Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 29 OCTOBER 2018 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

23 October 2018

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. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.*
7. To consider the co-option of: Michael Hyltoft to represent Murray Ward
8. To approve the Minutes of the Council Meeting held on the 24 September, 2018.
9. To receive and consider the Planning Application – 27042/00, in respect of 221 Catherington Lane.
10. To receive and approve the Orders for Payment (List 6 attached).
11. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 30 September 2018.
12. To receive and consider the external auditors report for the year ended 2017/18.
13. To receive and agree the monthly finance report.
14. To receive a verbal update in respect of the extension to Jubilee Hall.
15. To receive a verbal update in respect of the Land East of Horndean development.
16. To receive an update and consider the proposed plans to dispose of land within Blendworth Lane, which includes the public conveniences and the adjacent car park.

17. To note the next scheduled meeting of the Council being the 19 November 2018.

18. **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 (Admissions to meetings) Act 1960).**

19. To approve the Confidential Minutes of the Council Meeting held on the 24 September, 2018.

20. To receive a report and consider an application for flexible working from a member of staff.

Item 7

Michael Hyltoft is a thought leader within Transformation, Shared Services, Supply Chain Finance and Blockchain. Over the last 15 years, he has worked as senior advisor to major multinational clients, such as Qinetiq, Heineken, Kingfisher, Nestlé and lately Ultra Electronic. He is a member of international boards in Singapore, Copenhagen and Denmark

Originally from Denmark, he came to Portsmouth in 2000 while working for IBM, but moved to Horndean in 2006 with his other half. Here they have raised their 3 girls (8,10 and 12) while renovating their house.

As things are now settled more down, Michael is looking to take a more active role in his local community. And he is hoping that the local Council may be a place, where his past experience can be used to the benefits of the community.

ITEM 9

1.	27042/001	**221 Catherington Lane, Horndean, Waterlooville, PO8 0TB** Four bedroom detached property and detached garage block with associated soft and hard landscaping following demolition of existing property Ward: Catherington & Lovedean Cllr Reps: Cllrs Mrs Elaine Tickell & Paul Beck Report: Please see attached.

ITEM 9

Planning Application Number:- 27042/001.

NATURE OF APPLICATION:- Four bedroom detached house and detached garage block with associated soft and hard landscaping following demolition of existing bungalow.

Property Address:- 221 Catherington Lane, Horndean PO8 0TB.

Observations: - The existing bungalow will be demolished and replaced by a four bedroom detached property. Three bedrooms will be on the first floor with the fourth bedroom on the ground floor. The existing garage will be retained. The garage block will comprise a single vehicle space on the ground floor with the balance of the space termed 'a home store'. On the first floor will be a home gym. The site overlooks the Catherington Conservation Area.

Size Layout & density: - There would not appear to be any concerns re the detached dwelling. The 'garage block' would appear to be overdevelopment. It is a large building and this combined with it being double storey makes it out of character with the area so that it would have a harmful and detrimental effect on the same. There may well be overlooking and loss of privacy issues for the neighbouring property to the north, number 23.

Street Scene: - The very large 'garage block' dominates the street scene and is out of character with the pattern of development in the area.

Local Planning Policies: - CP29- Design.

Overall Highway safety: - Believe this would not be affected.

Noise and Disturbance from completed development: - That from an enlarged four bedroom dwelling.

Parking: - The existing garage will be retained and there will be a single garage space in the new garage block. The driveway looks large enough to accommodate additional vehicles.

Overlooking and loss of privacy: - The upper floor windows of the garage block would overlook number 23 and could result in loss of privacy.

Traffic generation: - That from a four bedroom dwelling.

Ground contamination: - N/A.

Conclusions: -

RECOMMENDATION:- Objection because of the following reasons:-

1. The garage block is very large and double storey. It contravenes CP29-Design by virtue of its height, scale and massing and its relationship to adjoining buildings not least the host

dwelling. It would dominate the street scene part of which is the Catherington Conservation Area. It is out of character with the area and would have a harmful and detrimental impact on the same.

2. The first floor windows of the garage would overlook the adjoining property at number 23 and would result in loss of privacy.

If planning permission is granted, then there should be a condition firstly restricting the use of the garage block so that it is always ancillary to the host dwelling and secondly prohibiting the use of any part of it as habitable accommodation.

