	£	351.52
B 25	Bench (Plastic Ribble)	Deep Dell	March 2017	£	351.52
HB 01	Height Barrier	Jubilee Field		£	650.00
	TOTAL AT 31-03-2017			£	40,930.71

GATES & FENCES ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired	Purchase Cost
	Security Fencing	Jubilee Field	Oct-03	£9,742.00
	Bow Top Railings	Downs Park	Jan-08	£3,172.50
	Steel fencing and Gate	Downs Park	Dec-07	£5,522.50
	Posts And Fencing	Lith Lane	Feb-09	£763.60
	TOTAL AT 31-03-2017			**£19,200.60**

MEMORIALS ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
LB0047	War Memorial, The Square	War Memorial		£	49,481.00

PLAYGROUND EQUIPMENT ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired	Purchase Cost
DD1	Double Station combi chest press/Lat Pull Down, Double Station Leg Press	Deep Dell	Jun-11	£7,020.00
DD2	Small Roundabout	Deep Dell		£2,189.00
DD3	Slide	Deep Dell		£1,386.00
DD4	Cradle Swing	Deep Dell		£884.00
DD5	Multi Unit	Deep Dell		£8,245.00
DD6	Maho Hound	Deep Dell	Sep-08	£419.69
DD7	Springer Mushroom	Deep Dell		£640.00
DD8	Large Set Swings	Deep Dell		£1,264.00
DD9	Springer Cat	Deep Dell	Oct-07	£815.25
DD10	Multi Play Unit & Safety Surface	Deep Dell	March 2017	11,329.12
DD11	Roundabout	Deep Dell	March 2017	5,218.40
DD12	Youth Shelter & Base	Deep Dell	March 2017	3,917.03
DD13	Chess Table & Base	Deep Dell	March 2017	3,264.69
DP01	Cantilever Swing	Downs Park		£3,975.00
DP02	Cone Climber	Downs Park		£2,695.00
DP03	Cradle Swings	Downs Park		£1,163.00
DP04	Jukebox Selection	Downs Park		£4,337.00
DP05	Junior Swings	Downs Park		£1,057.00
DP06	Little Hamlets Tottlebank	Downs Park		£2,832.00
DP07	Safety Barriers	Downs Park		£320.00
DP08	Spinner	Downs Park		£843.00
DP09	Springer motorbike	Downs Park		£484.00
DP10	Sign	Downs Park	Jul-07	£907.82
DP11	Sureshot 662 AntiVandal Steel basketball unit & basketball court	Downs Park	Aug-09	£4,444.30
DP12	Youth Shelter & Base	Downs Park	Sep-16	£3,917.03
FHR1	Monkey Swing	Five Heads Recreation Ground		£1,194.00
FHR2	Blue Cross Rope Walk	Five Heads Recreation Ground		£796.00
FHR3	Cradle Swings	Five Heads Recreation Ground		£769.00
FHR4	Drain Pipes	Five Heads Recreation Ground		£1,810.00
FHR5	Spacewhirl Roundabout	Five Heads Recreation Ground	Apr-07	£3,020.00
FHR6	Large Set Swing	Five Heads Recreation Ground		£1,264.00
FHR7	Multi Unit	Five Heads Recreation Ground	Mar-03	£15,239.00
FHR8	Teenage Shelter	Five Heads Recreation Ground		£2,610.00
FHR9	Basket Ball	Five Heads Recreation Ground		£912.00
FHR10	Goal Posts	Five Heads Recreation Ground		£292.00
FHR11	Wobbly Planks	Five Heads Recreation Ground		£6,994.00
FHR12	Leg Press and Chest Press	Five Heads Recreation Ground	Jun-11	£5,629.00
FHR13	Maho Hound	Five Heads Recreation Ground		£419.69
FHR14	Triple Swing & Safety Surface	Five Heads Recreation Ground	Sep-16	£9,396.50
JH1	Outdoor Fitness Equipment	Jubilee Field	Jun-10	£25,500.00
JH2	Basket Ball Area & Court	Jubilee Field	Sep-08	£3,824.00
JH3	Sherwood Multi Unit	Jubilee Field	Sep-16	£15,500.00
JH4	Timber Sleeper Retaining Walls & Posts	Jubilee Field	Sep-16	£3,327.50
JH5	Rope handrails	Jubilee Field	Sep-16	£1,350.00
JH6	Rope netting	Jubilee Field	Sep-16	£2,128.17
JH7	Timber Ramp & Timber Log	Jubilee Field	Sep-16	£1,627.20
JH8	Slide	Jubilee Field	Sep-16	£4,347.09
JH9	Cableway	Jubilee Field	Sep-16	£10,972.50
JH10	Crawling tunnel	Jubilee Field	Sep-16	£3,133.63
JH11	Speaker Tubes	Jubilee Field	Sep-16	£829.20
JH12	Rope Tree	Jubilee Field	Sep-16	£6,344.14
JH13	Tyre Swing	Jubilee Field	Sep-16	£6,788.10
JH14	Supply & Lay SafaGrass safety matting	Jubilee Field - Jungle	Sep-16	£3,337.00
JH15	Toddlers Play Area	Jubilee Field - Jungle	Sep-16	£3,746.20
JH16	Rocks	Jubilee Field - Jungle	Sep-16	£1,350.00
LG01	Large Swing Set	Lychgate		£1,264.00
LG02	See Saw	Lychgate		£900.00
MH01	Climbing Net	Merchistoun Hall	Dec-15	£2,521.66
MH02	Drainpipe Rope Bridge	Merchistoun Hall		£2,301.00
MH03	Log Walk	Merchistoun Hall		£1,770.00
MH04	Rolling Log	Merchistoun Hall		£1,521.00
MH05	Rope Bridge	Merchistoun Hall		£1,125.00
MH06	Rope Bridge	Merchistoun Hall		£1,061.00
MH07	Swing	Merchistoun Hall		£432.00
MH08	Twin Rope Bridge	Merchistoun Hall		£742.00
MH09	Youth Shelter & Pyramid Climbing frame	Merchistoun Hall	May-10	£11,500.00
MH10	Bird's Nest Swing & safety surface	Merchistoun Hall	May-10	£3,725.00
MH11	Cape Horn	Merchistoun Hall	Mar-11	£1,040.79
10272	Green Oak Picnic Tables x 3		Jun-14	£2,260.70
	TOTAL AT 31-03-2017			**£250,181.40**

