Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 11 FEBRUARY 2019 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

05 February 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 consider the election of Cllr Denton to the Planning and Public Services Committee.
7. To consider the election of Cllr Denton to the Grounds Committee.
8. To consider the election of Cllr Denton to the Staff Committee.
9. To approve the Minutes of the Council Meeting held on the 21 January, 2019.
10. To receive and approve the Orders for Payment (List 10 attached).
11. To receive and agree the monthly finance report.
12. To receive and agree the Financial Risk Assessment.
13. To receive and consider a response to the Local Plan.
14. To consider attendance at the Hampshire ALC 2019 Annual Conference on the 13 March 2019.
15. To receive and agree the draft Meeting Schedule 2019/2020.
16. To receive a report and consider the way forward in respect of the unauthorised reduction of trees within the ownership of the Parish Council located at Chervil Close.

17. To receive the recommendation from the Grounds Committee on the 28 January 2019, in respect of the future projects being considered for funding by s106 Developer Contributions.

18. To receive an update in respect of the 2019 Southern Parishes Fair.

19. To note the next scheduled meeting of the Council being the 18 March 2019.

20. **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)**.

21. To receive the recommendation from the Staff Committee on the 04 February 2019, in respect of the expiry of an employee's fixed term contract.

22. To receive the recommendation from the Staff Committee on the 04 February 2019, in respect of the expiry of an employee's probationary period.

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 21st JANUARY 2019 AT 7.00 P.M.

PRESENT:
Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Evans, R Veitch, Mrs D Denston, Mrs I Weeks, Mrs E Tickell, P Beck, J Lay, M Hyltoft, T Denton, D Alexander

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Cheree Garvey, Office Manager (Minute Taker)

PUBLIC ATTENDANCE: County Cllr M Harvey, District Cllr G Shepherd and District Cllr Mrs S Schillemore were present and there were no members of the public present.

HPC 185/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N Wren, M Burridge and Dr C Jacobs.

HPC 186/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 187/18/19 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A written report from Councillor Mrs M Harvey was circulated. Cllr Denston questioned whether the entire bus lane might be removed rather than shortened as indicated in Cllr Mrs M Harvey's report.

District Cllr Mrs S Schillemore requested the Council to write to Hampshire County Council with regard to the painting of the lines mentioned in Cllr Mrs Harvey's report in an attempt to ascertain timescales.

HPC 188/18/19 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A written report from District Councillors was circulated. There were no questions for the District Councillors

HPC 189/18/19 **PUBLIC SESSION**

No members of the public was present. No members of the press attended.

HPC 190/18/19 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10TH DECEMBER 2018**

It is noted that Cllr P Beck attended this meeting but was omitted from the minutes.

It was **RESOLVED** that the minutes of the Council meeting held on 10th December 2018 be duly signed as a true record of the meeting.

HPC 191/18/19 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 9 ATTACHED)**

The Orders for Payment had previously been circulated.

It was **RESOLVED** that the Orders for Payment (List 9 attached) be approved and duly signed.

HPC 192/18/19 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 31 DECEMBER 2019**

It was **RESOLVED** that the bank reconciliation be approved and duly signed

HPC 193/18/19 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

The monthly Finance Report was circulated. It was agreed.

HPC 194/18/19 **TO RECEIVE AND NOTE THE APPLICATION FOR S106 DEVELOPER CONTRIBUTIONS IN RESPECT OF THE EXTENSION TO JUBILEE HALL**

It is noted that Council delegated the completion of the S106 application to the Chief Officer. The application has been submitted to EHDC. It is on the agenda for discussion at the next cabinet meeting in March 2019.

HPC 195/18/19 **TO CONSIDER ATTENDANCE AT THE HIGHWAYS, TRANSPORT TOWN, AND PARISH COUNCIL WORKSHOP ON THE 13TH MARCH 2019**

It is noted that Cllr D Alexander has volunteered to represent HPC at the Highways and Transport Town and Parish Council Workshop on 13th March 2019 in Winchester.

HPC 196/18/19 **TO RECEIVE AND REVIEW THE HEALTH AND SAFETY POLICY STATEMENT**

The Health & Safety Policy with one minor amendment was agreed to be signed and displayed after amendment.

