HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 10 JUNE 2024 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, S Freeman, J Hodgson K Jenkins, D Prosser, A Redding

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Simon Ritson, RFO

PUBLIC ATTENDANCE: District Cllr J Hogan
22 x members of the public

HPC 024/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Beck, R Smith & R Sowden.

District Cllr David Evans gave his apologies.

HPC 025/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 026/24/25 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received.

HPC 027/24/25 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A joint report by District Councillor E Woodard & J Hogan were circulated and noted (see attached).

HPC 028/24/25 **TO RECEIVE A PRESENTATION FROM SP BROADWAY IN RESPECT OF THE LAND AT WOODCROFT FARM**

A presentation was given from SP Broadway, in respect of the land at Woodcroft Farm, who said they were here to talk about phase 3 of the development. The following was stated and questions were answered.

- The land has been assessed as a sustainable location for development, fundamental in meeting identified housing supply.
- The phase promotes 190 dwellings.
- HPC will submit their response via the Planning Committee.

Questions were asked by members for the public, with the following areas of concern noted – traffic, noise, pollution, well-being of residents.

HPC 029/24/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to members of the public.

HPC 030/24/25 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 MAY 2024

It was **RESOLVED** that the minutes of the Council meeting held on 13 May 2024 be signed as a true record of the meeting.

It was noted that the next Council meeting should have been noted as 10 June and not 17 June.

All agreed.

Agenda item 16 was moved forward to this point in the meeting.

HPC 031/24/25 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE MEETING WITH METIS HOMES – LAND NORTH OF CHALK HILL

An update was given by Cllr Attlee, who said she, Cllr Lay and Cllr Jenkins had met with Metis Homes, as a statutory consultee and was not there to influence, but to listen and feed any concerns. District Cllr Elaine Woodard attended in an observation capacity as part of the Planning Department at EHDC.

The following was noted

- The proposed site would consist of 38 dwellings.
- The site has been earmarked in the local plan and will fall within the Parish boundary.
- The public consultation has now closed (6th May).

Areas of concern were noted as follows

- Impact of traffic
- Flooding
- Connectivity
- Countryside Backdrop
- Wider impact of development on schools, GPs etc.
- Nearest bus stop is over 400m away (not accessible). People would need to travel by car to get to the nearest bus stop.
- Construction traffic

The Chairman said that HPC will submit the issues they are aware of, adding local knowledge, but urged the public to submit their own comments.

HPC 032/24/25 TO RECEIVE AND CONSIDER THE REINSTATEMENT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

It was **RESOLVED** that the reinstatement of the Finance and General Purposes Committee be revisited at a later date, due to a reduced number of members being present at the meeting.

HPC 033/24/25 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (MAY ATTACHED)

Line 52 - It was noted that the cost of the work undertaken by Wefix Windows & Doors Ltd, was being covered by HPC's insurance company, Zurich, with a total of £250 excess being payable by HPC.

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

All agreed.

HPC 034/24/25 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by members. It was highlighted that there had been a 10% increase in the hall hire charge last year.

HPC 035/24/25 **TO CONSIDER ANY ADJUSTMENTS TO THE EARMARKED RESERVES**

A report by the RFO was circulated.

It was **RESOLVED** that the EMR for Five Heads Recreation Ground and LEOH get transferred into the General Reserves. This was proposed by Cllr lay and seconded by Cllr Freeman. All agreed.

HPC 036/24/25 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE AND COUNTIES AS AT 31 MARCH 2024**

It was **RESOLVED** to approve the bank reconciliation – Co-Operative, Lloyds, and Cambridge and Counties as at 31 March 2024.

HPC 037/24/25 **TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT 2023-24 (FINAL UPDATE)**

The Internal Audit Report 2023-24 was circulated. The following recommendation and response were noted and agreed by members.

Recommendation
Castle Water should be contacted to establish the basis for charging VAT on the supply of water to Council premises on the two invoices where VAT is recorded.

