Horndean Parish Council

NOTICE OF MEETING

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

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

05 November 2019

AGENDA

1. To receive and approve apologies for absence.

2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***

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 co-option of: Brian Raymond to represent Kings & Blendworth Ward.

7. To approve the Minutes of the Council Meeting held on the 07 October 2019.

8. To receive and approve the Orders for Payment (List 8 attached).

9. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at the 30 September 2019.

10. To receive and note the monthly finance report.

11. To receive and consider the Interim Internal Audit Report for the year 2019/2020.

12. To receive and consider the quotations in respect of the clearance of trees suffering from Ash Dieback and agree the virement of funds accordingly.

13. 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.

14. To note the engagement of a VAT consultant pursuant to HPC's Financial Regulations - para 3.4.

15. To receive and consider a report in respect of the play equipment at Merchistoun Hall and agree the way forward.

16. To receive and consider the amended Planning Application: 54480/015, 11 Bridget Close.

17. 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.

18. 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).

19. 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
    - Life Education Wessex - £630
    - The Cat and Rabbit Rescue Centre - £300 – Declined.

20. To review the proposal previously considered in respect of a pop up café within Jubilee Field.

21. To confirm membership and receive expressions of interest pertaining to the Land East of Horndean Working Party.

22. To note the next scheduled meeting of the Council on the 16 December 2019.

23. **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).**

24. To approve the Confidential Minutes of the Council Meeting held on the 07 October 2019.

25. To receive and agree the proposed term in respect of the new Lease Agreement - Tyfield House.

Item: 6

Brian Raymond
269 London Road
Horndean
PO8 0JE
brian.raymond1@outlook.com

I have lived in the Horndean area for 5 years since moving back from Lincolnshire.

I spent the previous 20 years living in and around the Bishops Waltham area where my two children were raised.

I took early retirement in 2002 after working for Safeway for over 30 years where I managed the Bedford, Anchorage Park and Gosport stores. Two of which were new purpose built Supermarkets. All aspects of the stores management and success were my responsibility.

I was co-opted to the Kirkby - cum - Osgodby Parish Council where I lived in Lincolnshire. I later became Chairman of a very pro-active council.

My hobbies are gardening, football and my dogs.

I am familiar with the role of councillor and would appreciate the opportunity to join the Horndean Parish Council to assist in serving the community. I am aware of the time and commitment required.

A gentler side to civic life

In the first of a series on parish councils, Inside Lincolnshire profiles Kirkby-cum-Osgodby

Whether it's making the streets safer, restoring a war memorial or safeguarding against flooding, the parish council of Kirkby-cum-Osgodby is in many ways the heartbeat of its community.

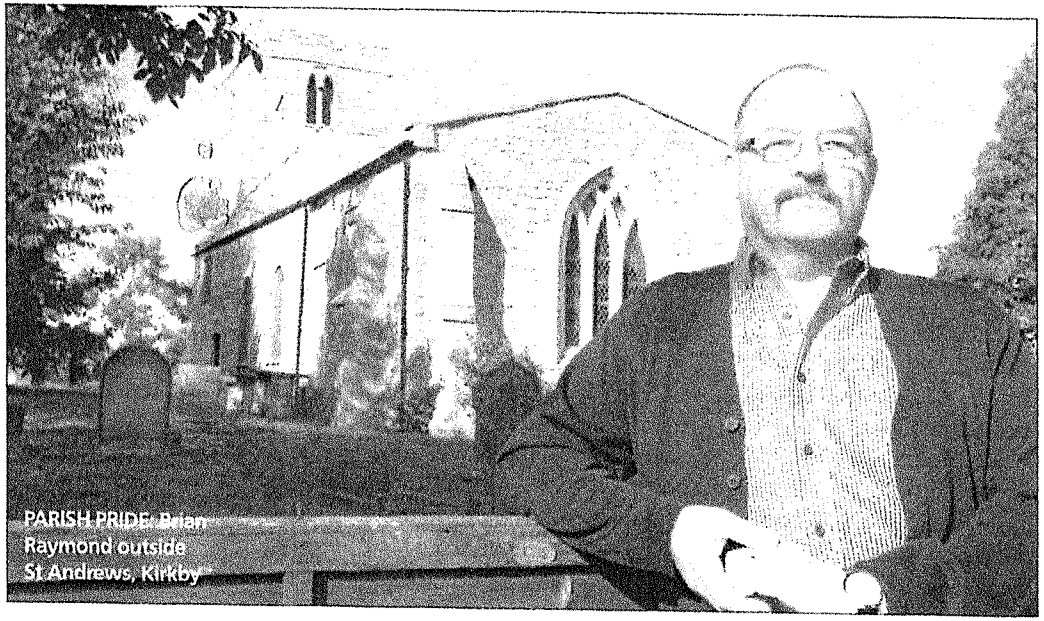
What does a parish council do?