HPC 197/18/19 **TO RECEIVE AND UPDATE IN RESPECT OF THE PROPOSED PLANS TO DISPOSE OF LAND WITHIN BLENDWORTH LANE, WHICH INCLUDES THE PUBLIC CONVENIENCES AND THE ADJACENT CAR PARK**

Cllr E Tickell reported that there is no definitive decision yet from EHDC with regard to the land within Blendworth Lane. We are still receiving comments from the public. Under the Freedom of Information Act the usage of the toilets have been divulged and does not accord with what has been observed.

Cllr D Evans proposed that a campaign is required to retain the car park and the toilets. Cllr Mrs L Evans proposed that the Chief Officer undertake an investigation on how we can go about getting accurate usage data. This was seconded by Cllr Mrs D Denston and all agreed.

HPC 198/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 14TH JANUARY 2019 IN RESPECT OF THE FOLLOWING GRANT APPLICATION: HORNDEAN TECHNOLOGY COLLEGE GREEN POWER TEAM - £200**

The recommendation was put to Council and a discussion took place.

Cllr R Veitch proposed a grant of £500.00. This was seconded by Cllr Mrs I Weeks and Cllr P Beck.

It was **RESOLVED** that a grant of £500.00 be paid to the applicant.

HPC 199/18/19 **TO RECEIVE A REPORT FROM DISTRICT CLLR G SHEPHERD IN RESPECT OF THE 2019 SOUTHERN PARISHES FAIR, AND TO CONSIDER AND AGREE A FINANCIAL CONTRIBUTION**

District Cllr G Shepherd presented his report and requested a sum of £3,000 financial contribution. It is noted the Cllr Mrs L Evans are not committing HPC staff to assisting in arranging or running the event.

A breakdown of costs and full accounts were requested.

It was proposed and **RESOLVED** that subject to satisfactory accounts; and the remaining monies being raised, HPC commit to support the sum of £3,000.

The proposal was put to a vote with 11 in favour and 1 abstention.

HPC 200/18/19 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11TH FEBRUARY 2019**

This is noted.

Meeting ended 8.25pm.

