Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 21 JANUARY 2019 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

15 January 2019

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 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.*

6. To approve the Minutes of the Council Meeting held on the 10 December, 2018.

7. To receive and approve the Orders for Payment (List 9 attached).

8. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 31 December 2018.

9. To receive and agree the monthly finance report.

10. To receive and note the application for s106 Developer Contributions in respect of the extension to Jubilee Hall.

11. To consider attendance at the Highways and Transport Town and Parish Council Workshop on the 13 March 2019.

12. To receive and agree the amended Health and Safety Policy Statement.

13. To receive an update in respect the proposed plans to dispose of land within Blendworth Lane, which includes the public conveniences and the adjacent car park.

14. To receive the recommendation from the Finance and General Purposes Committee on the 14 January 2019, in respect of the following grant application:

    - Horndean Technology College Green Power Team - £200

15. To receive a report from Cllr Shepherd in respect of the 2019 Southern Parishes Fair, and to consider and agree a financial contribution.

16. To note the next scheduled meeting of the Council being the 11 February 2019.

ITEM: 4

District Councillor Report for HPC Council meeting 21st January 2019
Cllr D Evans 15th January 2019

In December we said farewell to our excellent CEO, Sandy Hopkins who has been appointed the CEO of Southampton City Council. Gill Kneller, previously an Executive Director for both EHDC and Havant, has stepped into the role from January 2019 after her interim appointment was approved by both councils.

NEW LOCAL PLAN
The revised and fully updated Local Plan covering 2017 to 2036 has been completed and the draft is expected to go out for public consultation that will run between 5th February and 19th March 2019.

Town and Parish Councils have a vital role to play in assessing the Plan, using their detailed local knowledge and close contact with residents, to ensure the Plan will provide the best possible guidance for development in their locale (outside the SDNP, that is).

Policies have all been re-written and, crucially, additional sites have been identified in Horndean for a further 433-453 up to 2036. The plan has also introduced timeframe phasing to 2036 within which these developments can be brought forward.

I would therefore encourage Horndean Parish Councillors to develop an HPC response to the Local Plan which will then be considered and responded to by EHDC Planning Policy officers as is required by law in such consultations. HPC may also like to consider whether to consult residents to help inform its response to this consultation.

Some Background:
Over the last 12 months the planning policy team have carried out a thorough rewrite of the local plan, supported by a small councillor working party, of which I was a member, and we met regularly to review and comment on the text.

The need for this review arose primarily because the Government decided that Local Plans must be reviewed and updated every five years. The JCS will be 5 years old in May 2019. Without review, its relevance would diminish over time.

In addition, now that the SDNPA have completed their local plan, an EHDC plan covering only that part of the District outside the Park was needed. A third factor that had to be accommodated was the Revised NPPF which was published mid-2018. The new plan will cover the years 2017-2036, so it will run 8 years beyond the JCS.

The resulting plan includes both policies and updated housing allocations. As one would expect, the additional 8 years results in additional housing needs for which suitable sites have been identified. In Horndean, this means that up to 2036 a further 433-453 dwellings will be required, phased over the whole period.

The draft Local Plan is set to be approved to go forward for consultation by EHDC Cabinet and Council meetings on the 17th January