- **Parish councils have a number of formal powers. Many provide allotments and look after playing fields, play areas and village greens**
- **They can also maintain facilities such as rights of way, bus shelters, public seats, small scale street lighting, village halls and other meeting places.**

Covering a total of 234 households across six villages near Market Rasen (Bishopbridge, Fir Park, Kingerby, Kirkby, Osgodby and Usselby) the council is busy making sure local parishioners enjoy pleasant and well-kept neighbourhoods.

"The council meeting is still the best way for residents to voice an opinion," said Brian Raymond, who has been council chairperson since September 2008. "If you are not happy with a particular issue, your councillor will voice any concerns on your behalf."

High on Kirkby-cum-Osgodby's current agenda is the reduction of speed limits, a move that will help keep the area's tranquillity.



PARISH PRIDE: Brian Raymond outside St Andrews, Kirkby

"We're home to a nature walk, a bowls club, an annual panto, a yearly marrow-growing competition and our popular horticultural society," added Brian.

"We're fortunate to have a very professional group of parish councillors. Their efforts and commitment are appreciated by local residents and we will continue to work hard on their behalf."

If you'd like to be a parish councillor, visit www.takepartlincolnshire.org for more information.

To find out more, visit http://parishes.lincolnshire.gov.uk/KirkbycumOsgodby

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.

.....
Signed – The Chairman

.....
Date

Horndean Parish Council

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 11th November 2019

SUBJECT OF REPORT: Finance Report

Income: October 2019

1. We received £191,329 on the 3rd October from East Hampshire District Council representing the second part of the precept for 2019/20.
2. We received £5,050 from HMRC on the 16th October with respect to the Quarter 2 2019-20 VAT reclaim.
3. We received £6,577 on the 17th October from East Hampshire District Council with respect to the Community Infrastructure Levy. This takes our total (as at the end of October) to £21,000
4. We received £70,000 from East Hampshire District Council on the 22nd October with respect to the first part of the section 106 monies due for the Jubilee Hall Project. The total is £279,722. We have been advised to invoice in four separate bills. (3 x £70,000 + 1 x £69,722). The second invoice has been sent.

Triennial Hampshire County Council Pension Review

The outcome of the review has been received and it has had a positive impact on the budget for 2020-21.
For the first time constituent members of the pool have been disaggregated although Town and Parish Councils have been pooled together.

Although the results will not be certified until the rates and adjustments certificate is signed by the Fund actuary on 31 March 2020 there are unlikely to be any changes.

The primary contribution rate for the Town and Parish Council Group has been calculated as 21.2% of pay. However, in order to ensure that contribution rates are kept as stable as possible, the increase in contribution rate is being stepped in over the next three years. The rate, which applies from 2020/21, is 18.9% of pay.

Proposed contribution schedule 2020 - 2023			
Contributions payable 2020/21	18.9%	plus	£0
Contributions payable 2021/22	20.2%	plus	£0
Contributions payable 2022/23	21.4%	plus	£0

Historically the charge for Horndean Parish Council from Hampshire CC has been a Primary Rate,a percentage of the Pensionable Pay *(16.1% in 2019-20)* plus a secondary rate fixed fee *(£8,500pcm in 2019-20).*
Going forward the fixed charge has been abolished but the primary contribution rate has been increased.

This change has resulted in a reduction in the draft budget of £4.9k. If the full 21.2% had been applied the draft budget would have increased by £0.4k.
The indicative exit valuation had Horndean PC exited the fund (with no active member) as at 31st March 2019 was £709,201.

If Horndean PC did exit the Fund, this would need to be recalculated as at the actual date of exit.

Jubilee Hall Public Works Loan

On the 9th October, the Public Works Loan Board announced a 1% rise on all borrowing with immediate effect. The % applied to the loan in the 2020-21 budget has been increased from 2% to 3% to reflect this. (£3k pa increase)

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of September 2019. At that point, in time the total balance stood at £405.1k.