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Chairman

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Dated

ITEM. 10

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2018-19			LIST 10 - 11-02-2019			BANK ENTRIES: 15/01/19 - 03/02/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: 15/01/19 - 03/02/19				
1	02/01/2019	Fuelgenie	£85.30	£17.06	£102.36	Fuel - December 2018
2	04/01/2019	SSE Gas	£218.13	£43.62	£261.75	Napier Hall Gas: 5 Dec - 2 Jan 2019
3	21/01/2019	Information Commissioners Office	£35.00	£0.00	£35.00	Annual Data Protection Fee
4	20/01/2019	EE & T Mobile	£60.61	£12.12	£72.73	Mobiles: 21 Dec 2019 - 18 Jan 2019
5	31/12/2018	Veolia	£178.26	£35.65	£213.91	Waste Removal: December 2018
6	16/01/2019	British Telecom	£92.65	£18.53	£111.18	Jubilee Hall Alarm: 1 Jan - 31 Mar 2019 (02392 592978)
7	17/01/2019	British Telecom	£42.60	£8.52	£51.12	Jubilee Payphone: 1 Jan-31 Mar 2019 (02392 597321)
8	15/01/2019	SSE (SWALEC)	£503.47	£100.69	£604.16	Tyfield House Electric: 17 Oct - 10 Jan 2019
9	15/01/2019	SSE (SWALEC)	£709.82	£141.96	£851.78	Jubilee Hall Electric: 17 Oct - 10 Jan 2019
B.A.C.S.		BANK ENTRIES: 15/01/19 - 03/02/19				
10	21/12/2019	Titchfield Tree Services	£650.00	£130.00	£780.00	Remove dangerous/dead Ash and Cherry Trees
11	01/01/2019	Gillett & Johnston	£170.00	£34.00	£204.00	Annual Clock Service-Holy Trinity Church
12	04/01/2019	B & Q	£19.71	£3.94	£23.65	Sand, Cement for Deep Dell Play Area/Car Cleaner
13	02/01/2019	Screwfix	£8.33	£1.66	£9.99	Parsonage Field, Cath Pond Gate Repair
14	11/01/2019	Blendworth Property Maintenance	£55.00	£0.00	£55.00	Repair to Fire Door at Napier Hall
15	15/01/2019	Two Saints Ltd (Charity Donation)	£390.50	£0.00	£390.50	Carol Service Collection Charity Donation
16	18/01/2019	Horndean PC Employees	£15,147.56	£0.00	£15,147.56	Net Salaries - January 2019
17	18/01/2019	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: January 2019
18	31/12/2018	The New Blendworth Centre	£68.00	£13.60	£81.60	Litter Picking: December 2018
19	06/12/2018	EHDC	£115.00	£0.00	£115.00	Printing of Carol Service Booklets
20	18/01/2019	The Play Inspection Company	£200.00	£40.00	£240.00	PR11 Renewal Training for Countryside Team x 2 members
21	30/12/2018	Happy Days Cleaning	£212.50	£0.00	£212.50	Window Cleaning/Tyfield Cleaning-December
22	14/01/2019	Mackarness & Lunt	£70.00	£14.00	£84.00	Deeds Storage Charge 2018
23	11/01/2019	Viking	£44.55	£8.91	£53.46	Notepads, Dymo Tape, Batteries
24	16/01/2019	F R Jones & Son	£737.97	£147.59	£885.56	Hedge Trimmer, Exhaust, Muffler, Chainsaw Parts
25	21/01/2019	Sound Advice Acoustics Ltd	£1,200.00	£240.00	£1,440.00	Environmental Noise Survey and Report (Jubilee Hall Project)
26	21/01/2019	AVS Fencing	£36.90	£7.38	£44.28	10 Bags Rock Salt for Gritting
27	21/01/2019	Westcotec	£87.50	£17.50	£105.00	Replacement battery for SID Hollinbury Unit
28	21/01/2019	Viking	£33.14	£6.63	£39.77	Toilet Cleaner, Stationery, Hi Vis Vests
29	21/01/2019	Sound Advice AV Installations Ltd	£150.00	£30.00	£180.00	Inspect faulty PA Equipment at Jubilee Hall
30	11/01/2019	CIA	£22.50	£4.50	£27.00	3 x High Security Keys
31	25/01/2019	Viking	£8.56	£1.71	£10.27	Dustpan/Brush, Snow Shovel
32	26/01/2019	Beaver Tool Hire	£204.75	£40.95	£245.70	Hire of Flail Mower for 1 week.
33	31/01/2019	HMRC	£3,133.93	£0.00	£3,133.93	PAYE/National Insurance: January 2019
34	31/01/2019	Hampshire Pension Fund	£4,272.37	£0.00	£4,272.37	Pension Contributions: January 2019
35	31/01/2019	Your Environment Company Ltd	£3,150.00	£630.00	£3,780.00	Ground Investigation Tests and Reports (Jubilee Hall Project)
DEBIT CARD		BANK ENTRIES: 15/01/19 - 03/02/19				
36	24/01/2019	Collison Vehicle Rental	£610.54	£72.11	£682.65	Vehicle Rental 23/01 to 01/02/19, inc Returnable deposit of £250
37	28/01/2019	Amazon	£18.48	£0.00	£18.48	Replacement Plastic Cups for Jubilee Hall
38	01/02/2019	Collison Vehicle Rental	£142.06	£28.41	£170.47	Vehicle Rental 03/02 to 06/02 2019
39	31/01/2019	Decathlon UK	£49.98	£10.00	£59.98	2 Pairs Fishing Waders for Countryside Team
		TOTAL EXPENDITURE	**£32,942.17**	**£1,861.05**	**£34,803.22**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 10 - 11-02-2019			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
40	31/12/2018	Idverde Ltd	£1,193.40	£238.68	£1,432.08	Emptying Bins Q3 2018-19
		TOTALS	**£1,193.40**	**£238.68**	**£1,432.08**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 10 - 11-02-2019			BANK ENTRIES: 15/01/19 - 03/02/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details
		BANK ENTRIES: 15/01/19 - 03/02/19				
41	various	Regular Hall Users	£108.24	£0.00	£108.24	Hire of Jubilee Hall
42	various	Regular Hall Users	£338.60	£0.00	£338.60	Hire of Napier Hall
43	various	Casual Hall Users	£196.75	£0.00	£196.75	Hire of Jubilee Hall
44	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
45	various	Casual Hall Users	-£200.00	£0.00	-£200.00	Deposits Refunded
46	various	Football Teams	£84.24	£0.00	£84.24	Hire of Football Pitches
47	various	East Hampshire District Council	£967.00	£0.00	£967.00	Cllr Grants re Bench and Deep Dell Plants
48	various	Bank Interest	£172.17	£0.00	£172.17	Interest- January 2019
49	various	HMRC	£8,512.36	£0.00	£8,512.36	Q3 2018-19 VAT Return
50	various	Rural Payments Agency	£1,940.39	£0.00	£1,940.39	Environmental Stewardship 2017-18 (25%, pt 2of 2)
		TOTAL INCOME	**£12,419.75**		**£12,419.75**	

