HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 06 NOVEMBER 2023 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, P Beck, S Freeman, P Little, A Redding, R Smith (following signing Acceptance of Office)

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Matt Madill, Grounds Manager, Simon Ritson, Responsible Finance Officer

PUBLIC ATTENDANCE: District Councillors David Evans, Elaine Woodard & 3 x members of the public

HPC 168/23/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Prosser.

HPC 169/23/24 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 170/23/24 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report was received.

HPC 171/23/24 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor D Evans and a joint report by District Councillor J Hogan and District Councillor E Woodard were received and noted.

HPC 172/23/24 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

HPC 173/23/24 **TO CONSIDER THE CO-OPTION OF RON SMITH TO REPRESENT CATHERINGTON WARD AND KEITH JENKINS TO REPRESENT CATHERINGTON WARD**

It was **RESOLVED** that

- Ron Smith, in attendance, be co-opted as a member of Horndean Parish Council, representing Catherington Ward. All agreed.
- Keith Jenkins, in his absence, be co-opted as a member of Horndean Parish Council, representing Catherington Ward. All agreed.

Ron Smith signed the Declaration of Acceptance of Office form and joined HPC as a member, for the remainder of the meeting.

HPC 174/23/24 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 02 OCTOBER 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 02 October 2023 be signed as a true record of the meeting following the agreed amendment.

- Page 39, HPC 159/23/24, last paragraph – Amend "Horndean Community" to "Horndean Infants".

All agreed.

HPC 175/23/24 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (SEPTEMBER ATTACHED)**

It was **RESOLVED** that the Orders for Payment (September attached) be approved and duly signed. All agreed.

The RFO provided members with an update, confirming that line 64 should read as £600.00 and not £300.00 and line 65 should read -£100.00 and not £200.00. This was noted.

An update was provided in respect of line 14, Payee – Beaver Tool Hire. The RFO confirmed that the cost was for one months' hire of Heras fencing for Jubilee Play Area, but said that the office had secured a 50% saving, to commence from next month.

HPC 176/23/24 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by members.

HPC 177/23/24 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 30 SEPTEMBER 2023**

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 30 September 2023.

HPC 178/22/23 **TO RECEIVE AND NOTE THE EXTERNAL AUDITOR REPORT FOR THE YEAR ENDED 2022/23**

The External Auditor Report for the year ended 2022/23 was circulated.

The Chairman said that Section 3 – External Auditor's Report and Certificate had not yet been seen by Council, with the following noted and congratulations passed on to the Chief Officer, RFO and team.

- **External auditor's limited assurance opinion 2022/23** - On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- **Other matters not affecting our opinion which we draw to the attention of the authority**: None

HPC 179/23/24 **TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATION:**

- **HORNDEAN TECHNOLOGY LUNCH CLUB - £250**

It was **RESOLVED** that Horndean Technology Lunch Club be awarded £250.00 as per their grant application, pursuant to S137 Local Government Act 1972.

HPC 180/23/24 **TO RECEIVE AND CONSIDER THE STATUS AND MEMBERSHIP OF COMMITTEES**

A report by the Chairman was circulated and It was **RESOLVED** that the following recommendations be agreed by Council.

- That the Grounds Committee is reinstated.
- That the next Grounds Committee meeting is deferred from 13 November to 27 November.
- That membership of the Grounds Committee is confirmed, including the following additional member: Cllr Redding.
- That Cllr Little be elected as Chairman of the Grounds Committee. This was proposed by Cllr Lay and seconded by Cllr Beck.
- That membership of the Planning Committee is confirmed, including the following additional member: Cllr Jenkins.
- That membership of the Staff Committee is confirmed, including additional members: Cllr Smith and Cllr Redding.

HPC 181/23/24 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE REPAIRS TO JUBILEE PLAY AREA**

The Grounds Manager provided members with a verbal update, stating that he had met with a total of 7 companies, with one company not wanting to provide a quotation as the job is too extensive. He said that that HPC had received 2 quotations and were currently awaiting on another 4.

It was **RESOLVED** that when further quotations are received, the matter will either return to the next meeting of the Council or the Grounds Committee depending on timeliness of quotations.

HPC 182/23/24 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE REPAIRS TO NAPIER HALL FLAT ROOF**

A report by the Office Manager and quotations were circulated. A short discussion took place and it was suggested that an S106 bid for funding could be looked at.

It was **RESOLVED** to defer the item for further information to be sought by the office, regarding the guarantee term being offered by each company, who had provided a quotation. All agreed.