COUNTRYSIDE TEAM ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired		Purchase Cost
	Mowers & Machinery				
LL001	Assorted Hand Tools	Lucky Lite		£	2,000.00
LL002	Chainsaw 036	Lucky Lite		£	670.00
LL004	Chainsaw Stihl 260	Lucky Lite		£	480.00
LL044	Chainsaw (Stihl MS260 16")	Lucky Lite		£	402.30
LL045	Chainsaw (Stihl MS362 20")	Lucky Lite		£	540.12
LL003	Chainsaw 180	Lucky Lite		£	215.00
	Chainsaw (Stihl MS201T 14")	Lucky Lite	17/12/2014	£	431.37
LL011	Hedge Trimmer Long Reach	Lucky Lite		£	1,100.00
LL012	Hedge Trimmer Long Reach stihl	Lucky Lite		£	550.00
LL014	Leaf Blowers x 2	Lucky Lite		£	660.00
LL016	Mower - Snapper 550	Lucky Lite		£	350.00
LL023	Strimmer Stihl FS400 X 2	Lucky Lite		£	1,360.00
LL024	Strimmer Stihl FS450	Lucky Lite		£	550.00
LL026	Stihl Pole Saw (HT01)	Lucky Lite		£	634.50
LL032	Heavy Racking Shelf (Clarke's) x 2	Lucky Lite		£	352.30
LL033	Production Bench (Clarke's) x 2	Lucky Lite		£	430.60
LL035	Lockable 2 door, 3 shelf Cabinets x 2	Lucky Lite		£	391.45
LL038	Flammable Liquid (Clevelasnd Site Safe Ltd)	Lucky Lite		£	302.59
LL046	High Level Pruner (Stihl HT131)	Lucky Lite		£	506.60
LL050	Speed Indicator Device	Lucky Lite		£	5,541.00
LL051	COSHH cupboard	Lucky Lite		£	335.16
LL052	2 Drills: Makita BHP452 + BTD140 18v drills	Lucky Lite		£	262.46
LL053	Winch: Tirfor T532 - WLL 3200kg winch	Lucky Lite		£	680.00
	TOTAL AT 31-03-2017				**£18,745.45**

SURFACES ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired	Purchase Cost
	Safety Surfaces			
	Wet Pour Sub Base	Downs Park		
	59.99 Sq Mts			
	46.54 Sq Mts			
10272	65.32 Sq Mts			£80,205.00
10273	Wet Pour Base - 41.5 sq mts resurfaced to total depth of 60mm	Hazleton Dell	Feb-10	£1,900.00
10274	Wet Pour repair Jubilee & Merchistoun	Jubilee & Merch.	22/07/11	£900.00
10275	Safety Surface 980 Sq Ft (approx)			£99,656.00
10346	Wet Pour surface repair		2012	£3,556.00
	TOTAL AT 31-03-2017			**£186,217.00**