Management Accounts : Income & Expenditure

The September (Q2) accounts were presented in detail to the Finance & General Purposes meeting on October 21st 2019.

The year to date position at the end of September 2019 showed a favourable variance, after adjusting for earmarked reserve movements of £15.8k.

As at September 30th 2019 Earmarked Reserves stood at £277.0k and General Reserves a further £130.8k giving total funds available of £407.8k.

Horndean Parish Council Reserves Month No: 6 (Sep 2019)	
Represented By :-	
Total General Funds	**130,834**
IT Equipment EMR	6,000
Vehicle Replacement EMR	20,000
Napier Hall Improvements EMR	16,929
The Granary- Preserv&Maint EMR	6,000
Lith Avenue/Lane EMR	3,838
Jubilee Hall Project EMR	153,003
New Playground Fund EMR	15,000
Equipment Replacement EMR	4,517
Legal Costs EMR	10,000
Election EMR	5,522
Fencing EMR	5,000
Tree Maintenance EMR	4,000
LychGate Repairs EMR	1,500
Community Infrastructure Levy EMR	14,423
Land East of Horndean EMR	7,250
Wagtail Road EMR	4,000
Total Earmarked Reserves	**276,981**
Total Equity	**407,815**

Forecast

The full year forecast to 31st March 2020 undertaken following the closure of the September accounts, indicates a year end outturn of c£30-£35k underspent against budget, after adjusting for movements in and out of earmarked reserves.

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

AUDITING SOLUTIONS LTD

Miss Carla Baverstock-Jones
Chief Officer
Horndean Parish Council
Tyfield House
Blendworth Lane
Horndean
HAMPSHIRE
PO8 0AA

14th October 2019

Dear Carla,

Interim Internal Audit Report

Please accept my thanks for the courtesy and attention you and Simon afforded me during my recent visit. It was good to see you both again.

I am pleased to attach the resultant draft report and trust that I have not misrepresented any of the report's content: should I have done so, please let me know, so that I may make any necessary amendments prior to the report's presentation to Council.

May I also take this opportunity to remind you that the Practitioners' Guide requires that our internal audit report is presented to the Council and I would appreciate your written confirmation of compliance in this respect, together with a formal response to the recommendations set out in the appended Action Plan.

Might I also ask that you acknowledge safe receipt of this e-mail together with the attached report.

With kind regards,

Claire Lingard
Consultant Auditor

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AUDITING SOLUTIONS LTD

Horndean Parish Council

Internal Audit Report 2019-20 (Interim)

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the interim Internal Audit for the 2019-20 financial year, which took place on the 14th October 2019.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return (AGAR) process, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have followed up the recommendations made in our 2018-19 reports and acknowledge that the members have noted and considered these in their deliberations and enacted two of the four recommendations made. Further, that the council continues to make great progress in its processes and performance. We also report that, on the basis of the work undertaken to date in the current year, that the Council continues to operate adequate and effective internal controls in all areas of our review to date. Accordingly, we have made only one recommendation, for consideration by the Chief Officer, Responsible Finance Officer and Members.

Once again, we commend the Chief Officer, Responsible Finance Officer and their colleagues for their continued professional management and administration of the Council's finance and governance functions. The manner in which this information is stored and presented both for the purposes of the day to day running of the council, and for external scrutiny is exemplary and has made the interim Internal Audit review process straightforward.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

This report has been prepared for the sole use of Horndean Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks, also that effective controls are in place to confirm the accuracy of that detail.

The Council uses the RBS Rialtas software to maintain its accounting records and is now using both the Purchase and Sales Ledger modules. Three bank accounts are in use currently, a Co-op Current account, a Lloyds Bank current account and a deposit account with the Cambridge and Counties Bank: detail of transactions is recorded in separate control accounts / Omega cashbooks for each bank account. We also note that all payments are processed on-line with no cheque payments occurring to date in the current financial year. We have commenced our review process in this area and have: -