HPC 183/23/24 **TO RECEIVE A VERBAL UPDATE FROM CLLR LITTLE IN RESPECT OF THE SPEED INDICATOR ADVICE AND AGREE THE WAY FORWARD**

Cllr Little provided an update as follows

- Correspondence had been received from HCC and the South of Butser Team to suggest that having a 2nd Speedwatch Team would not be beneficial at this time.
- The SID Team, managed and coordinated by HPC, has strict regulations, whereby you are only able to install the SID on certain named lampposts, as per agreed licence conditions, set by HCC. The SID

has to be deployed to a different agreed location within an 8-week period and cannot be kept in any one location longer than this.
- A team of volunteers would be required to run and manage the deployment of the SID.
- Recommend not to consider the offer from EHDC with regards to available SIDs on offer to Parish Councils, as HPC does not currently have a team to manage the deployment of the SID, according to licence conditions.

HPC 184/23/24 **TO RECEIVE AND CONSIDER THE DOCUMENTATION RECEIVED FROM SSEN, PERTAINING TO THE WORKS TO BE UNDERTAKEN AT HAZLETON COMMON**

Updated information, pertaining to the works to be undertaken at Hazleton Common was circulated and noted by members.

HPC 185/23/24 **TO CONSIDER ESTABLISHING A HORNDEAN GREEN TRAIL AND HERITAGE NETWORK ADVISORY COMMITTEE**

A report by the Chairman was circulated, with an update given to say that an S106 bid had been recently submitted, in relation to the Horndean Green Trail and Heritage Network.

It was **RESOLVED** that the following recommendations be agreed by Council

- That, subject to a successful S106 award, a Horndean Green Trail and Heritage Network Advisory Committee be established
- That initial approaches are made to potential members now, to gauge support.
- That the Horndean Green Trail and Heritage Network Working Party drafts appropriate Terms of Reference for the Advisory Committee.
    - These Terms of Reference to be approved by the Parish Council, before the Advisory Committee is convened and to include:
        - scope, membership and frequency of meetings.

HPC 186/23/24 **TO CONSIDER INVOLVEMENT IN A HORNDEAN NEIGHBOURHOOD IMPROVEMENT PROJECT AND THE ESTABLISHMENT OF A WORKING PARTY**

A report by the Chairman was circulated and it was **RESOLVED** that the following recommendations be agreed by Council.

- That the Parish Council directly supports wider efforts to improve the appearance of Horndean.
- That an internal Working Party is set up to scope the Parish Council's role and to present a proposal to the 11 December meeting.
- That membership of the Working Party is agreed as follows: Councillors Beck, Smith, Freeman, Prosser, Lay and Attlee.

It was noted that HPC has limited resources. It was suggested that it would be helpful for HPC to stand as a Stakeholder and prioritise the work.

HPC 187/23/24 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS**

Aquind: Cllr Little - No update to provide.

Havant Thicket Reservoir: Cllr Attlee said she had attended a Water Recycling Sub-Group and a community update, where there are major concerns surrounding the wrong types of water getting in the Reservoir. She said she had contacted the Stakeholder group and more clarity is needed around water flow. Cllr Redding offered his support with Havant Thicket Reservoir, should it be required.

LEOH: Cllr Attlee provided an update and confirmed that the Planning department at EHDC had circulated revised Terms of Reference. The working party for LEOH was confirmed as Councillors Attlee, Lay and Little.

School liaison update: Cllr Freeman said he had been in contact with Horndean Junior School, who were interested in the Green Trail and Heritage Network Project but said that Catherington Infant School felt their children were a little young to be involved. He said that Catherington Infant School had concerns regarding speeding cars and informed him that they currently had no lollypop staff in place.

Hampshire Community Association (Merchistoun Hall): A meeting with HCA occurred on 31 October, whereby they shared information with HPC.

HPC 188/23/24 **TO RECEIVE AN UPDATE FROM THE WORKING PARTIES**

The following was noted

- **Green Trail and Heritage Network**: Cllr Lay said that a visit was scheduled for 16 November, where District Cllr David Evans and Cllr Adeel Shah would be in attendance.

- **Jubilee Hall Heating**: Cllr Beck said he had undertaken some additional research and calculated measurements, alongside Cllr Jenkins and would be looking to circulate a proposal to Council in the near future.

HPC 189/23/24 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11 DECEMBER 2023**

The next scheduled meeting of the Council was noted as 11 December 2023. This meeting will be held in Jubilee Hall.

HPC 190/23/24 **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 (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting.

Public Meeting closed at 20:40pm

HPC 191/23/24 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 02 OCTOBER 2023**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 02 October 2023 be signed as a true record of the meeting. All agreed.

HPC 192/23/24 **TO RECEIVE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE REDUCTION OF THE TREES IMPLICATED IN DAMAGING AN ADJACENT WALL**

Information was circulated and a discussion took place.

It was **RESOLVED** that Council agreed for their Insurance Company to contact the claimant as suggested by their Insurers.

The meeting concluded at 20:50pm

.....

Signed - The Chairman

.....

Date