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2018-19			LIST 9 - 21-01-2019			BANK ENTRIES: 04/12/18 - 14/01/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details ITEM: 7
DIRECT DEBITS		BANK ENTRIES: 04/12/18 - 14/01/19				
1	04/12/2018	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/12/18-03/01/19
2	03/12/2018	FuelGenie	£272.84	£54.57	£327.41	Fuel: November 2018
3	01/12/2018	Peach	£155.32	£31.06	£186.38	Tyfield Line, Alarm, Napier, Jubilee WIFI : Nov Calls/Dec Rent
4	06/12/2018	SSE Gas	£191.53	£38.30	£229.83	Napier Hall Gas: 2 Nov - 1 Dec 2018
5	30/11/2018	Veolia	£178.26	£35.65	£213.91	Waste Removal: November 2018
6	20/12/2018	EE & T Mobile	£61.14	£12.23	£73.37	Mobiles: 21 Nov - 20 Dec 2018
7	01/12/2018	Cannon Hygiene	£109.20	£21.84	£131.04	Napier Hall Waste Collection: 01/12/18-28/02/19
8	02/01/2019	Luckylite	£520.00	£0.00	£520.00	Rent: January 2019
9	18/12/2018	SSE	£237.34	£11.86	£249.20	Napier Hall Electric: 25/09/18-01/12/18
10	14/12/2018	Castle Water	£23.62	£0.00	£23.62	Jubilee Water: 31/08/18 - 30/11/18
11	14/12/2018	Castle Water	£15.76	£0.00	£15.76	Water Trough HollyBank Close: 01/06/18 - 30/11/18
12	10/12/2018	PHS Group	£189.75	£37.95	£227.70	Jubilee: Air Freshener/Driers/Waste Collection: 14/01/18-13/04/19
13	04/01/2019	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/01/19-03/02/19
14	01/01/2019	Peach	£154.94	£30.99	£185.93	Tyfield Line, Alarm, Napier, Jubilee WIFI : Dec Calls/JanRent
15	27/12/2019	SSE	£9.39	£0.46	£9.85	Napier Hall Electric: 03/12/18-19/12/18
B.A.C.S.		BANK ENTRIES: 04/12/18 - 14/01/19				
16	01/12/2018	Happy Days Cleaning	£140.00	£0.00	£140.00	Window Cleaning at Tyfield, Napier and Jubilee - November
17	27/11/2018	HALC	£80.00	£0.00	£80.00	16 Books - Good Councillor Guides
18	29/11/2018	Screwfix	£6.66	£1.33	£7.99	1 Snap Hook for Flag Pole
19	23/11/2018	Auditing Solutions	£430.00	£86.00	£516.00	Interim Internal Audit 2018-19
20	26/11/2018	Southern Ground Care	£700.00	£140.00	£840.00	Aeration of Pitches Jubilee and Five Heads
21	11/12/2018	Staff Expenses	£37.53	£0.00	£37.53	Staff Expenses: November 2018
22	05/12/2018	The Christmas Decorators	£367.00	£73.40	£440.40	Balance for Christmas Tree Lighting
23	06/12/2018	Blendworth Property Maintenance	£55.00	£0.00	£55.00	Replace Door Handle
24	05/12/2018	Southern Mower Services	£19.80	£3.96	£23.76	Chain Saw Break Bands x 4
25	03/12/2018	Southern Mower Services	£96.86	£19.37	£116.23	Hedge Trimmer Repair
26	30/11/2018	Griffin Fire Training Ltd	£75.00	£15.00	£90.00	Fire Alarm Service at Napier Hall
27	30/11/2018	Aquaid South Coast	£222.40	£44.48	£266.88	Annual Rental of Filter Water Machine
28	30/11/2018	Richard Merritt Chemicals	£82.53	£16.51	£99.04	Janitorial Supplies
29	17/12/2018	Horndean PC Employees	£15,913.10	£0.00	£15,913.10	Net Salaries - December 2018
30	19/12/2018	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: December 2018
31	01/01/2019	Christie Intruder Alarms	£66.00	£13.20	£79.20	CCTV Annual Service 1/1/19 to 31/12/19
32	10/12/2018	HALC	£12.00	£0.00	£12.00	6 Books - The Good Councillors Guide to Finance
33	12/12/2018	East Hampshire District Council	£111.80	£0.00	£111.80	Printing Service Sheets for Remembrance Day
34	14/12/2018	Society of Local Council Clerks	£107.90	£0.80	£108.70	11th Edition Local Council Administration
35	30/11/2018	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking: November 2018
36	13/12/2018	Watling & Hirst	£180.00	£36.00	£216.00	Payroll Q3 2018-19
37	11/12/2018	Lizard Audio	£287.50	£57.50	£345.00	Sound Equipment Hire-Carol Service
38	18/12/2018	Connected IT	£50.00	£0.00	£50.00	Set Up New Laptop
39	18/12/2018	Hampshire County Council	£51.53	£10.31	£61.84	Various Stationery
40	13/12/2018	David Ogilvie Engineering Ltd	£849.50	£169.90	£1,019.40	WW1 Seat (Village Centre)
41	10/11/2018	Sean Mason Electrical	£70.00	£14.00	£84.00	Repair Damage to Ladies Toilet at Napier
42	19/12/2018	Southern Fire Protection	£70.00	£14.00	£84.00	6 month Service of Fire Alarms at Tyfield House
43	19/12/2018	Positiv ID	£12.50	£2.50	£15.00	ID Badges for Cllrs Denton and Veitch
44	18/12/2018	B & Q	£27.50	£5.50	£33.00	Ronseal Dark Wood Oak Stain for Old Bench
45	18/12/2018	Screwfix	£18.82	£3.76	£22.58	Anchor Bolts for Relocation of Existing Bench
46	31/12/2018	HMRC	£3,727.96	£0.00	£3,727.96	PAYE/National Insurance: December 2018
47	31/12/2018	Hampshire Pension Fund	£4,356.09	£0.00	£4,356.09	Pension Contributions: December 2018
48	01/01/2019	Staff Expenses	£32.42	£0.00	£32.42	Staff Expenses - December 2018
DEBIT CARD		BANK ENTRIES: 04/12/18 - 14/01/19				
49	05/12/2018	Land Registry	£3.00	£0.00	£3.00	Public Footpath Enquiry at Eskdale Close
50	05/12/2018	Land Registry	£3.00	£0.00	£3.00	Public Footpath Enquiry at Eskdale Close
51	10/12/2018	Ebuyer ULK	£216.65	£43.33	£259.98	Lenovo V110 Laptop for Council Meetings
52	20/12/2018	Land Registry	£6.00	£0.00	£6.00	Land at Cath Lith and Southdowns
53	24/12/2018	Land Registry	£6.00	£0.00	£6.00	'Sunrise' on Lith Lane-Boundary Dispute
54	03/01/2019	Amazon	£10.40	£2.08	£12.48	1 x 5m HDMI cable for new laptop
55	09/01/2019	Hampshire County Council	£25.00	£0.00	£25.00	Hanging Basket Consent Application
56	09/01/2019	Amenity Land Solutions	£202.00	£40.40	£242.40	100 Tree Stakes and Defender Tree Guards
57	09/01/2019	Rigby Taylor Ltd	£393.35	£78.67	£472.02	Annual Seeds
58	10/01/2019	Horndean MOT Centre	£45.00	£0.00	£45.00	MOT for Vehicle ST09 XVV
59	14/01/2019	Land Registry	£6.00	£0.00	£6.00	Re 22 Eskdale Close
		TOTAL EXPENDITURE	£31,465.39	£1,200.11	£32,665.50	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 9 - 21-01-2019			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
60	21/12/2018	Robert Harriott	£3,500.00	£700.00	£4,200.00	Quarterly Rent Q3- 2018-19
61	21/12/2018	Robert Harriott	£201.55	£0.00	£201.55	Insurance Q3- 2018-19
		TOTAL TO BE APPROVED	£3,701.55	£700.00	£4,401.55	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 9 - 21-01-2019			BANK ENTRIES: 04/12/18 - 14/01/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details
		BANK ENTRIES: 04/12/18 - 14/01/19				
62	various	Regular Hall Users	£2,080.32	£0.00	£2,080.32	Hire of Jubilee Hall
63	various	Regular Hall Users	£3,697.08	£0.00	£3,697.08	Hire of Napier Hall
64	various	Casual Hall Users	£549.02	£0.00	£549.02	Hire of Jubilee Hall
65	various	Casual Hall Users	£128.26	£0.00	£128.26	Hire of Napier Hall
66	various	Casual Hall Users	£500.00	£0.00	£500.00	Deposits Received
67	various	Casual Hall Users	-£1,450.00	£0.00	-£1,450.00	Deposits Refunded
68	various	Football Teams	£167.58	£0.00	£167.58	Hire of Football Pitches
69	various	Bank Interest	£345.72	£0.00	£345.72	Interest- December 2018
70	various	Rural Payments Agency	£3,670.97	£0.00	£3,670.97	Basic Payment Scheme 2018
71	various	Donations	£390.50	£0.00	£390.50	Carol Concert Collection
		TOTAL INCOME	£10,079.45		£10,079.45	