- Agreed the Opening Balance detail in the financial ledger with that in the 2018-19 Statement of Accounts and certified Annual Return;
- Ensured that an appropriate Cost Centre and Coding structure exists within the software to provide appropriate detail in the year-end Accounts and Annual Return;
- Checked and verified detail of two months' transactions on the Co-op Current account (May and August 2019) cashbook by reference to supporting bank statements;
- Checked and agreed the full year detail (in view of their low volume) of transactions on the other two accounts for the financial year to 30th September 2019;
- Agreed detail on the month-end Co-op current bank account and the Lloyds Bank and Cambridge & Counties bank account reconciliations as at 30th April and the 31st August 2019;
- Reviewed the arrangements for processing and verifying the content of journals raised on the software; and,
- Reviewed the effectiveness of the "back-up" and "restore" procedures for the accounting and other computerised systems in use at the Council.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation: We shall extend testing in this area at our final visit, ensuring the accuracy of the year-end bank reconciliations and that closing balances are accurately recorded in the year-end detailed Statement of Accounts and Annual Return.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we can ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have undertaken the following work in this area to date:

- Noted that the Council continues to take all reasonable steps to ensure compliance with the General Data Protection legislation;
- Received an Unqualified External Auditor's Certificate for the 2018-19 Financial Year;
- Reviewed the minutes of the Full Council, together with those of Committees excluding those pertaining to Planning issues, for the year to the 30th September 2019, to ensure that no issues exist affecting the Council's financial stability either in the short, medium or long term; and,
- We note that the Council's Standing Orders (SOs) and Financial Regulations (FRs) were reviewed with revised versions adopted in the Annual Parish Council meeting in May 2019.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation. However, we take this opportunity to advise the Chief Officer that NALC released new Model Financial Regulations and Standing Orders documents in May 2019, which have been updated to reflect the latest changes in legislation. The Council's own Standing Orders and Financial Regulations should be revised using the new Model Documents in due course.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other form of document confirming the payment as due;
- Members take an active role in reviewing supporting documentation and approving expenditure for release;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure any applicable discount;
- The correct analysis has been applied to invoices when processed; and,
- Expended VAT is appropriately identified for recovery through reclaims prepared and submitted to HMRC quarterly.

We note that the council's official ordering system continues to provide effective control measures over procurement with copies of Purchase Orders matched to resultant trade invoices. To ensure compliance with the above criteria, we have examined a sample of 34 payments in the year to 30th September 2019 comprising each individual payment in excess of £1,500 together with every 20th transaction as recorded in the cashbook in the year to date. This represented a transactional value of approximately £78,887 equating to 57% of all non-pay related expenditure.

We note the continued use of the certification stamp affixed to each payment processed. This provides for the payment document to be matched with its corresponding purchase order, assigned a payment reference number, which can be traced via to the corresponding 'Order of Payment' List, which is subsequently authorised by the Chair prior to the Order of Payment list being

approved by the Responsible Finance Officer and processed. Each individual BACS payment, can be traced via its unique payment reference to the detail of the corresponding bank statement.

We also note that members of the Council scrutinise the Invoices and other Payment documents included on an Order of Payment List and initial these.

We are also pleased to note that the first two Quarter's VAT reclaims has been prepared, submitted to and repaid by HMRC and have verified the accuracy of that reclaim to the underlying Rialtas control account.

Finally, in this area of our review, we have noted that the Jubilee Hall Link Building project has commenced and that this will involve the council expending significant funds over the next twelve to eighteen months and which could impact the Council's VAT registration status. We have further noted that the Chief Officer and RFO are seeking professional advice to confirm the VAT exempt status of the building project and additionally, the Council's VAT registration status.

Conclusions and recommendations

We have noted that the Council has awarded a small number of Grants which are properly let, and which have been recorded in the Council's Minutes. The Chief Officer is reminded that as the Council is not currently eligible to adopt the General Power of Competence, that the Power under which a Grant is awarded must be recorded in the corresponding Minute; i.e. "A grant is awarded to the 1st Horndean Cub Scouts in the amount of £100 to purchase camping equipment Local Government Act 1972 S.137."

R1. The Power under which a Grant is awarded must be recorded in the corresponding Minute.

R2. The S.137 Power is the Power of last resort and may only be used where the Council has no other Power under which it may make a legitimate Grant Award.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's approach to the identification, recording and management of financial risks;
- Examined the Council's insurance cover as provided by Zurich Municipal and consider that appropriate cover is in place with Employer's, Products and Public Liability standing at £12 million, together with Hirer's Liability cover at £2 million, Liable and Slander at £500 thousand. We are also pleased to note the existence of Business Interruption – "Loss of Revenue" cover at £52,000, which we also consider appropriate given the annual level of hall income; and,
- Examined the Council's arrangements for the regular inspection of playgrounds and playing fields.