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2018-19			LIST 6 - 29-10-2018			BANK ENTRIES: 10/09/18 - 21/10/18
Ref	Date	Payee/Payer	Net	VAT	Total	Details Item: 10
DIRECT DEBITS		BANK ENTRIES: 10/09/18 - 21/10/18				
1	01/08/2018	Fuelgenie	£250.46	£50.11	£300.57	Fuel: August 2018
2	01/09/2018	Peach	£155.56	£31.11	£186.67	Tyfield Line, Alarm, Napier, Jubilee WIFI : Aug Calls/Sep Rent
3	12/09/2018	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/9/18-03/10/18
4	05/09/2018	SSE Gas	£11.11	£0.55	£11.66	Napier Hall Gas: 3 Aug to 2 Sep 2018
5	24/08/2018	PHS Group	£75.25	£15.05	£90.30	Annual Duty of Care: 1/10/18 - 30/9/19
6	31/08/2018	Veolia	£198.98	£39.80	£238.78	Waste Removal: August 2018
7	20/09/2018	EE	£62.94	£12.59	£75.53	Mobiles: 20 August - 20 September
8	01/09/2018	Cannon Hygiene	£109.20	£21.84	£131.04	Napier Hall Waste Collection: 01/09/18-30/11/18
9	02/10/2018	Luckylite	£520.00	£0.00	£520.00	Rent: October 2018
10	19/09/2018	Business Stream	£16.93	£0.00	£16.93	Tyfield Waste Water:- 26 July - 31 August 2018
11	19/09/2018	Business Stream	£29.84	£0.00	£29.84	Jubilee Waste Water:- 19 July - 31 August 2018
12	20/09/2018	Castle Water	£15.86	£0.00	£15.86	Tyfield House Water: 01/06/18 - 30/08/18
13	20/09/2018	Castle Water	£25.56	£0.00	£25.56	Jubilee Water: 01/06/18 - 30/08/18
14	15/09/2018	Castle Water	£34.15	£0.00	£34.15	Napier Hall Water: 1/07/18-31/10/18
15	09/09/2018	PHS Group	£189.75	£37.95	£227.70	Jubilee: Air Freshener/Driers/Waste Collection: 14/10/18-13/01/19
16	04/10/2018	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/10/18-03/11/18
17	26/09/2018	Southern Electric	£93.51	£4.67	£98.18	Napier Hall Electric: 16/03/18-24/09/18
18	01/10/2018	Peach	£156.77	£31.35	£188.12	Tyfield Line, Alarm, Napier, Jubilee WIFI : Aug Calls/Sep Rent
19	01/10/2018	Fuelgenie	£125.69	£25.14	£150.83	Fuel: September 2018
B.A.C.S.		BANK ENTRIES: 10/09/18 - 21/10/18				
20	06/09/2018	B & Q	£5.85	£1.18	£7.03	2 Bags Sand-Village Square Paving
21	10/09/2018	Connected IT	£140.00	£0.00	£140.00	Motherboard - Grounds Manager PC
22	31/08/2018	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking: August 2018
23	01/08/2018	VisionICT	£215.00	£43.00	£258.00	Website Support: October 2018-September 2019
24	04/09/2018	AVS Fencing	£411.50	£82.30	£493.80	Materials for Kissing Gate at Cath Down (Funded by SDNP)
25	06/09/2018	AVS Fencing	£55.32	£11.06	£66.38	Materials for Kissing Gate at Cath Down (Funded by SDNP)
26	04/09/2018	AVS Fencing	£413.00	£82.60	£495.60	Steps at Hazleton (Funded by SDNP)
27	06/09/2018	Blendworth Tree Surgeons	£700.00	£140.00	£840.00	20 Loads of Waste Processed
28	20/09/2018	Horndean PC Employees	£16,626.19	£0.00	£16,626.19	Net Salaries: September 2018
29	18/09/2018	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: August 2018
30	19/09/2018	Nature Sign Design	£370.00	£74.00	£444.00	Nature Sign for Catherington Lith (Funded by SDNP)
31	12/09/2018	NALC	£19.99	£0.00	£19.99	'Local Council Explained' x 1 Book
32	18/09/2018	NALC	£19.99	£0.00	£19.99	'Local Council Explained' x 1 Book
33	14/09/2018	Screwfix	£3.74	£0.75	£4.49	Gate Spring at Cath Lith
34	12/09/2018	Screwfix	£13.33	£2.66	£15.99	Gel Knee Pads for Caretaker
35	12/09/2018	Screwfix	£63.26	£12.65	£75.91	Saw Blade, Gloves, Silicone
36	31/08/2018	Richard Merritt Chemicals	£44.45	£8.89	£53.34	Air Freshener, Toilet Tissue
37	31/08/2018	Richard Merritt Chemicals	£8.95	£1.79	£10.74	Blue Centrefeed Rolls
38	10/09/2018	Jewson	£32.10	£6.42	£38.52	12mm x 3m Tensile Steel Bar x 6 - Hazl Common (SDNP)
39	06/09/2018	Jewson	£10.70	£2.14	£12.84	12mm x 3m Tensile Steel Bar x 2 - Hazl Common (SDNP)
40	21/09/2018	Blendworth Property Maintenance	£160.00	£0.00	£160.00	Supply and Fit Monoblock Kitchen Tap at Napier Hall
41	21/09/2018	Blendworth Property Maintenance	£50.00	£0.00	£50.00	Unblock Toilet at Jubilee Hall
42	01/10/2018	CIA	£289.00	£57.80	£346.80	Jubilee Hall Alarm System: 1/10/18-30/09/2019
43	21/09/2018	Viking	£187.28	£37.46	£224.74	Mop Buckets, Scouring Pads, Toilet Brushes
44	18/09/2018	Viking	£103.88	£20.78	£124.66	Microwave, Toilet Brushed, Stationery
45	11/09/2018	Viking	£94.14	£18.83	£112.97	Office Chair,Toilet Cleaner,Stationery
46	21/09/2018	Sean Mason Electrical	£105.00	£21.00	£126.00	Fit 2 x 4 Gang Switches at Napier Hall
