



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 11th NOVEMBER 2019 AT 7.00 P.M.

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Sarah Guy, Operations Officer (Minute Taker); Simon Ritson, Responsible Finance Officer

PUBLIC ATTENDANCE: There was one member of the public present. No press attended.

HPC 149/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Evans and Mrs I Weeks. Apologies were also received for County Cllr Mrs M Harvey.

HPC 150/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 151/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs M Harvey was circulated.

Cllr Mrs E Tickell asked for an update regarding the flooding outside the Brewery Tower at the Gales Development. She said that it didn't appear any works had been done to resolve the issue, as the flooding had occurred again recently. Email to be sent to Cllr Mrs M Harvey, cc to district Councillors for relevant ward, to obtain an update.

HPC 152/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted by members.

HPC 153/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened.

HPC 154/19/20 **TO CONSIDER THE CO-OPTION OF: BRIAN RAYMOND TO REPRESENT KINGS & BLENDWORTH WARD**

The Chairman informed members that Brian Raymond lives in Downs Ward but if co-opted, he would represent Kings & Blendworth ward.

Mr Raymond informed members that he had previously been a Parish Cllr for 6 years in Lincolnshire, where he later became the Chairman.

It was **RESOLVED** that Brian Raymond be co-opted as a member of Horndean Parish Council. This was proposed by Cllr P Beck and seconded by Cllr A Forbes.

HPC 155/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 07 OCTOBER 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 07 October 2019 be signed as a true record of the meeting.

HPC 156/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

The Orders for Payment was received. Cllr Lay queried reference 14, asking if HPC received any income from the Jubilee payphone. The RFO confirmed that no income was made from the payphone and it was noted that the line for the payphone doubled up as the Wi-Fi connection.

It was **RESOLVED** that the Orders for Payment (List 8 attached) be approved and duly signed.

HPC 157/19/20 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT THE 30 SEPTEMBER 2019**

It was **RESOLVED** that the bank reconciliation for the Co-Operative, Lloyds and Cambridge and Counties as at the 30 September 2019 be approved and duly signed.

HPC 158/19/20 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

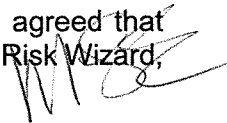
A report by the RFO was circulated (as attached) and a brief discussion took place regarding the pension fund. The report was duly noted.

HPC 159/19/20 **TO RECEIVE AND CONSIDER THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR 2019/2020**

The report by Auditing Solutions Ltd was circulated and a discussion took place. It was noted that the report must be formally reviewed and adopted by Council.

Cllr Lay highlighted the second to last paragraph on page 2, with the Auditor commending the Chief Officer, RFO and colleagues for their professional management and administration of the Council's finance and governance functions.

It was noted that Merchistoun Hall had been spelt incorrectly on page 6 and it was agreed that Council were not minded to use the real time Risk management Solution, developed by Risk Wizard, given that what is already being done is adequate.



It was **RESOLVED** that HPC revise their Standing Orders and Financial Regulations, using the new model documents produced by NALC as a reference.

The Recommendations from the Internal Auditor report were discussed and the final recommendations were made as follows.

RECOMMENDATION	RESPONSE
Review of Expenditure	
R1. The Power under which a Grant is awarded must be recorded in the corresponding minute.	Noted. Agreed
R2. The S.137 Power is the last resort and may only be used where the Council has no other Power under which it may make a legitimate Grant Award.	Noted.
Review of Petty Cash	
R3. Due to the protracted period of non-usage of the petty cash system, The Chief Officer and Members should now consider closing the system.	The Chief Officer wishes to maintain the current petty cash system for use in an emergency and Council entirely supports this wish. The reference to this system being used as a comfort blanket did not sit comfortably with Council as the Council has great respect for the views of the Chief Officer.

HPC 160/19/20 **TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE CLEARANCE OF TREES SUFFERING ASH DIEBACK AND AGREE THE VIREMENT OF FUNDS ACCORDINGLY**

The Chairman explained that HPC had only received one quotation to date and were still awaiting two quotations for the tree works. It was agreed to defer this item.

HPC 161/19/20 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE REPLACEMENT OF THE BOARDWALKS, UTILISING THE COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – CURRENT TOTAL £20,999.61**

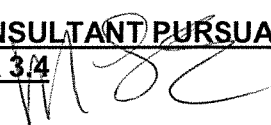
A report by the Chief Officer was circulated and The Chairman informed Members that HPC were not successful in obtaining S106 funding for this project.

It was **RESOLVED** to proceed with the recommendation from the report and utilise the CIL funds available for the purposes of replacing and extending the facilities within Hazleton Common and Dell Piece West.

This was proposed by Cllr J Lay and seconded by Cllr D Alexander.

HPC 162/19/20 **TO NOTE THE ENGAGEMENT OF A VAT CONSULTANT PURSUANT TO HPC'S FINANCIAL REGULATIONS- PARA 3.4**

Noted.