Item 9

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 14th January 2019

SUBJECT OF REPORT: Finance Report

Management Accounts

Income & Expenditure

The December accounts have been closed and after adjusting for transfers to and from earmarked reserves, the accounts showed an underspend against the budget of £27.4k. The full year forecast remains at an underspend of c£35k-£40k

The full Quarter 3 accounts (April to December) were presented to the Finance & General Purposes meeting on January 14th 2019.

Balance Sheet

As can be seen from the table below, as at the end of December 2018, there was £510.2k held in cash.

Horndean Parish Council
Balance Sheet
Month No: 09 (December 2018)

Account Description		Actual		
Current Assets				
Debtors - Sales Ledger		3,239		
Debtors - Non Sales Ledger		2,042		
Debtors - VAT Control A/C		8,512	13,793	
Prepayments		122	122	
Co-op No. 1 Account		50,610		
Cambridge & Counties Bank		134,590		
Lloyds Bank Current Account		324,922		
Petty Cash		100	510,222	
	Total Current Assets			**524,137**
Current Liabilities				
Creditors		0		
Accruals		3,918		
Hall Income Deposits		600		
Receipts in Advance		458		
	Total Current Liabilities		**4,976**	
	Total Assets Less Current Liablities			**519,162**

Reserves

As at the end of December 2018 total reserves stood at £519.2k.
This was split £258.7k in general reserves and £260.5k in earmarked Reserves as detailed below.