We have discussed the Finance and Health & Safety assessments with the Chief Officer and understand that both these assessments will be undertaken during the fourth quarter of the municipal year and will be presented to the meeting of the full council in February 2020 for approval.

We have also discussed the council's inspection regimes for the playground and recreation facilities at Deep Dell, Downs Park, Jubilee Field, Lychgate Drive, Merchistown Hall and Five Heads Recreation Ground. We are advised that RoSPA conducts an annual inspection on each of the council's facilities with a separate inspection of outdoor gym equipment where fitted. On a weekly basis, the Caretaker and Groundsmen, who are certified to conduct playground inspections by RoSPA, conduct an inspection of each facility and produce a detailed written report, with photographic evidence, which is given to the Health & Safety officer for retention.

Conclusion

There areas no issues arising in this area of our review warranting formal comment or recommendation. However, we take this opportunity to remind the Chief Officer and Members that it is a mandatory requirement for all councils to review, revise where appropriate and formally readopt the Health & Safety and Financial Risk Registers, recording the readoption in the Council's minutes. We also take this opportunity to advise the Chief Officer and Members of a new real time Risk Management solutions for Councils that has been developed by Risk Wizard www.riskwizard.co.uk . This product is already in use at several Councils in England each of which have seen significant reductions in their insurance premiums as a result of the product's use.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the parent Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its revenue spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

This interim visit occurred too early for any formal consideration of the Council's budgetary or precept requirements for 2020-21: consequently, we shall examine this area during our year-end review. We note that members continue to be provided with monthly budget performance reports and that they also consider and agree any required movements in earmarked reserves.

Finally, we commend the draft budget setting process that has been established by the Responsible Finance Officer and the detailed report back he has produced to assist members to professionally address the Budget setting and Precept determination process for 2020-21.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation: We will extend this area of our review during the year-end audit to ensure the satisfactory completion of the 2020-21 Budget setting and Precept determination process. We shall also examine the year-end budget outturn and level of retained reserves to ensure that

appropriate funds are held to service the Council's ongoing revenue spending in line with the approved budget.

R3. Due to the protracted period of non-usage of the Petty Cash system, the Chief Officer and Members should consider closing the system.

Review of Income

The Council has relatively limited sources of income in addition to the annual precept, income arising primarily from hire of the two halls, sports pitches (based on an annually agreed sum, paid monthly by direct credit to the Council's current bank account), plus various grants, donations and interest on bank deposits.

We have assessed the controls in place over the booking of the two halls, noting that the council has now migrated to an electronic bookings system.

We note that Finance & General Purpose Committee reviewed fees and charges for the 2019-20 financial year. The recommendation to increase the hire fees was approved at the April 2019 meeting of the Full Council, along with the amalgamation of hire terms under one contract also recommended by the committee under Minute references 12 and 13. We have examined a sample month's hires for Jubilee Halls, as recorded in the RBS Bookings system covering 01st to the 31st August 2019 ensuring that appropriate booking forms are held with invoices raised and the correct fees charged in accordance with the Council's approved scale of fees and charges, also ensuring that payment has been received within an acceptable time.

We have also examined the Rialtas detailed transaction reports for each nominal income code to ensure that no apparent mis-postings have occurred and that, as far as we may reasonably be expected to verify, all income due has been brought to account or is being pursued appropriately.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation.

Petty Cash Account

Whilst a formal petty cash account is in place, the float has now been reduced to £100, and used only rarely. Officers now record any expenses incurred on office sundries, etc on a sheet held in the Council office, detail of which is entered onto a monthly spreadsheet by the Responsible Finance Officer with individual repayments made to each officer who has incurred any such costs. We are advised by the Responsible Finance Officer that serious consideration is being given to phasing out petty cash completely.

Once again, no petty cash transactions are recorded in the year and the petty cash float was checked and agreed at £100.00.

Conclusions and recommendation

There have been no Petty Cash transactions recorded now in over twenty-four months and the Petty Cash system appears to be being maintained as a 'comfort blanket' rather than for any good purpose. Due to the protracted and continued non-usage of the Petty Cash system we recommend that this is now closed.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is observed appropriately as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions.