VEHICLES ASSET REGISTER AS AT 31-03-2017

Ref No	Description	Location	Date Acquired	Purchase Cost
V001	Ford Ranger Double Cab 4 x 4	Reg: ST08 XVV	09/04/2015	£9,960.00
V002	Ford Ranger XL S/CAB 4 x 4	Reg: HY65 UVJ	29/09/2015	£15,574.88
V003	IFOR Williams p600 Trailer			£800.00
V004	Atlas 3500 KE tipper trailer			£3,250.00
	TOTAL AT 31-03-2017			**£29,584.88**

HORNDEAN PARISH COUNCIL

Council Meeting **Date: 13th February 2017**

AGENDA ITEM: 14 Deferred 20 March 2017 ITEM: 13

SUBJECT TITLE: Horndean Village Floral Display

PURPOSE OF REPORT: To discuss the financial and practical implications/design to place baskets on lampposts and place planter boxes around Horndean Village.

BACKGROUND: After discussions on having a floral display to improve the look and feel of Horndean village centre I have been and priced up options to do this.

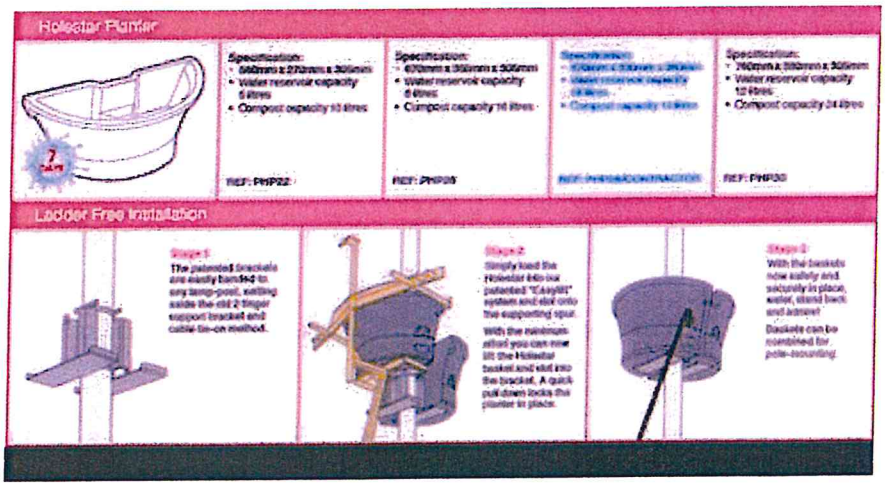
The areas around the Village I have planned works to are:

Along the Portsmouth RD (A3) to the A3M motorway bridge/bus stop.
Along the Havant Rd (B2149) to Rowlands Castle Rd junction.
Along the London Rd (A3) to Horndean Car Sales.

Lamppost planters:

I have looked at the village and calculated that for us to place a hanging basket on most lampposts (not all due to current road signage or overhanging trees blocking visibility and light) means we could decorate 25 lampposts in total.

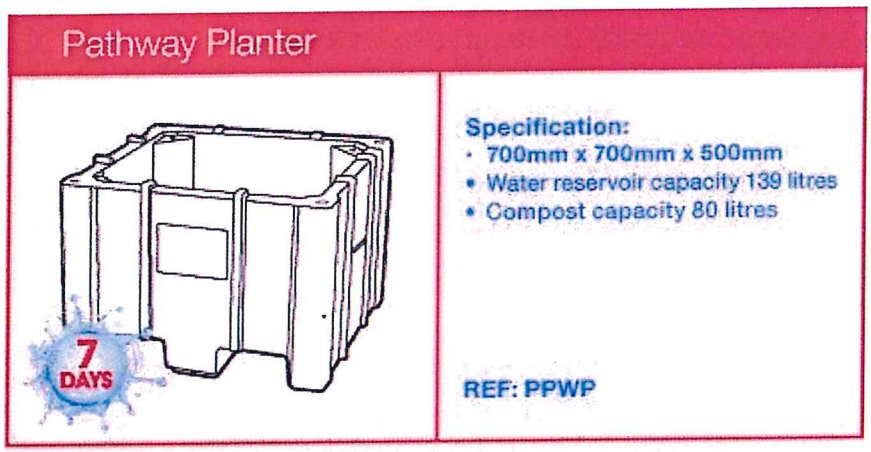
The planter style I would look to use is:



Apart from 4 lampposts that I would decorate with 2 half planters, I would only place one-half of a planter on the other 21 lampposts (2 halves are being shown in the diagram and picture above) as I observed that nearly all of the lamppost in Horndean are on the inside edge of the pavement not on the roadside edge. With the position of lampposts and while looking to keep costs under control, I hope that a half planter facing the street would be enough of a display to brighten up the feel of the village.