47	21/09/2018	Horndean Tyres	£16.25	£3.25	£19.50	Puncture Repair for HY65 UVJ
48	27/09/2018	Hendy Ford	£410.77	£71.18	£481.95	MOT & Service HY65 UVJ
49	24/08/2018	Microsoft	£1,080.08	£216.01	£1,296.09	Online Services 8th August 2018 -7th August 2019
50	28/09/2018	HMRC	£5,129.48	£0.00	£5,129.48	PAYE/National Insurance: September 2018
51	28/09/2018	Hampshire Pension Fund	£4,525.61	£0.00	£4,525.61	Pension Contributions: September 2018
52	11/10/2018	Staff Expenses	£14.93	£0.00	£14.93	Staff Expenses: September 2018
53	01/09/2018	English Woodlands Timber	£159.67	£31.93	£191.60	15 Oak Milled Slats for Benches in Square
54	15/10/2018	Horndean Technology College	£350.00	£0.00	£350.00	Grant Awarded
55	15/10/2018	1st Horndean Scout Group	£450.00	£0.00	£450.00	Grant Awarded
56	30/09/2018	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking: September 2018
57	05/10/2018	Connected IT	£40.00	£0.00	£40.00	Remote Support - Rialtas 3.10.18
58	19/09/2018	AVS Fencing	£66.47	£13.29	£79.76	Rails for Jubilee Play Areas
59	25/09/2018	Blendworth Tree Surgeons	£650.00	£130.00	£780.00	Cut Down Ash Tree- St Giles Church (SDNP Funded)
60	26/09/2018	Watling & Hirst	£180.00	£36.00	£216.00	Payroll Q2 2018-19
61	20/09/2018	CPRE (Campaign to Protect Rural England)	£36.00	£0.00	£36.00	Annual Membership: to 22/11/2019
62	28/09/2018	Viking	£31.29	£6.26	£37.55	Dustpans and Brushes, Gloves,Tape
63	30/09/2018	Richard Merritt Chemicals	£130.06	£26.01	£156.07	Janitorial Supplies: September
64	28/09/2018	Viking	£5.37	£1.07	£6.44	A5 Ringbound Hardback Notebook
65	12/09/2018	Rowlands Castle Cleaning	£125.00	£0.00	£125.00	Window Cleaning at Tyfield, Napier and Jubilee (Inside & out)
66	10/10/2018	Rowlands Castle Cleaning	£70.00	£0.00	£70.00	Window Cleaning at Tyfield, Napier and Jubilee
67	29/05/2018	Neighbourhood Watch	£32.00	£0.00	£32.00	Grant Awarded
68	19/10/2018	Horndean PC Employees	£15,810.00	£0.00	£15,810.00	Net salaries: October 2018
69	19/10/2018	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: September 2018
DEBIT CARD		BANK ENTRIES: 10/09/18 - 21/10/18				
70	01/10/2018	DVLA	£250.00	£0.00	£250.00	HY65 UVJ Tax for 1 Year-1.10.18-30.9.19
71	12/10/2018	Amazon	£8.33	£1.66	£9.99	1 Bulb Planter
72	12/10/2018	Amazon	£16.65	£3.32	£19.97	2 Bulb Planters
		TOTAL EXPENDITURE	£52,117.19	£1,495.84	£53,613.04	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 6 - 29-10-2018			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
73	20/09/2018	Norse South East	£16,520.00	£3,304.00	£19,824.00	Grass Cutting 2018 + Pump Lane and Wagtail Additions
74	28/09/2019	Idverde	£1,193.40	£238.68	£1,432.08	Emptying Bins Q2 2018-19
75	28/09/2019	Idverde	£320.00	£64.00	£384.00	Removal of Green Waste re Travellers
76	03/10/2018	Southern Ground Care	£2,573.00	£514.60	£3,087.60	Overseed Pitches Five Heads/Jubilee Park
77	27/09/2018	Andrews Newby Partnership	£2,030.00	£406.00	£2,436.00	Professsional Engineering Fees for Napier Hall
78	27/09/2018	Came & Company	£1,263.91	£145.67	£1,409.58	Agricultural Vehicle Renewal 1/1/18-30.9.19
		TOTAL EXPENDITURE	**£23,900.31**	**£4,121.28**	**£24,727.68**	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			**LIST 6 - 29-10-2018**			**BANK ENTRIES: 10/09/18 - 21/10/18**
Ref	Date	Payee/Payer	Net	VAT	Total	Details
79	various	Regular Hall Users	£1,539.60	£0.00	£1,539.60	Hire of Jubilee Hall
80	various	Regular Hall Users	£3,449.07	£0.00	£3,449.07	Hire of Napier Hall
81	various	Casual Hall Users	£507.03	£0.00	£507.03	Hire of Jubilee Hall
82	various	Casual Hall Users	£230.56	£0.00	£230.56	Hire of Napier Hall
83	various	Casual Hall Users	£900.00	£0.00	£900.00	Deposits Received
84	various	Casual Hall Users	-£1,000.00	£0.00	-£1,000.00	Deposits Refunded
85	various	Football Teams	£167.58	£0.00	£167.58	Hire of Football Pitches
86	00/01/1900	East Hampshire District Council	£0.00	£0.00	£0.00	Cllr Grant re Football Pitch Maintenance
87	30/09/2018	Bank Interest	£169.48	£0.00	£169.48	Interest- June 2018
88	15/10/2018	HMRC	£7,134.37	£0.00	£7,134.37	Q2 2018-19 VAT Return
89	10/10/2018	Rural Payments Agency	£24.85	£0.00	£24.85	Basic Payment Scheme Adjustment 2017
90	25/09/2018	East Hampshire District Council	£183,084.00	£0.00	£183,084.00	Precept (part 2 of 2)
91	24/09/2018	Eco Friendships	£203.00	£0.00	£203.00	Clothes Recycling Income
		TOTAL INCOME	**£196,409.54**		**£196,409.54**	