Response
This has been actioned with Castle Water reimbursing the VAT element charged in error.

Members thanked The RFO and Chief Officer.

HPC 038/24/25 **TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2023/2024**

- **SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2023/2024**
- **SECTION 2 – ACCOUNTING STATEMENTS 2023/2024**

It was **RESOLVED** to approve and duly sign the Annual Governance Statement 2023/2024 and the Accounting Statements 2023/2024.

HPC 039/24/25 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE HIGHWOOD GROUP REGARDING THE POTENTIAL PROVISION OF FACILITIES WITIN THE S106 AGREEMENT – 82 HOMES NORTH OF ROWLANDS CASTLE ROAD**

The Chairman said that the application had been submitted by The Highwood Group. It has been agreed that the assets will be packaged into two parts. The car parking, drainage and remainder of open grounds, play

area, trees etc. would be offered to HPC, so its important that it is packaged in a way that would be suitable to be taken on.

HPC 040/24/25 **TO RECEIVE A REPORT AND CONSIDER THE PLACEMENT OF A DEFIBRILLATOR WHICH IS LOCATED OUTSIDE OF THE PARISH BOUNDARY**

A report by Cllr Hodgson was circulated and a discussion took place. It was **RESOLVED** that

- A defibrillator be placed at Bayith Rest Home on Bevan Road, Horndean, funding to be provided by the Waterlooville Gospel Hall Trust.
- Inform Havant Borough Council of the installation, given that it falls within their borough.

This was proposed by Cllr Hodgson and seconded by Cllr Freeman.

It was noted that District Cllr James Hogan would be happy to be asked for funding towards a further Defibrillator in Downs Ward.

HPC 041/24/25 **TO RECEIVE AND CONSIDER A REPORT REGARDING DOCUMENT CONTROL GUIDELINES**

A report by Cllr Freeman was circulated and discussion took place.

It was **RESOLVED** that the document control guidelines be agreed, with Cllr Freeman and Cllr Hodgson to review the banner heading.

HPC 042/24/25 **TO RECEIVE AND NOTE THE REVISED FORMAT OF THE HPC GRANT APPLICATION FORM**

It was **RESOLVED** that the revised format of the HPC grant application form be agreed.

HPC 043/24/25 **TO RECEIVE AND CONSIDER THE PREPERATION OF A SAFEGUARDING POLICY**

A draft Safeguarding Policy was completed by Cllr Hodgson and sent to members prior to the meeting. A discussion took place and it was agreed that Council were happy for a Safeguarding Policy to be agreed, but said the draft would need to be reviewed before approval.

HPC 044/24/25 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

LEOH: The Chairman said that a meeting has been arranged for the following week to ensure joint clarity with Rowlands Castle Parish Council and Clanfield Parish Council, given that we are fast approaching the point of where we should be able to draft something for the assets.

Aquind: The Chairman said that further consultations are planned.

Kings Arms: The Chairman said that a meeting has being organised for 21 June with potential stakeholders at HTC, which Cllr Freeman and himself would be attending.

Havant Thicket Reservoir: Cllr Attlee said she has forwarded meeting notes and updates to members, following the stakeholder meeting.

EHATPC: Cllr Redding said he is awaiting minutes form the last meeting, which are yet to be circulated.

HGTHN: Cllr Redding informed members that the final submission has been submitted to Urban Place Lab.

HCA: Cllr Freeman said that HCA queried what HPC do with the Neighbourhood CIL Portion. He said they have offered oak saplings to HPC.

HPC 045/24/25 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 01 JULY 2024**

The next scheduled meeting of the Council was noted as 01 July 2024. This meeting will be held in Jubilee Hall.

HPC 046/24/25 **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**

Members of the public left the meeting.