We note the Council's approval of performance related pay increases in staff salaries, as recorded in the Staff Committee minutes and ratified at Full Council. We further note that the Council did not implement the recommendation in our prior year Interim Internal Audit report to utilise the NJC SCP framework.

The Council continues to outsource the preparation of the monthly payroll to a local company, Watling & Hirst. The company provides a full payroll service; reporting includes appropriate supporting detail of individuals' gross monthly payments due, including overtime, etc. and tax, NI and pension deductions applying. The Executive Officer prepares a summary schedule of any overtime or enhanced payments due to individual officers, which is provided to the payroll bureau for production of the monthly payroll.

The Responsible Finance Officer has provided us with a detailed schedule of each staff member's basic gross salary, contracted working hours and other relevant detail, which we have used to verify the accuracy of detail in the whole of the June 2019 payroll documentation.

We have also checked detail of the June 2019 deductions from all employees in respect of tax, NI and pensions, including the employer's contributions, by reference to the current year's HMRC Database and Pension scheme schedule of percentage rates applicable. Additionally, we have verified the detail of any enhanced hours to be paid to officers in June 2019 by reference to the supporting timesheets, also noting that these have been duly certified as appropriate for payment by the Chief Officer.

We have also verified the accuracy of individual staff net salary payments and total payments to HMRC and the Pension Fund Administrators by reference to the September current account bank statements (net salaries are recorded as a single value in the Rialtas cashbook, but as individual amounts on bank statements).

Conclusions

There are no recommendations in this area of our review warranting formal comment or recommendation.

Investments and Loans

The Council has, as indicated above, placed surplus funds in two bank accounts. We have verified the accuracy of interest earned to date on each account. We note from our discussions with the

Responsible Finance Officer that members are considering how best to re-invest these funds to maximise the interest return, without creating an administrative overhead. Whilst it is properly the members' duty to consider maximising the return on the Council's investments, it is also beholden on them to consider investment opportunities to spread the Council's funds and reduce the potential risk of lost funds through a bank's failure.

We note that the Council has now adopted a robust Investment Policy and that the Responsible Finance Officer is currently in the process of considering the Council's finance arrangements in light of the forthcoming Hall development project.

Finally, in this area of our review we note that the Council has applied for and been awarded a 25 year term loan of £500,000 from the Public Works Loan Board (PWLB), permission having been received from the Secretary of State for the provision of the loan for the purposes of the new development at the Jubilee Hall site. As at the date of the Interim Internal Audit, 14th October 2019, no amounts had been drawn down.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation.

Rec. No.	Recommendation	Response
Review of Expenditure		
R1.	The Power under which a Grant is awarded must be recorded in the corresponding Minute.	
R2.	The S.137 Power is the Power of last resort and may only be used where the Council has no other Power under which it may make a legitimate Grant Award.	
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.	

Rec. No.	Recommendations and response for the 2018-19 financial year	Response
Review of Expenditure		
R1.	The Chief Officer and Responsible Finance Officer must ensure that, when scrutinising all Grant applications that the Applicant is the same legal entity as the Recipient to whom the award is made.	*Response: Implemented.*
R2.	The Chief Officer and Responsible Finance Officer must ensure that the council acts within the Powers delegated to it to ensure that no Ultra Vires actions are made.	*Response: Implemented.*
Review of Staff Salaries		
R3.	An independent review of Council employee Roles, Responsibilities and Remuneration should be undertaken by a Council Human Resources specialist recommended by the SLCC or similar.	*Response: Not implemented.*
R4.	Members should consider, after the conclusion of the independent review, introducing the NJC pay spine for all Council employees to provide a fair and equitable basis for future pay and grading exercises.	*Response: Not implemented.*

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11 November 2019**

AGENDA ITEM: 13

SUBJECT OF REPORT: Funding of Boardwalks – Hazleton and Dell Piece West.

BACKGROUND

A recent application for s106 funds for the purpose of extending and the replacement of the boardwalks situated within Hazleton Common (£3,972.51), and Dell Piece West (£6,659.45) has been declined.

The Parish Council is currently in receipt of the Community Infrastructure Levy (CIL) Neighbourhood Portion being a total of £20,999.61.

The above project cost is £10,631.96 and for ease of reference, the previous report submitted to the Grounds Committee is attached.