- The advantage of these planters is that they will only require watering once a week reducing the maintenance time for HPC staff.

Pathway Planters:



Please Note: All measurements and capacities are approximate

I am also looking into the option of installing 3 pathway planters. The initial idea is to place 2 on the island/pedestrian area outside the Precinct (there is no room on any lampposts) on Portsmouth Rd and 1 next to the roundabout by Oh So's Café.

Welcome to Horndean Sign:

Something else I feel needs consideration is the installation of a new welcome to Horndean sign situated at the roundabout along Havant Rd next to the Fullers yard. This sign is in a poor state of repair and needs replacing. See picture below.

An example of what a replacement sign with floral display could look like can be seen in the picture below. Our own design would be placed on any sign.

RESOURCE IMPLICATIONS:

There is currently no budget in place for a floral display around Horndean.

Hire of planters:

To hire the already stocked lamppost planters with delivery, installation and collection would cost £32.50 per planter. Installation would most likely be at the end of May and they would be removed by the end of September.

This would total £812.00 for the recommended 25 lamppost planters.

To hire ready stocked, delivered and installed Pathway planters is £95.00 each. 3 of these would total £285.00

Total cost to hire: £1,182 + Vat

Purchase of planters:

To purchase the planters unstocked would cost £1,223.75. This does not include the cost of planting them and the staff time involved in installing them.

To purchase 3 planters would cost £276.00

Total to purchase: £1,534 + Vat

Installation of new sign:

To purchase a new sign 150cm wide by 100cm high including poles and printing would cost in the region of £720.00 with £90.00 delivery.

To have a rental window box planter installed underneath it would cost and extra £75.00. This would become an ongoing yearly cost.

Total to purchase a new sign and hire a planter in year 1: £885.00.

SUGGESTIONS:

I would like to hire the planters ready stocked, delivered and fitted. This would eliminate any risk to Horndean Parish Council staff climbing ladders on the road-side as the hire company have a tool that allows easy installation. If this scheme was to continue in following years the hiring of the equipment would allow plans to be reviewed and changed if necessary.

Serious consideration also needs to be given to installing a new sign along Havant Rd.

Note: This proposal requires permission from Scottish Southern Electricity and Hampshire County Council who both own the lampposts pavements and signs around Horndean.

I have emailed them my proposal and am waiting to hear back if they would allow us to use the lamppost, install planters and erect new signs. Any plans I have submitted may need to be amended as of the result of their reply.

REPORT PREPARED BY:

Matthew Madill

Item 14

Dear Sir or Madam

Re Footpath Number 8

I am writing to you to inform you that I have approached Hampshire County Council to apply for an extinguishment of Horndean Footpath 8 under Section 118 of the Highways Act 1980, on the grounds that it is not needed for public use. The route in question appears not to have been used for a considerable period, and has well-established hedging growing over the definitive line. It is not needed as a through route as there is a nearby alternative route (via South Road and London Road).

Could I please ask that you consider this extinguishment in due course and I would like to receive your comments by the 31st March 2017, if I do not hear back from you by then, I will otherwise assume you have no comments.. I understand this would need to be after the forthcoming Parish Council Meeting.

Yours Faithfully

Item: 16

HORNDEAN PARISH COUNCIL

CLERK'S UPDATE TO THE MEETING OF 20 MARCH, 2017

1. Litter picking equipment has been purchased at a cost of £472.50, and provided to the volunteer group as agreed, at the meeting of the Council on the 13 February 2017.

2. A protected tree was destroyed by fire on Catherington Lith (Downs Road). This act of vandalism came at a cost of £1,400, as the tree posed a risk to members of the public and needed to be removed as an emergency.

3. The insurance claim in respect of an incident which occurred during an event last year has been resolved in HPC's favour.

4. The structural monitoring in respect of Napier Hall will commence shortly.

5. The proposed extension to Jubilee Hall continues to make progress insofar as the selection process remains ongoing in respect of the Architects quotations.

6. The application to open an additional bank account as a protective measure continues to follow due process.

7. The Deep Dell play area is now complete and open for public use.

8. The matter of Footpath 26A remains ongoing insofar as a report is awaited, which is being undertaken on behalf of Hampshire County Council.

Carla Baverstock-Jones
Chief Officer