Represented By :-			
Current Year Fund	78,869		
General Funds	179,842	**258,711**	
IT Equipment EMR	4,500		
Vehicle Replacement EMR	15,000		
Napier Hall Improvements EMR	19,669		
The Granary- Preserv&Maint EMR	6,000		
Lith Avenue/Lane EMR	3,838		
Jubilee Hall Extension EMR	162,111		
Equipment Replacement EMR	4,517		
Legal Costs EMR	10,000		
Election EMR	6,000		
Fencing EMR	5,000		
Tree Maintenance EMR	4,000		
LychGate Repairs EMR	1,000		
Community Infrastructure Levy EMR	7,567		
Land East of Horndean EMR	7,250		
Wagtail Road EMR	4,000		
Total Earmarked Reserves		**260,452**	
Total Equity			**519,162**

Report Prepared by Simon Ritson, Responsible Finance Officer
January 14th 2019

Item 11

Carla Baverstock-Jones

Subject: FW: Hold the date: Town and Parish Council Spring Workshop - 13th March 2019

From: Lawton, Tim [mailto:tim.lawton@hants.gov.uk]
Sent: 07 December 2018 14:59
Subject: Hold the date: Town and Parish Council Spring Workshop - 13th March 2019

Hampshire County Council would like to invite you to a *Highways and Transport* themed Town and Parish Council event to hear about some key issues affecting the highway network across Hampshire

Wednesday 13 March 2019

5.45pm – 8:30pm

Ashburton Hall, Hampshire County Council, Elizabeth II Court, Winchester, SO23 8UD

Following a welcome by Cllr Roy Perry, Leader of Hampshire County Council and an introduction by Cllr Rob Humby, Executive Member for Environment and Transport, delegates will have the opportunity to hear about highways and transport related issues from both a strategic Hampshire-wide perspective and also on a local level.

Presentations on key aspects of Hampshire's highways and transport services will be followed by interactive discussions and workshop sessions.

If you would like to secure a place at this exciting event, please contact joanne.musson@hants.gov.uk and provide details of who will be attending.

We do hope you will be able to join us and look forward to seeing you on the evening of the 13th. Agenda to follow in due course.

Regards

Tim

Tim Lawton BEng CEng FICE FCIHT
Assistant Director (Highways, Traffic and Engineering)
Economy, Transport and Environment Department
Hampshire County Council
Tel: 0300 555 1388
Web: www.hants.gov.uk/roads
Web: www3.hants.gov.uk/sharedexpertise.htm
@Hantshighways

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Item 12

HEALTH AND SAFETY POLICY STATEMENT

Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, they will be minimised by substitution or reduction, the use of physical isolation controls, strict adherence to safe systems of work, and as a last resort the use of personal protective equipment.
- Maintain the discipline listed above by regular monitoring, review and enforcement.
- To ensure safe handling and use of substances

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:**

Chairman
Members of the Parish Council

Signed: **Dated:**

Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 21 January 2019**

AGENDA ITEM: 15

SUBJECT OF REPORT: Southern Parishes Summer Fair 2019

BACKGROUND

East Hants District Council (EHDC) has over the past 2 years organised and hosted a community fair within the local area.

The event is in its infancy and therefore it is anticipated that it will continue to develop and attract an increased number of attendees.

A number of Councillors are keen to ensure that the event is ongoing, and to this end a meeting to discuss the financial position was arranged for the 09 January 2019.

It transpires that funding from EHDC has been dramatically reduced, and in order for the event to take place, a financial contribution is now being requested from the Parish Council.

The event has limited support from neighbouring parish councils due to ongoing commitments.

Members may wish to consider the following when discussing the request for funding:

- The sum required is not within the budget for the current year or the agreed 2019/20 budget
- Any funding not included in the budget needs to be carefully considered, and would need to be provided from the General Reserve
- There are numerous significant financial commitments already being undertaken, not least the construction of a new Parish Office/workshop and changing rooms
- The Land East of Horndean development has already, and will continue to incur costs to the Parish Council
- The provisions of the Local Government Act 1972, s145(1) (a), enables a local council to contribute to the expenses of another local authority in holding a summer fete.

Report prepared by

Carla Baverstock-Jones
Chief Officer