HPC 163/19/20 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE PLAY EQUIPMENT AT MERCHISTOUN HALL AND AGREE THE WAY FORWARD**

A report by the Grounds Manager was circulated and a brief discussion took place.

It was **RESOLVED** to

- Offer Merchistoun Hall the opportunity to adopt any items of play equipment they wish and HPC will arrange for removal of the remainder. Letter to be sent to Merchistoun Hall and Cllr Mrs E Tickell and the Chief Officer to liaise with them.
- Remove all play equipment at Merchistoun Hall if they decline the offer of adopting the equipment.
- Keep the teen shelter within the ownership of HPC if Merchistoun Hall are happy to leave in position on their site.
- End the agreement with Merchistoun Hall and halt all annual payments moving forward.
- Cllr J Lay to step in for Cllr Mrs E Tickell if a meeting is required and she is unable to attend.

This was proposed by Cllr J Lay and seconded by Cllr A Forbes.

HPC 164/19/20 **TO RECEIVE AND CONSIDER THE AMENDED PLANNING APPLICATION: 54480/015, 11 BRIDGET CLOSE**

A report by Cllr Mrs E Tickell was circulated and it was **RESOLVED** that the recommendation of **OBJECTION** as per the reasons listed below be agreed.

RECOMMENDATION:-

1. The objection already raised as to overdevelopment of the site contrary to CP29-Design remains and is exacerbated by the allocation of land to a footpath.
2. The provision of a footpath is welcomed but the officer is asked to establish how this would work in practice given that the proposed footpath would appear to be within land owned by the Applicant and could thus be blocked at any time.
3. The officer is asked to check that the two parking spaces meet the requirements of the Vehicle Parking Standards SPD particularly as they appear to block the proposed footpath.

The reduction in height of the fence adjoining the public highway and the reallocation of the amenity land as garden is welcomed.

HPC 165/19/20 **TO NOTE THE WORKS TO BE UNDERTAKEN AT YEOLLS COPSE AND CATHERINGTON LITH, AS AGREED AT THE MEETING OF THE GROUNDS COMMITTEE ON THE 14 OCTOBER 2019**

The recommendation and reports from the Grounds Committee were circulated and the works noted.

HPC 166/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 21 OCTOBER 2019, IN RESPECT OF AN AMENDMENT TO THE HALL HIRE CHARGES (WEEKEND RATE)**

It was **RESOLVED** to proceed with the recommendation from the Finance and General Purposes Committee on the 21 October 2019: The peak rate timing is moved from 12pm to 5pm on weekends.

HPC 167/19/20 TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 21 OCTOBER 2019 AND 04 NOVEMBER 2019, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:

- Horndean Technology College Lunch Club - £350

It was **RESOLVED** that Council proceed with the recommendation from the Finance and General Purposes Committee on the 21 October 2019 and Horndean Technology Lunch Club be awarded £350, to help towards the cost of providing local senior citizens with a Christmas lunch and entertainment afternoon Local Government Act 1972 S.137, as per their grant application request.

- Life Education Wessex - £630

It was **RESOLVED** that Council proceed with the recommendation from the Finance and General Purposes Committee on the 04 November 2019 and Life Education Wessex be awarded £630 towards the cost of providing health, well-being and drug prevention education to Children at Horndean CofE Junior School Local Government Act 1972 S.137, as per their grant application request.

- The Cat and rabbit Rescue Centre - £300 – Declined

It was **RESOLVED** that Council proceed with the recommendation from the Finance and General Purposes Committee on 04 November 2019 and the grant application request for The Cat and Rabbit Rescue Centre be declined, on the basis that the charity has sufficient funds.

HPC 168/19/20 TO REVIEW THE PROPOSAL PREVIOUSLY CONSIDERED IN RESPECT OF A POP UP CAFÉ WITHIN JUBILEE FIELD

A brief update was given and it was **RESOLVED** that a Pop up Café within Jubilee Field be declined as an option.

HPC 169/19/20 TO CONFIRM MEMBERSHIP AND RECEIVE EXPRESSIONS OF INTEREST PERTAINING TO THE LAND EAST OF HORNDEAN WORKING PARTY

It was confirmed that members within the LEOH Working Party are as follows:

- Cllr D Evans, Cllr A Forbes, Cllr Mrs L Evans, Cllr J Lay, Cllr Mrs E Tickell, Cllr R Veitch and Chief Officer Carla Baverstock-Jones.

HPC 170/19/20 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 16 DECEMBER 2019

The date was duly noted.

HPC 171/19/20 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 8:35 pm

HPC 172/19/20 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 07 OCTOBER 2019**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 07 October 2019 be signed as a true record of the meeting.

HPC 173/19/20 **TO RECEIVE AND AGREE THE PROPOSED TERM IN RESPECT OF THE NEW LEASE AGREEMENT - TYFIELD HOUSE**

It was **RESOLVED** that Council proceed with a 3 year Lease renewal for Tyfield House on the same terms as the current lease.



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Signed - The Chairman



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Date -