The public meeting concluded at 9.10 pm

HPC 047/24/25 **TO RECEIVE AN UPDATE IN RESPECT OF THE STAFF JOB EVALUATION PROCESS, CURRENTLY BEING UNDERTAKEN**

The Chief Officer provided an update to members, informing them that the job evaluation questionnaire had been sent to staff and said that the phase 1 report had been completed. The completed questionnaires will be submitted to the consultant by 26 June. The next phase will involve 1/1 meetings with staff, taking place in July. The Chief Officer said the final phase will involve the consultant completing a further report, which will be sent to a colleague to check, before the final version is provided to Council.

The confidential meeting concluded at 9.20 pm

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Signed - The Chairman

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Date

Ref - HPC|027|24|25.

District Councillor report from Cllr Hogan + Woodard for Horndean Council Meeting - 10/6/2024

Future Energy Landscape Workshop - Wednesday June 26th Merchistoun Hall

This "Future energy Landscape" workshop will allow the residents of Horndean to focus on how we can power our community using renewable energy. Regardless of you being a supporter of renewables or someone who is nervous about us moving away from fossil fuels, this is a perfect way to learn more. This event is backed by grants from Horndean District Councillors James Hogan, Elaine Woodward and the SDNPA.

"Being asked how we would like our future to look and then to see the extent to which each alternative energy model would actually meet the requirements. Wonderful and revealing, instant feedback!!" attendee, South Harting workshop

Wednesday June 26th – 7pm Merchistoun Hall. Refreshments provided. To learn more and book your free place use this link and select the Horndean meet:
tinyurl.com/PowerHorndean

EHDC seek legal advice after Local plan consultation

EHDC are taking legal advice as part of a challenge to reduce the Government's housing figures for East Hampshire. Including the fact that the South Downs National Park is taking very little development vs the rest of the district. For further details: tinyurl.com/EHDCLegal

EHDC new "Uniformed officers"

A new team of uniformed officers will be working across the district. Among many functions, the team will investigate fly-tips, manage anti-social behaviour, enforce litter laws and help handle dangerous and inconsiderate parking.

The press release mentioned specifically Whitehill & Bordon. Cllr James Hogan followed up with Cllr Andy Tree - portfolio holder for the Whitehill & Bordon area if the officers can be used in other parts of the district, getting this reply:

"I am advised that although there is a focus on Whitehill & Bordon, their overriding use will be where needed. Therefore, if they are determined to be needed in your ward or any other part of the district then they would be there. In theory they would spend more time somewhere other than Whitehill & Bordon, if that is where the need arises.

I am advised that cllrs will not request them specifically but would instead continue to report through usual channels (e.g. police for crimes including ASB, EHDC for environmental health/flytipping, HCC for on street parking etc.) and that EHDC managers would determine whether deploying the District Officer Team was appropriate.

This is quite a useful link specific to EHDC that not many seem aware of: https://www.easthants.gov.uk/community-safety/community-triggers"

New Horndean Men's Shed

Cllr James Hogan attended the first meeting of the Horndean Men's Shed on the 25th April where over 50 men turned up to discuss setting up a new group and more recently the group's

first AGM on the 6th June, where the group voted in their first Chairmen, Secretary, Treasurer and other committee members. At the AGM it was agreed the group will look to meet Thursday nights at HTC from 7pm – 9:30pm. Anyone wishing to join the group can email - gwen.woodruffe@horndeantc.hants.sch.uk

