HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 7th OCTOBER 2019 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Evans, J Lay, A Forbes, D Alexander, R. Veitch, Dr C Jacobs, Mrs I Weeks

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

PUBLIC ATTENDANCE: There were three members of the public present. No press attended.

HPC 127/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs E Tickell and Cllr P Beck. Apologies were also received for County Cllr Mrs M Harvey.

HPC 128/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 129/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No written report had been received from Cllr M Harvey.

Cllr R Veitch raised a question for Cllr Mrs M Harvey with regard to an update of the layby in Havant Road.

HPC 130/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written report had been received.

Cllr D Evans gave a verbal update with regard to the traffic restriction in Horndean Square. The traffic restriction has been through consultation process and it was decided that double yellow lines will be painted to prevent parking in the turn-around section thereby blocking off the disabled parking bay. Cllr D Evans advises that the traffic enforcement team will be notified and regular visits will be requested.

There were no further questions for District Councillors.

HPC 131/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were three members of the public present. The meeting was duly opened. As the public attendance was for particular agenda items, the Chairman proposed that item 14 and 15 be brought forward.

HPC 132/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 9th SEPTEMBER 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 9th September 2019 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Evans. All agreed.

HPC 133/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 7 ATTACHED)**

The Order for Payment was received. There were a number of questions raised with regard to various items. The RFO, CO and Grounds Manager explained the reasons for the purchases.

It was **RESOLVED** that the Orders for Payment (List 7 attached) be approved and duly signed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

HPC 134/19/20 **TO RECEIVE AND CONSIDER THE PROPOSAL RECEIVED IN RESPECT OF A POP UP CAFÉ WITHIN JUBILEE FIELD**

Agenda item 14 being brought forward.

The report was circulated and a brief discussion took place. The proprietor of the pop up café was in attendance. Several members asked questions which were answered and explained.

The Chairman proposed that further consideration is required and that the decision is deferred for the next meeting of 11th November 2019.

HPC 135/19/20 **TO RECEIVE A REPORT AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:**

- All Saints Church, Catherington - £1,000.00

Agenda item 15 being brought forward.

The Chairman explained that this application has been before council on two previous occasions and that the church warden was in attendance to answer any questions.

The church warden explained the financial situation of the church and clarified that the funds in reserve are restricted for the use of improvements to the church. He added that these funds were credited from a legacy with specific restrictions on the use thereof.

After some questions, answers and further discussion, Cllr D Evans proposed that a grant of £1,000.00 is approved. This was seconded by Cllr R Veitch. The decision was put to a vote which resulted in 4 in favour, none against and 4 abstentions. The chairman used her casting vote.

It was **RESOLVED** to approve the grant application of £1,000.00 by a vote of 5.

HPC 136/19/20 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

The report was circulated. There were no questions. The monthly finance report was received and duly noted.

HPC 137/19/20 **TO RECEIVE AND CONSIDER THE EXTERNAL AUDITORS REPORT FOR THE YEAR ENDED 2018/2019**

The RFO explained that income and expenditure totals are sub divided into categories on the Annual Governance and Accountability Return (AGAR) return.

Historically, staff expenses have been placed in box 6 (all other payments) rather than box 4 (staff costs) which had previously exclusively shown the cost of the payroll.

This year, external audit has requested that the staff expenses expenditure be transferred from box 6 to box 4 which was done on a revised return.

It is noted that the internal auditor reviewed the return prior to the submission to the external auditor and did not flag this reporting as incorrect.

HPC 138/19/20 **TO RECEIVE A REPORT IN RESPECT OF THE INTEREST RATES PERTAINING TO THE PUBLIC WORKS LOAN**

The report was circulated and a brief discussion took place.

Cllr J Lay commented on paragraph 4. of the report with regard to the post Brexit scenario. He added that the loan should not be drawn down in fear of uncertainty and that doing so would be equal to speculation.

Cllr Mrs L Evans explained that the RFO will be monitoring the use of the earmarked reserves on a monthly basis and that the decision to draw down the loan funding will be discussed and decided at council as required.

HPC 139/19/20 **TO RECEIVE AND CONSIDER THE DRAFT PAYMENT CARD SECURITY PROCEDURES DOCUMENT**

It was **RESOLVED** to adopt the draft Payment Card Security Procedures document following a minor word change

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

HPC 140/19/20 **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.**

Members of the public were excused.

Public Meeting closed at 8:15 pm

Confidential item brought forward.

HPC 141/19/20 **TO RECEIVE A REPORT AND CONSIDER THE ADDITIONAL FOOTBALL PITCH AT FIVE HEADS RECREATION GROUNDS**

Agenda item 19 being brought forward.

The report was circulated and a brief discussion took place.

It was **RESOLVED** to uphold the contract for football pitch hire until such time it has been reviewed.

This was proposed by Cllr R Veitch and seconded by Cllr A Forbes. All agreed.

HPC 142/19/20 **TO RE-OPEN THE PUBLIC MEETING**

The public meeting was reopened at 8:25 pm.

HPC 143/19/20 **TO CONSIDER A RESPONSE TO THE LOCAL PLAN LARGE SITES CONSULTATION**

A report by Cllr Mrs E Tickell was circulated and a brief discussion took place.

The Chairman explained that the report is addressing the questions listed on the EHDC website with regard to the Local Plan Large Sites Consultation.

Cllr Dr C Jacobs commented that it was a well-constructed, considered and clear response. She commended Cllr Mrs E Tickell for the effort. This was supported by Cllr J Lay.

It was **RESOLVED** to submit the report to EHDC in reponse to the questionnaire for consultation.

This was proposed by Cllr A Forbes and seconded by Cllr D Alexander. All agreed.

HPC 144/19/20 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF REPLACEMENT FLOORING WITHIN NAPIER HALL**

The report was circulated and a brief discussion took place.

It was **RESOLVED** to approve Quote 1 and to instruct the contractor to schedule the works in respect of the replacement flooring within Napier Hall.

This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay.

HPC 145/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11th NOVEMBER 2019**

The date was duly noted.

HPC 146/19/20 **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.**

There were no members of the public present.

Public Meeting closed 8:35pm

Confidential part of the meeting

HPC 147/19/20 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 9th SEPTEMBER 2019**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 9th September 2019 be signed as a true record of the meetings.

HPC 148/19/20 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE NEW LEASE AGREEMENT - TYFIELD HOUSE**

Cllr Mrs L Evans explained that we are still awaiting a meeting with the landlord. A further update will be provided at the next meeting on 11th November 2019.

Meeting concluded at 8:40pm.

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Signed – The Chairman

11/11/19
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Date