SIGNED:	
SIGNED:	
DATE:	**LIST 10 - 11-02-2019**

ITEM: 11

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 11th February 2019

SUBJECT OF REPORT: Finance Report

Income

1. We were notified in September 2017 that the Environmental Stewardship Grant was to be paid in two tranches of 75% and 25% each financial year. On January 21st 2019 we finally received the second part (25%) of the Grant for the 2017-18 financial year. We still await the first payment (75%) for the current financial year (2018-19).
2. We received £867 from East Hampshire DC in the form of a Councillor Grant (Evans, D) for the Memorial Bench in the Square.
3. We received £100 from East Hampshire DC in the form of a Councillor Grant (Tickell) for plants at Deep Dell.

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of January 2019
At that point in time the total balance stood at £490.0k.

Management Accounts : Income & Expenditure

The January accounts have been closed and after adjusting for transfers to and from earmarked reserves, the accounts showed an underspend against the budget of £31.9k.
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.

Management Accounts : Balance Sheet

Horndean Parish Council
Balance Sheet
Month No: 10 (January 2019)

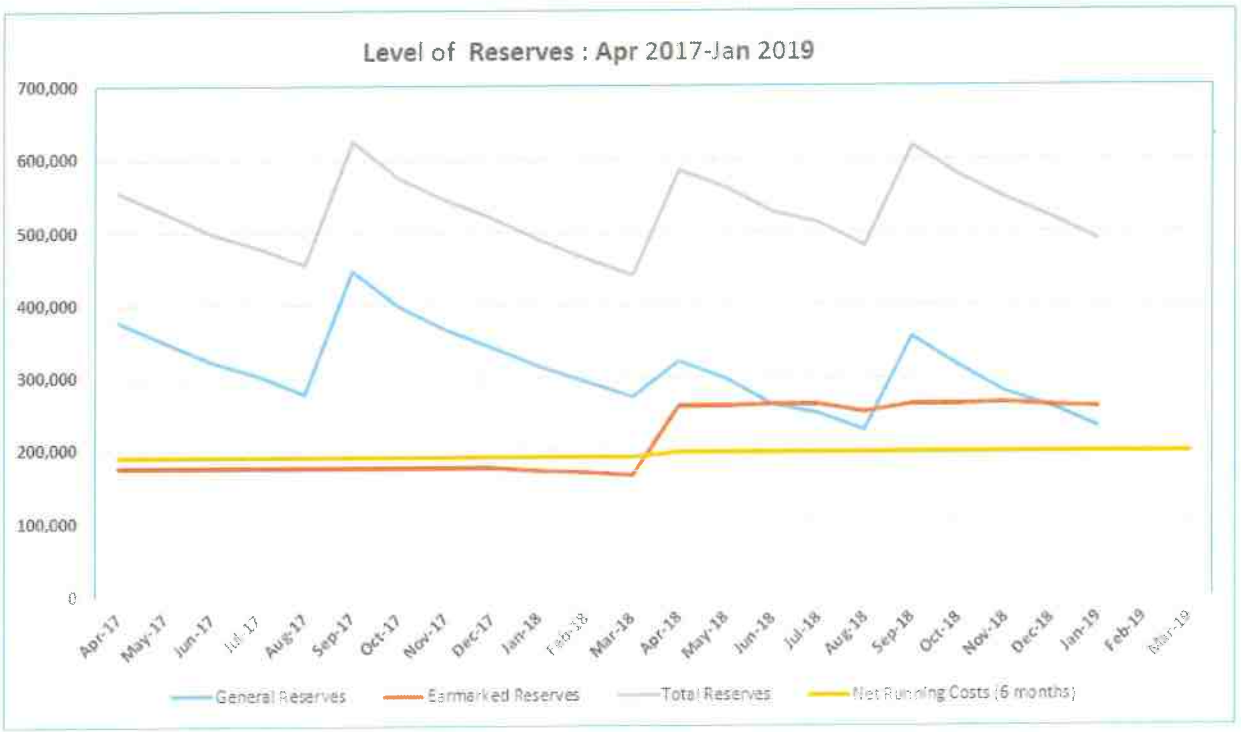
Account Description		£££	£££	£££
Current Assets				
Debtors - Sales Ledger		4,091		
Debtors - VAT Control A/C		1,855	5,946	
Prepayments		53	53	
Co-op No. 1 Account		80,292		
Cambridge & Counties Bank		134,762		
Lloyds Bank Current Account		274,916	489,970	
Petty Cash		100	100	
	Total Current Assets			496,068
Current Liabilities				
Accruals		5,619		
Hall Income Deposits		350		
Receipts in Advance		305		
	Total Current Liabilities		6,274	
	Total Assets Less Current Liablities			489,795