Regards
James Hogan

Cllr James Hogan
Horndean Downs ward - East Hampshire District Council

Green Party c/o 34, Beckless Avenue, Clanfield PO8 0YN
07941337983

Ref - HPC/033/24/25

Item 9

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: MAY 2024			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	25/04/2024	AVS Fencing	£99.00	£19.80	£118.80	10 x 3.6 Half Round Rails-Cath Down/Hazleton Lith
2	25/04/2024	FSGR Gas, Heating & Plumbing	£134.25	£26.85	£161.10	Supply/Fit Temp Gauge at Jubilee Hall
3	23/04/2024	MOT & Service World	£210.00	£42.00	£252.00	HY65 UVJ Warning Light Check
4	23/04/2024	Screwfix	£51.82	£10.37	£62.19	Padlocks Chain for Securing Bins at Jubilee Hall
5	23/04/2024	Screwfix	£8.33	£1.66	£9.99	Flat Paint Brush Set for Napier Hall
6	23/04/2024	Screwfix	£26.11	£5.22	£31.33	Staples and 2 x Watering Cans
7	03/05/2024	Labels4U	£24.17	£4.83	£29.00	Filing Labels for Finance
8	01/05/2024	Staff Expenses	£68.07	£0.00	£68.07	Staff Expenses: April 2024
9	26/04/2024	Aadvark Supplies Ltd	£169.83	£33.96	£203.79	Air Freshener, Scouring Pads, Bleach, Compactor Sacks
10	02/05/2024	Sports & Play Consulting Ltd	£1,250.00	£0.00	£1,250.00	Consultation Fee re Development - Playground at Jubilee
11	30/04/2024	WEL Medical	£678.95	£135.79	£814.74	Batteries for Defibrillators
12	13/05/2024	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker
13	10/05/2024	Amazon	£14.16	£2.83	£16.99	Pedal Bin for Jubilee Hall
14	09/05/2024	Amazon	£35.84	£7.15	£42.99	Suntan Lotion for Countryside team
15	12/05/2024	Amazon	£57.89	£11.58	£69.47	Portable Hard Drive - Jubilee Office
16	30/04/2024	Aardvark Supplies Ltd	£9.64	£1.93	£11.57	Dusters, Cleaners, Polish
17	08/05/2024	B & Q	£17.38	£3.47	£20.85	Graffiti Clean Up
18	05/05/2024	Beaver Tool Hire	£79.80	£15.96	£95.76	Hire of Rotovator for 1 Day
19	30/04/2024	Beaver Tool Hire	£138.60	£27.72	£166.32	22 x Temporary Fencing at Jubilee Park - April 2024
20	07/05/2024	Screwfix	£7.98	£1.60	£9.58	No Nonsense Silicon Cleaner
21	07/05/2024	Urban Place Lab	£8,333.34	£1,666.66	£10,000.00	Consultancy Advice: Green Trail & Heritage Network
22	15/04/2024	MOT & Service World	£219.99	£44.00	£263.99	DPF Filter Clean: HY65 UVJ
23	02/05/2024	MOT & Service World	£327.62	£65.52	£393.14	Replace 4 x Faulty Glow Plugs: HY65 UVJ
24	01/05/2024	Fuelgenie	£174.51	£34.89	£209.40	Fuel: April 2024
25	03/04/2024	I.C O (Information Commissioner's Office)	£35.00	£0.00	£35.00	Data Protection Annual Fee
26	02/05/2024	Castle Water (9153607201)	£91.59	£0.00	£91.59	Napier Water: 1 March - 31 August
27	10/05/2024	Titchfield Tree services	£850.00	£170.00	£1,020.00	Elms around Jubilee Hall/frogmore Lane (Part of PO135)
28	20/05/2024	Horndean PC Employees	£17,911.43	£0.00	£17,911.43	Salaries: May 2024
29	17/05/2024	Screwfix	£8.77	£1.76	£10.53	Fillers and Scrappers
30	15/05/2024	M/D Payne Roofing	£8,350.00	£1,670.00	£10,020.00	New Flat Roof at Napier Hall
31	09/05/2024	AVS Fencing	£26.75	£5.35	£32.10	Gate Hinge for Cath Down
