HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 15th APRIL 2019 AT 7.00 P.M.

PRESENT:
Councillors Mrs L Evans (Chairman) D Evans, R Veitch, Mrs D Denston, Mrs E Tickell, P Beck, J Lay, M Hyltoft, Dr C Jacobs, A Forbes.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Cheree Garvey, Office Manager (Minute Taker), Simon Ritson Responsible Finance Officer.

PUBLIC ATTENDANCE: There was one member of the public present.

HPC 001/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge, T Denton, D Alexander and Mrs I Weeks.

HPC 002/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 003/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

There was no report from County Councillor Mrs M Harvey. There were also no questions from Members.

HPC 004/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

There was no report from District Councillors. The Chairman explained that we were in a state of purdah due to the upcoming elections.

HPC 005/19/20 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman informed members of the passing of Cllr N Wren and asked for a moment of silence to pay respects.

The Chairman explained there are 10 uncontested Members remaining in the Council following the elections of May 2nd, therefore five councillors will need to be co-opted. Cllr Mrs L Evans requested that Members actively encourage others.

HPC 006/19/20 **PUBLIC SESSION**

The meeting was duly opened.

HPC 007/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18th MARCH 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 18th March 2019 be duly signed as a true record of the meeting.

HPC 008/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

Although the Agenda stated that it was list 12 of the Orders of Payment, the RFO, Simon Ritson explained that due to a meeting being cancelled in the previous financial year that the assumption was that we were at list 12. However, with the commencement of the new financial year (1st April 2019) this Orders of Payment is list 1. This amendment is noted.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed.

HPC 009/19/20 **TO RECEIVE AND AGREE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 31st MARCH 2019**

It was **RESOLVED** that the bank reconciliation as at 31st March 2019 be approved and duly signed.

HPC 010/19/20 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

The monthly Finance Report was circulated. The RFO advised that the final 2018/2019 accounts will be completed within the next three weeks in preparation for the internal auditor. These will then be submitted to Council at the meeting of 17th June 2019.

HPC 011/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE ASSET REGISTER AS AT 31st MARCH 2019**

The Asset Register was circulated and is noted.

HPC 012/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE REVISED HALL HIRE CHARGES**

The report was circulated and a brief discussion was held. It is noted that regular hirers will be given a full 3 months' notice of the hire rate changes. New rates will be effective from 1st August 2019.

It was **RESOLVED** to adopt version 2 of the hall hire rates with slight amendments with regard to the volume discount.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch.

HPC 013/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE REVISED TERMS & CONDITIONS OF HALL HIRE**

The Terms & Conditions have been updated to reflect the new hire rates and a few minor changes. It is proposed that a full detailed review takes place for submission to the F&GP Committee meeting at the next meeting on 3rd June 2019.

This was proposed by Cllr A Forbes and seconded by Cllr D Evans.

HPC 014/19/20 **TO RECEIVE A RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 1st APRIL 2019, IN RESPECT OF THE REVISED SICKNESS ABSENCE POLICY**

The policy had been amended to include trigger points for patterns arising and the inclusion of management review.

It was **RESOLVED** to adopt the revised Sickness Absence Policy

HPC 015/19/20 **TO RECEIVE A VERBAL UPDATE ON OUTSTANDING S106 MONIES AND CONSIDER THE WAY FORWARD**

The Chief Officer updated Members on the process of collecting S106 monies. A claim is to be prepared to be in readiness for submission on the 1st June 2019.

It was **RESOLVED** to submit a claim for S106 monies and agreed that if successfully awarded the monies will be used to refurbish Five Heads Recreation grounds and additional boardwalks at Hazleton Common.

HPC 016/19/20 **TO CONSIDER A RESPONSE TO THE AQUIND INTERCONNECTOR CONSULTATION**

A brief discussion was held with regard to the Aquind Interconnector Consultation. Cllr Mrs E Tickell raised the following points, which required clarification:

- the suggested traffic route and a stringent traffic management plan
- community benefits from the development
- SNDP comments to the consultation

It was **RESOLVED** that an official comment from HPC will be sent to Aquind. This was delegated to the Chief Officer, in consultation with Cllrs L Evans and E Tickell, to execute.

HPC 017/19/20 **TO RECEIVE AND NOTE THE SOUTH DOWNS NATIONAL PARK NOTICE OF ELECTION – TIMETABLE FOR 2019**

A brief discussion took place. It was pointed out that the current representative for this area is Cllr Doug Jones of Buriton who is standing again.

The Chairman proposed that HPC endorse his election and invite Cllr Jones to address the Council regarding his activities relating to the post.

HPC 018/19/20 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE CONSTRUCTION OF THE LINKED BUILDING AT JUBILEE HALL**

The Chairman advised that there is nothing additional to report as the tenders are still being worked on.

HPC 019/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 13th MAY 2019**

The date was duly noted.

HPC 020/19/20 **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 (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and the press be excluded for the confidential part of the meeting.

Public meeting closed 7.50pm.

Confidential part of the meeting

HPC 021/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROBATIONARY PERIOD OF A MEMBER OF STAFF**

It was **RESOLVED** to accept the recommendation from the Staff Committee in respect of the probationary period of a member of staff and that to continue employment.

HPC 022/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2019/20**

The report was circulated. It is noted that there was no objection from the Staff Committee.

It was **RESOLVED** to accept the recommendation from the Staff Committee in respect of the proposed changes to staff salaries for 2019/2020.

HPC 023/19/20 **TO RECEIVE AN UPDATE FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE CHIEF OFFICER'S APPRAISAL**

Cllr Mrs L Evans reported that she and Cllr R Veitch had carried out Mrs Baverstock-Jones' appraisal on 7th March 2019. The Staff Committee agreed the Appraisal with only supportive comments. The general feeling is that Mrs Baverstock-Jones is an excellent Chief Officer (CO).

HPC 024/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2019/20**

There was a short discussion in relation to the CO salary. Council resolved to agree the appraisal and the salary award.

Meeting closed 8.20pm

.....
Signed – The Chairman

13/5/19
.....
Date