Management Accounts : Reserves

As at the end of January 2019 total reserves stood at £489.8k.
This was split £230.5k in general reserves and £259.3k in earmarked reserves as detailed below.

Horndean Parish Council Reserves Month No: 10 (January 2019)			
Represented By :-			
Current Year Fund		49,502	
General Funds		181,042	**230,544**
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		160,911	
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		**259,252**
	Total Equity		**489,795**

The graph below shows the level of general and earmarked reserves held since April 2017 alongside the value of six months running costs (yellow line).



Report Prepared by Simon Ritson, Responsible Finance Officer, February 4th 2019

Item 12

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 11th February 2019

SUBJECT OF REPORT: Risk Assessment

At the Full Council Meeting held on the 12th March 2018 the Risk Assessment document was reviewed and adopted but the Finance & General Purposes (F&GP) Committee was instructed to review the format.

Cllr Veitch presented a revised document to F&GP on the 26th March 2018. This was adopted for 2018-19.

The document attached contains the previous information in the new format.

Report Prepared by Simon Ritson, Responsible Finance Officer
January 28th 2019

HORNDEAN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on 12th March 2018:	12/03/2018

Risk (R) Matrix			Likelihood (L)			Assessed Risk (R = L x S)
			Low	Medium	High	
			1	2	3	
Severity (S)	Severe	3	3	6	9	Unacceptable : Further Mitigation Required
	Moderate	2	2	4	6	Acceptable : Monitoring Required
	Minor	1	1	2	3	No Problem Identified : Risks Managed