32	14/05/2024	AVS Fencing	£256.95	£51.39	£308.34	Fencing for Grass Snake Habitat/Notice Board Refurbishment
33	19/05/2024	Beaver Tool Hire	£32.03	£6.41	£38.44	Hire of Cable Detector for Wagtail Road
34	15/05/2024	Focus	£240.34	£48.07	£288.41	Switchboard, BroadBand, Payphone, Alarm - March/May 2024
35	16/05/2024	MOT & Service World	£139.99	£28.00	£167.99	Further investigation into Fuel Injection Fault - HY65 UVJ
36	07/05/2024	British Gas Lite (156695)	£84.95	£4.25	£89.20	Napier Gas: 2 April - 7 May
37	07/05/2024	British Gas (603423926)	£261.84	£13.09	£274.93	Jubilee Admin Gas: 3 April - 2 May
38	21/05/2024	Amazon	£6.66	£1.33	£7.99	Dustbags for Karcher Vacuum Cleaner at Jubilee hall
39	09/05/2024	British Gas (154660)	£134.19	£6.71	£140.90	Jubilee Hall Electric: 8 April - 9 May
40	23/05/2024	Ultra Secure	£60.96	£12.19	£73.15	Bolt Down Steel Bollard-Car Park at Napier Hall
41	10/05/2024	Vodafone	£82.28	£16.45	£98.73	Mobiles: May 2024
42	13/05/2024	British Gas (242787)	£82.86	£4.14	£87.00	Napier Hall Elect: 11 April-13 May
43	30/04/2024	Veolia	£268.24	£53.65	£321.89	Waste Collection: April 2024
44	24/05/2024	HSQE (Vital Skills)	£48.00	£9.60	£57.60	Ladder Skills Training
45	20/05/2024	Auditing Solutions	£500.00	£100.00	£600.00	End of Year Internal Audit 2023-24
46	20/05/2024	Eric Jacksons Ltd	£1,868.40	£373.68	£2,242.08	Replacement Heaters in Jubilee Hall with Metal Cages
47	20/05/2024	Eric Jacksons Ltd	£60.00	£12.00	£72.00	Disposal of All Waste and Packaging
48	24/05/2024	Screwfix	£82.48	£2.49	£84.97	Hasp & Staple, Boots, Screenwash
49	24/05/2024	Screwfix	£16.65	£3.33	£19.98	Heavy Duty Hasp & Staple
50	24/05/2024	Screwfix	£2.08	£0.41	£2.49	Roofing Bolts for Parsonage Field
51	21/05/2024	Viking	£72.04	£14.41	£86.45	Dymo Labels, Post It Notes, Pens, Short Hand Pads
52	09/05/2024	WEFIX Windows & Doors	£4,921.00	£984.20	£5,905.20	Repairs to 4 Broken Double Glazed windows plus Scaffolding
53	16/05/2024	British Gas - 603421231	£62.51	£3.12	£65.63	Jubillee Admin Gas - 16 April - 15 May
54	31/05/2024	HMRC	£4,430.88	£0.00	£4,430.88	Tax/NI: May 2024
55	31/05/2024	Hampshire Pension Fund	£5,776.40	£0.00	£5,776.40	Pensions: May 2024
		TOTAL EXPENDITURE	**£58,906.45**	**£5,759.79**	**£64,666.24**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
56	various	Regular Hall Users	£1,808.68	£0.00	£1,808.68	Hire of Jubilee Hall - Regular
57	various	Regular Hall Users	£2,221.66	£0.00	£2,221.66	Hire of Napier Hall - Regular
58	various	Casual Hall Users	£338.89	£0.00	£338.89	Hire of Jubilee Hall - Casual
59	various	Casual Hall Users	£66.52	£0.00	£66.52	Hire of Napier Hall - Casual
60	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
61	various	Casual Hall Users	-£100.00	£0.00	-£100.00	Deposits Refunded
62	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches
62	31/05/2024	Cambridge & Counties	£863.41	£0.00	£863.41	Bank Interest
		TOTAL INCOME	**£5,796.66**		**£5,796.66**	

SIGNED:	
SIGNED:	
DATE:	**10 JUNE 2024**