HORNDEAN PARISH COUNCIL

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

PRESENT: Councillors Mrs L Evans (Chairman), D Evans, J Lay, Mrs E Tickell, A Forbes, D Alexander, R. Veitch.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Gill Foster Administrative Assistant (Minute Taker)

PUBLIC ATTENDANCE: 1 member of the public was present.

HPC 073/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs I weeks, Dr C Jacobs and P. Beck.
Apologies were also received from County Councillor Mrs M Harvey and District Councillor C Hatter.

HPC 074/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 075/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

Cllr Mrs L Evans advised that a Report had not been received and asked if any members wished to comment about anything. There were no comments or queries for Cllr Harvey.

HPC 076/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened. Cllr Mrs L Evans asked the member of public attending, if he wished to comment on anything.

The resident expressed his concerns about the number of Estate Agent signs around the Horndean area advertising for their own benefit. He advised that there seemed to also be a lot of signs on roundabouts too. A discussion took place, Cllr Mrs L Evans asked the resident to supply the Parish Office with the location of the offending boards and that they look into this. The resident was also advised that it was dependant on who owned the land as to whose responsibility this was.

HPC 077/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 17th June 2019 & EXTRAORDINARY MEETING ON 24TH JUNE 2019.**

It was **RESOLVED** that the minutes of the Council meeting held on 17TH June 2019 and the Extraordinary meeting held on 24th June 2019 be duly signed as a true record of the meetings.

HPC 078/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

Cllr Mrs L Evans referred to the Orders for Payment (List 4) and advised that she had already queried with the office the payment to ECLIPS with regard to the car park survey. The Chief Officer advised that the Report had been received and will be on the next Council meeting.

Cllr R Veitch referred to the Sound Advice payment for the Loop that had been installed in Napier Hall, this was with regards to the asbestos within the walls in the main hall. Cllr Mrs L Evans advised that a portable loop had been obtained for the Committee Room at Napier.

It was **RESOLVED** that the Orders for Payment (List 4 attached) be approved and duly signed.

HPC 079/19/20 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION - CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 30TH JUNE 2019.**

Cllr Mrs L Evans suggested that in the absence of Cllr Mrs I Weeks, Cllr D Evans sign the Bank Reconciliations as he is not a member of the Finance Committee.

The statements were duly approved.

HPC 080/19/20 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

The monthly Finance Report was duly noted. Cllr D Alexander queried line 40 on the orders of payment, the Admin and Election costs. He asked why this expenditure could not come out for the earmarked Election Reserves, a short discussion took place.

It was **RESOLVED** that this expense should be coded to come out of the Election Reserves.

HPC 081/19/20 **TO CONSIDER AND AGREE A WAIVER OF THE DPA AT DOWNHOUSE ROAD.**

Cllr Mrs L Evans referred to the Report within the Councillor packs. Cllr Mrs L Evans advised that a DPA is placed on some affordable housing to protect them in relation to the portion of the house you can buy, this is for shared ownership. Unfortunately mortgage companies are reluctant to grant mortgages with a DPA in place. Cllr Mrs E Tickell explained the reasons from a Developers point of view. A discussion took place, Cllr D Alexander asked if there were other areas within Horndean that were likely to have the same issue, if so could we not have a blanket waiver. Cllr Mrs L Evans advised that this would not be possible.

Cllr R Veitch proposed that the DPA at Downhouse Road should be waivered, Cllr D Alexander seconded.

It was **RESOLVED** that there was no objection to the waiver of the DPA at Downhouse Road.

HPC 082/19/20 **TO RECEIVE AND CONSIDER A PROPOSAL TO TRADE WITHIN HORNDEAN SQUARE.**

Cllr Mrs L Evans referred to the documents within the members packs. A discussion took place and it was agreed that nothing should be sold within the Horndean Memorial Square. Further discussion took place and it was agreed that our comments would be 'that this was not wanted in the Square and reserve any further comment for any other areas requested'.

It was **RESOLVED** that the recommended comments be used in replying to the Applicant.

HPC 083/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 24TH JUNE 2019, IN RESPECT OF THE SDNP S106 FUNDS OF £9,589 AND THE PROPOSED PROJECTS.**

Cllr Mrs L Evans referred to the Report received from the Grounds Committee. Cllr Mrs L Evans advised that these funds were being offered and had not been requested and HPC need to be aware of areas where this can be spent. The Chief Officer advised that the Grounds Manager had made enquires to SDNP and they are not keen for the funds to be used outside the park areas, he is also chasing Natural England for a reply.

It was agreed to note this and bring it back to a future Grounds Committee meeting.

HPC 084/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 24TH JUNE 2019, IN RESPECT OF THE S106 FUNDING APPLICATION FOR THE PROVISION OF BOARDWALKS.**

Cllr Mrs L Evans referred to the Report made at the Grounds Committee meeting in respect of provisional funding to replace boardwalks. This is being applied for from EHDC S106 funds.

It was **RESOLVED** that this Application should proceed.

HPC 085/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 24TH JUNE 2019, IN RESPECT OF THE CLOSURE OF THE PARISH OFFICE FOR ONE AFTERNOON.**

Cllr Mrs L Evans commented that it would be a good idea for the Office Staff to see all of the Countryside sites. A short discussion took place.

It was **RESOLVED** that the Parish Office should close for one afternoon, date to be confirmed.

HPC 086/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 JULY 2019, IN RESPECT OF THE AMENDED JOB DESCRIPTIONS.**

Cllr Mrs L Evans referred to the discussions that took place at the Staff Committee meeting and advised that all the changes were just updates on several staff Job Descriptions as some of the positions had developed over time.

It was **RESOLVED** that that the new Job Descriptions become effective.

HPC 087/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 05TH AUGUST 2019**

The date was duly noted.

HPC 088/19/20 **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 7.45pm

Confidential part of the meeting

HPC 089/19/20 **TO CONSIDER AND APPOINT A CONTRACTOR IN RESPECT OF THE CONSTRUCTION OF THE PARISH OFFICE ADJACENT TO JUBILEE HALL.**

A discussion took place whereby members of the Jubilee Working Party, provided feedback as to their findings and observations pertaining to the tenders received, and subsequent interviews with the two preferred contractors.

It was **RESOLVED** subject to funding, all members agreed to the preferred contract being awarded the contact to construct the linked building to Jubilee Hall, proposed by Cllr Alexander and seconded by Cllr Veitch.

HPC 090/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 JULY 2019, IN RESPECT OF THE EXPIRY OF AN EMPLOYEES PROBATIONARY PERIOD.**

A report prepared by the Chief Officer was circulated and it was **RESOLVED** that The Office Manager has successfully completed her probationary period, and therefore her employment should continue on a permanent basis.

HPC 091/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 JULY, IN RESPECT OF A FLEXIBLE WORKING REQUEST AND CONSIDER THE DRAFT JOB DESCRIPTION PERTAINING TO THE ROLE.**

A report prepared by the Chief Officer was circulated and a discussion took place, whereby it was **RESOLVED** for the Operations Officer to return to work initially for 2 days per week extending to 3 days after a 6 month period should she so desire

Meeting concluded at 8.22pm.

.....
Signed – The Chairman

9/9/19
.....
Date