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
1	**Councillors & Staff**	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, Inappropriate actions by Councillors or staff, Councillor numbers falling below quorums	1	2	2	Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
2	**Members Interest**	a) Conflict of Interests	1	1	1	a) Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate. Members have responsibility to update their forms
		b) Register of Members Interests				b) Register of Members Interest forms should be reviewed regularly by Councillors.	
3	**Business**	Risk of Council not being able to continue its business due to unexpected circumstances.	1	2	2	Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP) .	Existing procedures adequate.
4	**Precept**	a) Precept Inadequate	1	2	2	a) Precept Inadequate	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept.
		b) Precept not applied for	1	2	2	b) Precept not applied for	b) This figure is submitted by the RFO in writing to EHDC.
		c) Conflict of Interests	1	2	2	c) Conflict of Interests	c) The Clerk informs Council when the monies are received
5	**Financial Records**	a) Inadequate Records	1	1	1	Records are kept on Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to	Existing procedures adequate.
		b) Register of Members Interests					
6	**VAT**	Failure to maintain proper VAT Records and reclaim VAT where appropriate	1	1	1	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
7	**Banking**	a) Inadequate Checks	1	1	1	a) to e) The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts.	Existing procedures adequate.
		b) Bank errors	1	1	1		
		c) Loss of cheques/cash	1	1	1		
		d) unnecessary charges	1	1	1		
		e) loss of signatories	1	1	1		
		f) collapse of financial institution	1	1	1	f) Diversification of funds across multiple financial institutions.	
8	**Cash**	Loss through theft or dishonesty	1	1	1	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedures adequate.
9	**Reporting & Auditing**	a) Lack of information and communication	1	1	1	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting	Existing procedures adequate.
		b) Register of Members Interests				b) Council has appointed an Internal Auditor and audits are carried out regularly	
10	**Costs, expenses and debts**	a) Incorrect invoicing	1	1	1	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors	Existing procedures adequate.
		b) Cheques incorrect	1	1	1		
		c) Debts outstanding	1	1	1	c) Overdue debts are pursued by the Council	
11	**Grants Receivable**	Receipts of Grant	1	1	1	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedures adequate.
12	**Grants and Support Payable**	Power to pay. Authorisation of Council to pay	1	1	1	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate.
13	**Payroll**	a) Remunerations calculated and paid incorrectly	1	1	1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
		b) Tax, NI or pensions calculated and paid incorrectly					
14	**Election costs**	Risk of an election cost	2	1	2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
15	**Annual Return**	Completion & Submission within time limits	1	2	2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	**Minutes/Agendas/Notices and Statutory Documents**	a) Accuracy and legality	1	1	1	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting.	Existing procedures adequate. Members to adhere to Code of Conduct
		b) Business conduct				b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	
17	**Insurance**	Adequacy and cost	1	2	2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	**Data Protection**	Non Compliance with DPA	1	2	2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.
19	**Freedom of Information Act**	Policy and Provision	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.
20	**Assets**	a) Loss or damage	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures	Existing procedures adequate.
		b) Risk/damage to third parties or their property	1	1	1	b) Insurance covers third party risks. Playground equipment is inspected for safety weekly.	
		c) inaccurate register of assets	1	1	1	c) Acquisitions and disposals of assets are recorded in the Asset Register	
		d) Poor performance of property or amenities	1	1	1	d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action	
		e) Potential loss of income	1	1	1	e) Fees and charges are reviewed annually	
21	**Notice Boards**	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
22	**Street Furniture**	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.
23	**Meeting Location**	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.
24	**Council records, paper**	Loss through a) theft	1	1	1	The Parish Council historical records are archived with Hampshire County Council, Current records are at Tyfield House which is protected by fire alarms	Existing procedures adequate.
		b) fire or	1	1	1		
		c) damage	1	1	1		
25	**Council records, electronic**	Loss through a) theft	1	1	1	Access to Tyfield House is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
		b) fire or	1	1	1		
		c) damage	1	1	1		
		d) corruption of computer files	1	1	1		
26	**Countryside Team Activity**	a) Staff are injured while working	1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained	Existing procedures adequate.
		b) members of the public injured by staff carrying out work	1	3	3	b) Staff work procedures ensure that public is not put at risk	
		c) members of public or their property injured/damaged as a result of faulty work by HPC staff	1	2	2	c) Staff are trained and work to a high standard	
27	**Legal Powers**	Illegal activity or payments	1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	**Website**	Website function lost, passwords lost	2	1	2	Website administrator is a member of staff. Passwords held by the Office.	Existing procedures adequate.
29	**Work Commissioned by Council**	a) Insufficient quotations required	1	1	1	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.
		b) Work commissioned incorrectly	2	1	2		
		c) Work goes over budget	2	1	2		
		d) Conflicts of interest	1	1	1		

YOUR LOCAL PLAN 2036 NEWSLETTER

The Local Plan consultation is launched!

Now is your chance to shape the future of where you live as the Local Plan consultation is launched.

The six-week consultation period will begin on Tuesday 5 February and will give you the chance to comment on policies covering housing, employment, infrastructure and the environment.

Ten drop-in sessions are being planned around the district where residents will be able to talk to experts and find out more about the proposals. Residents can then submit comments online using the council's website.

The plan only covers areas in East Hampshire outside the South Downs National Park - less than half the district. This includes Alton and the surrounding area as well as Whitehill & Bordon and the southern parishes of Horndean, Clanfield and Rowlands Castle. The drop-in sessions will all be held in those areas.

Information will also be available on the best way to try to make changes to the plan.

How to make your comment count:

Try to make sure your comment includes new facts or information that has not already been taken into account by the planning team.

Petitions or multiple copies of a letter will not add extra strength to the points it makes. If the comment is relevant it does not matter how many times it is repeated.

Try to refer to the relevant policy number so the planning team can match your comment to the right part of the plan.

Concentrate on planning issues – local knowledge is invaluable but non-planning issues, such as disruption during construction or local property prices cannot be taken into account.

Don't be afraid to say yes to anything you agree with. If someone else objects and there is no evidence of public support, it could be changed.

