HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 04 NOVEMBER 2024 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, P Beck, K Jenkins, N Smith, D Prosser, A Redding, B Sowden, S Freeman

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

PUBLIC ATTENDANCE: 6x members of the public & District Cllr J Hogan.

HPC 128/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R Smith and District Cllr D Evans and District Cllr E Woodard. No apologies were received from Cllr Hodgson.

HPC 129/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 130/24/25 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received.

HPC 131/24/25 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A joint report by District Cllr J Hogan and District Cllr E Woodard and a report by District Cllr D Evans was circulated. Both reports were noted with thanks.

HPC 132 /24/25 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. A member of the public spoke about the Local Cycling and Walking Infrastructure Plan, in terms of the Havant Thicket Reservoir, informing members that the public consultation deadline is 17 November. He said that without amendments to the plan, he felt that Horndean residents would be disadvantaged.

Cllr Redding shared the concerns over a lack of provision for segregated walking and cycling infrastructure across the Parish - including links to Havant Thicket. He encouraged all present to complete the on-line consultation and indicated that HPC would continue to liaise with the relevant authorities in order to promote dedicated walking and cycling infrastructure though its Green Trail & Heritage Network Project, engagement in the Land East of Horndean Development and as an active stakeholder in the Havant Thicket Project.

HPC 133/24/25 **TO RECEIVE A PRESENTATION FROM REPRESENTATIVES FROM PORTSMOUTH WATER AND FUTURE WATER IN RESPECT OF THE HAVANT THICKET RESERVOIR**

A presentation was given by Portsmouth Water and a member of Future Water. It was noted that the Havant Thicket Reservoir is the first major reservoir to be built in England in over 30-35 years.

A question-and-answer session took place.

HPC 134/24/25 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 07 OCTOBER 2024**

It was **RESOLVED** that the minutes of the Council meeting held on 07 October 2024 be signed as a true record of the meeting. All agreed.

HPC 135/24/25 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

Cllr Freeman provided an update, informing members that the zip wire replacement at Jubilee is scheduled to be undertaken over the next two weeks.

HPC 136/24/25 **TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS**

A report by Cllr Prosser was circulated (see attached). He said that Average Speed Cameras had been in operation for 4 months, with a recent change of location from Lovedean Lane to Catherington Lane.

Item 14 was brought forward.

HPC 137/24/25 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE STRUCTURAL TESTING OF THE LIGHTING COLUMNS FOR ATTACHMENT OF THE SPEED INDICATOR DEVICE**

It was noted that

- HPC had budgeted for a SID (4k).
- The cost of the licence from HCC was £270.00.

2x quotations were received for the structural testing of lighting columns for attachment of the SID, ballpark figure of £1,500, which includes all locations.

A short discussion took place and It was **RESOLVED** that the office look into the validity of the structural testing: Once the structural testing has been carried out, how long are the results valid for.

This was proposed by Cllr Beck and seconded by Cllr Freeman. All agreed.

HPC 138/24/25 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (AUGUST & SEPTEMBER ATTACHED)**

It was **RESOLVED** that the Orders for Payment (August & September) be approved and duly signed.

HPC 139/24/25 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted by members. The RFO updated members to say that the "4-page spreadsheet attached" under Income & Expenditure is in fact, not attached, but stated that it had been presented to members, at the Finance and General Purposes Committee.

HPC 140/24/25 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE AND COUNTIES AS AT 30 SEPTEMBER 2024

It was **RESOLVED** to approve the bank reconciliation – Co-Operative, Lloyds, and Cambridge and Counties as at 30 September 2024.

HPC 141/24/25 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT 2024/25 (INTERIM)

A report by the Internal Auditor was circulated – 2024/25 Interim. The following recommendation was agreed by Council

- *The previously in place countersigning of the Chief Officer's monthly time sheet by the Chairman should be re-implemented.* The Chairman confirmed that the Chief Officer's October timesheet had been signed, today.

The following comment within the report was noted

- *We consider the retention of the Lloyds account unnecessary, costing the Council over £80 annually just to retain it.*

HPC 142/24/25 TO RECEIVE AND CONSIDER THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 28 OCTOBER 2024, IN RESPECT OF THE CLOSURE OF THE PARISH OFFICE ON FRIDAYS

The following was noted

- Parish office closure on Friday's will not have any detrimental impact to staff working at HPC, as staff members are happy to work compressed hours.
- No staff members would be losing any contractual working hours.
- The administrator office vacancy is going to be replaced by a 2-day contract, rather than a 3-day contract.

It was **RESOLVED** that the recommendation of the Finance and General Purposes Committee on 28 October 2024, to close the Parish office on Fridays be agreed.

HPC 143/24/25 TO RECEIVE AND CONSIDER THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 28 OCTOBER 2024, IN RESPECT OF THE FOLLOWING POLICIES

- **EQUALITY, DIVERSITY AND INCLUSION POLICY**
- **DATA RETENTION POLICY**
- **DATA BREACH POLICY**
- **DIGNITY AT WORK POLICY**

It was **RESOLVED** that

- The Equality, Diversity and Inclusion Policy be agreed.
- The Data Retention Policy be agreed.
- The Data Breach Policy be agreed.
- The Dignity at Work Policy be agreed, following an amendment on page 1, as follows: Change the wording "chair" to "Chairman" on 2x occasions within the Policy.

HPC 144/24/25 **TO RECEIVE AND CONSIDER THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 28 OCTOBER 2024, IN RESPECT OF THE FOLLOWING GRANT APPLICATION**

- **HORNDEAN TECHNOLOGY COLLEGE LUNCH CLUB - £300**

It was **RESOLVED** that Horndean Technology Lunch Club be awarded £300, pursuant to S137 Local Government Act 1972. All agreed.

HPC 145/24/25 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 09 DECEMBER 2024**

The next scheduled meeting of the Council was noted as 09 December 2024. This meeting will be held in Jubilee Hall.

HPC 146/24/25 **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**

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

The public meeting concluded at 8.32 pm.

A 5-minute break ensued, before continuing with the confidential section of the meeting.

HPC 147/24/25 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 07 OCTOBER 2024**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 07 October 2024 be signed as a true record of the meeting. All agreed.

HPC 148/24/25 **TO RECEIVE AND CONSIDER THE CONTRACT IN RESPECT OF THE GRANT FUNDING FOR THE HORNDEAN GREEN TRAIL & HERITAGE NETWORK**

The contract in respect of the grant funding for Horndean Green Trail and Heritage Network was circulated.

Cllr Redding confirmed that a rural grant application had been submitted, in respect of funding for the Horndean Green Trail and Heritage Network, with approval being given, up to £35,000. It was noted that the works must be within the geographic area as defined by DEFRA.

It was **RESOLVED** that the contract be signed by Council.

The confidential meeting concluded at 8:43 pm

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Signed - The Chairman

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Dated