SIGNED:	
SIGNED:	
DATE:	**LIST 6 - 29-10-2018**

Section 3 – External Auditor Report and Certificate 2017/18

In respect of Horndean Parish Council (HA0136)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name: PKF LITTLEJOHN LLP

External Auditor Signature: SIGNATURE REQUIRED Date: 15/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Item: 13

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 29th October 2018

SUBJECT OF REPORT: Finance Report

General

1. The annual invoice from NORSE for Grass Cutting for the financial year 2018-19 has been received. It is £520 more than the previous year. This is due to two additional elements:
    - Additional cuts at Pump Lane (£270)
    - Additional cuts at Wagtail Road (£250). We received £4,000 from Barratt's to cover additional future costs when we acquired the land.

2. The annual invoice from Microsoft for email boxes has been received. It is c£500 higher as all Councillor's now have Horndean Parish Council email addresses following the GDPR legislation in May 2018.

3. On October 8th training was received from Rialtas Business Solutions, our Finance software provider, and we are now using the Purchase Ledger module. Once we are comfortable in its application we may look to use some of the reports that can be generated for Council Reports.

4. The Quarter 2 VAT reclaim has just been sent to HMRC. From September 1st, HMRC are now offering Parish Councils the option to compete the return online. We have used this option.

5. There was a Budget Workshop held on Monday 15th October to review the first draft of the budget for 2019-20. The changes that were generated form that discussion have been fed into version 2 and will be presented at the Finance & General Purposes Committee Meeting to be held on Monday 5th November.

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of September 2018
At that point in time the total balance stood at £611.6k.

Management Accounts

The September (Quarter 2) accounts will be presented in full at the Finance & General Purposes Committee to be held on November 5th 2018.

After adjusting for transfers to and from earmarked reserve, the September show an underspend of £18.6k.

This breakdowns to:

i) £20.8k favourable income variance
ii) £2.2k unfavourable expenditure variance

The reasons for the income variance are as follows:

1. Hall Income £4.0k above target
2. Wagtail Road Contribution £4.0k (to be spent in 2018-19 and future years)
3. South Downs National Park Grant £2.9k (to be spent in 2018-19)
4. Developer's Contribution for Downs Park Play Equipment £9.0k (already spent in 2018-19)
5. Councillor Grant re Football Pitch £0.5k (to be spent in 2018-19)

Report Prepared by Simon Ritson, Responsible Finance Officer
October 22nd 2018