The drop-in sessions:

Ropley – Ropley Parish Hall, Tuesday 5 February, 3.30-8.30pm
Alton – Maltings, Saturday 9 February, 10am-4pm
Horndean – Barton Hall, Wednesday 13 February, 3.30-8.30pm
Bentley – Bentley Village Hall, Friday 15 February, 3.30-8.30pm
Horndean – Barton Hall, Saturday 23 February, 10am-4pm
Rowlands Castle – Rowlands Castle Parish Hall, Monday 25 February, 3.30-8.30pm
Whitehill & Bordon – Forest Community Centre, Thursday 28 February, 3.30-8.30pm
Liphook - Millennium Centre, Wednesday 6 March, 3.30-8.30pm
Four Marks and Medstead – Medstead Village Hall, Friday 8 March, 3.30-8.30pm
Alton – Maltings, Friday 15 March, 3.30-8.30pm

Find out more at www.easthants.gov.uk/draft-local-plan

FIND OUT MORE AT
WWW.EASTHANTS.GOV.UK/LOCALPLAN

East Hampshire DISTRICT COUNCIL

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GOVDELIVERY

ITEM 14

Carla Baverstock-Jones

From: Ramage, Susan <Sue.Ramage@eastleigh.gov.uk>
Sent: 28 January 2019 16:05
Subject: Invitiation - Hampshire ALC Annual Conference 2019- "Local Means Business - 09.00-15.3 - Hilton- Ageas Bowl, West End SO30 3XH
Attachments: Draft - Conference Programme 2019.doc

Dear Members & Colleagues

We would like to invite you to book a place on the Hampshire ALC 2019 Annual Conference being held on 13th March 2019 at Hilton – Ageas Bowl, West End SO30 3XH. We are pleased to say the cost of the event is the same as the previous 2 years at £75 per delegate (Incl refreshments and a light lunch)

This year the focus is "Fit for the Future" please do have a look at the (Draft) Programme attached.

If you would like to make a booking please click here to register for the event. We do expect places to book up fast so please do not delay, all bookings must be made via the website booking system.

Please do not hesitate to contact me if you require any further information.

Kind Regards

Sue Ramage
Business Support Officer

HELPING TO INSPIRE & EMPOWER PARISH AND TOWN COUNCILS ACROSS HAMPSHIRE

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Hampshire Association of Local Councils
Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN **(SATNAV-SO50 9FD)**

t: 02380 688061
e: Sue.Ramage@eastleigh.gov.uk
e: hampshirealc@eastleigh.gov.uk

My usual working days are Mondays, Tuesdays, Wednesdays and Thursdays.

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Eastleigh Borough Council

Hampshire Association of Local Councils

Serving Local Councils in Supporting Hampshire's Communities

Information & Networking Event:

The 2019 Annual Conference for Local Councils

PROGRAMME

'Local Means Business'

Wednesday 13th March 2019, 9.00am – 3.30pm

Hilton – Ageas Bowl, Botley Road, West End, Southampton, Hampshire, SO30 3XH

Please support our exhibitors, get their stamps on sheet attached to the back of the pack and win a bottle of Champagne

09.00am – 10.00am	**Registration, networking, refreshments and exhibition**
10.00am – 10.05am	**Welcome and housekeeping** *Dawn Hamblet, Chief Executive, Hampshire ALC*
10.05am – 11.00am	**Cyber Security and Insurance** *Michelle South - Brokerabilty*
11.00am – 11.30am	***Break & Exhibition***
11.30pm – 12.30pm	**Workshop 1 – Digital Mapping** *Tristram Carey - Geoxphere*
	Workshop 2 - Good Council Management *Jon Brown – Hampshire ALC*
12.30pm-13.20pm	***Lunch & Exhibition***
13.30pm – 14.30pm	**Workshop 3 – Funding Workshop** *Sandie Davis, HIVE Portsmouth*
	Workshop 4 - New Councillors *Jon Brown – Hampshire ALC*
14.30pm – 15.30pm	**Hampshire Legal Services for Parish & Town Councils** *Rob Matthews – Hampshire County Council Legal Team*
15.25pm – 15.30pm	**Closing remarks** *Chairman, Hampshire ALC*

Hampshire Association of Local Councils Limited
c/o Eastleigh Borough Council, Floor 2, Eastleigh House, Upper Market Street, Eastleigh. SO50 9YN
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ZMG Leading Associations Working Together

Living Wage Foundation

Item : 15

Horndean Parish Council Schedule of Meetings 2019-2020

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

- COUNCIL
- FINANCE & GENERAL PURPOSE
- GROUNDS
- PLANNING & PUBLIC SERVICES
- STAFF
- ANNUAL PARISH MEETING
- ANNUAL MEETING
- EVENTS
- BANK HOLIDAY
- OFFICE CLOSURE

May 2019					
Mon	Mon	Mon	Mon		
6	13	20	27		

June 2019					
Mon	Mon	Mon	Mon	Sat	
3	10	17	24	29	

July 2019					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

August 2019					
Mon	Mon	Mon	Mon		
5	12	19	26		

September 2019					
Mon	Mon	Mon	Mon	Mon	
2	9	19	23	30	

October 2019					
Mon	Mon	Mon	Mon		
7	14	21	28		

November 2019					
Mon	Sun	Mon	Mon	Mon	
4	10	11	18	25	

December 2019					
Mon	Mon	Tue	Mon	Mon	Mon
2	9	10	16	23	30

January 2020					
Mon	Mon	Mon	Mon		
6	13	20	27		

February 2020					
Mon	Mon	Mon	Mon		
3	10	17	24		

March 2020					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	

April 2020					
Mon	Mon	Mon	Mon		
6	13	20	27		

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL (unless otherwise specified)

Events:
Armed Forces Day - 29th June 2019
Remembrance Day - 10th November 2019
Carol Service - 10th December 2019

Office Closure Dates:
27th December 2019
30th December 2019
31st December 2019

Bank Holiday Dates
Early May Bank Holiday - 6th May 2019
Spring Bank Holiday - 27th May 2019
Summer Bank Holiday - 26th August 2019
Christmas Day - 25th December 2019
Boxing Day - 26th December 2019
New Year's Day - 1st January 2020
Good Friday - 10th April 2020
Easter Monday - 13th April 2020

Draft Version 1

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11 February 2019**

AGENDA ITEM: 16

SUBJECT OF REPORT: Tree Works at Chervil Close

BACKGROUND

The Countryside Team routinely complete inspections of the sites within the ownership of the Parish Council.

It was observed that two trees within the boundaries of HPC land have been greatly reduced (see attached). The work has been undertaken without permission being sought, and therefore no such authorisation has been granted, which is deemed an unlawful act.

It is understood that the works were completed by a contractor, and further information is currently being requested from residents within the vicinity.

There are concerns that the severity of the reduction will cause the trees to decline and eventually die.

RECOMMENDATION

Council may be of the view that this is an act of criminal damage and should be treated accordingly. To this end if the perpetrator is identifiable, consideration may be given as to the way forward.

In the first instance every effort made to reach an agreement with those responsible, without the need for formal proceedings. If an appropriate resolution is not forthcoming the following options are available:

- report the matter to the police pursuant to the Criminal Damage Act 1971
- commence civil proceedings for damages covering the cost of replacement mature trees, clearing and planting.

It is important to adopt a robust approach in order to ensure clarity insofar as acts of this nature, will not be tolerated and will be pursued.

Report prepared by:

Carla Baverstock-Jones
Chief Officer

ITEM: 17

G 030/18/19 **TO CONSIDER FUTURE PROJECTS IN RESPECT OF THE AVAILABLE S106 FUNDS – DEVELOPER CONTRIBUTIONS BEING: OPEN SPACE AND RECREATION £149,000 AND ENVIRONMENTAL IMPROVEMENTS £42,000**

A report from the Grounds Manager was circulated and considered.

A discussion regarding the playground at Merchistoun Park took place. The Chief Officer pointed out that the agreement with Horndean Community Association is such that they may give us 1 years' notice to remove the playground equipment and restore the grounds to their previous state. Cllr D Alexander proposed that discussions are held with HCA prior to any financial commitment is made to upgrade the equipment. This was seconded by Cllr Mrs L Evans. The Committee requested that the Chief Officer execute this task and report at the next Committee meeting.

Cllr Mrs L Evans proposed that further investigation is required regarding the cost of upgrading playground equipment and refurbishing the facilities at Five Head Recreation Grounds. This was seconded by Cllr Mrs D Denston.

Cllr Mrs L Evans proposed also that costs are established for the extension of the boardwalk at Dell Piece West and Hazleton to access funding for Environmental Improvements. This was seconded by Cllr Mrs D Denston