CIL income must be spent on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the local area, or anything else concerned with addressing the demands that development places on the area. The Planning Act 2008 (as amended) states that infrastructure includes:

- Roads and other transport facilities
- Flood defences
- Schools and other educational facilities
- Sporting and recreational facilities
- Open spaces.

RECOMMENDATION

Members may wish to give consideration to utilising the CIL funds available, for the purposes of replacing and extending the facilities within Hazleton Common and Dell Piece West.

Report prepared by

Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

AGENDA ITEM **24th June 2019**

SUBJECT TITLE: S106 Projects

PURPOSE OF REPORT:

It was discussed in last Grounds Meeting that I investigate the costings to replace the Boardwalks at Hazelton and extend the current boardwalk network at Dell Piece West.

SUGGESTIONS:

The original network of boardwalks at Hazelton are made up of three sections. The total length of these boardwalks is 137.2 meters.

The current boardwalks we install cost £69.49 per 2.4 meters. This includes 3.3 Sleepers, Grip Strips, Tie Straps and Screws.

The total cost to replace the old boardwalks for new at Hazelton is: £3972.51 (As current prices stand).

The only cost I have not calculated is the cost of disposing of the original sleepers. Disposing of these could be difficult. Old railway sleepers are viewed as Hazardous Waste Wood due to them being treated in Creosote. Some companies do specialise in disposing of them and I am still awaiting quotes.

In regard to the boardwalks at Dell Piece West, it may be wise to also replace the current raised boardwalks and replace them with the soft wood sleeper style. The boardwalks here are very slippy when wet and have recently had minor repairs to the supporting beams.

In total we would require approximately 230 meters of boardwalk to span the old boardwalk and the worst of the wet areas.

This at a cost of £69.49 per 2.4 meters would cost £6659.45

If we were to leave the current raise boardwalk, I estimate we would need 205 meters costing £5935.60

REPORT PREPARED BY:

Matthew Madill

From: Steve Parkinson [mailto:steve@parkinsonpartnership.uk]
Sent: 01 November 2019 14:45
To: Carla Baverstock-Jones <Carla.baverstock-jones@horndeanpc-hants.gov.uk>
Cc: Simon Ritson <Simon.ritson@horndeanpc-hants.gov.uk>
Subject: RE: Quotation VAT Advice

Dear Carla,

Thank you for asking us to quote for advice on the linked building project.

A report on the VAT implications of the project, including any options available to maximise entitlement to VAT recovery, would be a fixed fee of £1,000. This would include one visit to discuss the situation, inclusive of mileage.

All advice is covered by our professional indemnity insurance.

The fee would include reasonable aftercare (for example answering any questions after the council considers and implements the advice) through to completion of the project, but does not include:
- attending any further meetings
- any additional travel
- representing the council to HMRC
- rescuing the council if they ignore the advice given
-carrying out partial exemption calculations for prior years, if the council has not done them

Please note that our time is fully committed for the next couple of weeks and we wouldn't be able to look at the issue until 14 November.

I hope this is of interest to the council.

Yours sincerely

Steve Parkinson
The Parkinson Partnership LLP
International House
Southampton International Business Park
George Curl Way
Southampton SO18 2RZ
023 8218 2318

Item 16

11 Bridget Close, Horndean, Waterlooville, Hampshire, PO8 9NR

Thank you for giving us the opportunity to submit revised information in an attempt to address concerns raised by local residence, planning officers & stakeholders.

Please find attached the revised information, including;

- Location & block plans.
- Proposed site plan.
- Existing & proposed plans & elevations.
- Supporting planning statement.

Can you please consider the revised information and advise us on your thoughts of the latest option.

In addition, please find attached the appeal decision dated the 05/05/2017 reference APP/M1710/W/17/3167645. Before you make your final decision, we respectfully ask that you carefully read this document again as we strongly feel we have addressed the appeal officers concerns. When concluding the appeal decision the appeal officer stated:

"I conclude that the proposal would not result in any identifiable harm to the living conditions of the neighbouring property, or any additional harm to the character and appearance of the area"

"The proposal would cause significant and unacceptable harm to the occupants of the proposal in respect of outside amenity space"

The application addresses the amenity space item and the appeal officer clearly expresses that the proposed bungalow does not cause inappropriate harm to the neighbouring properties or has any negative impact on the character and appearance of the area. Therefore, we feel there is not any reason for refusal and this application should be favourably viewed and gain approval.

Can I kindly ask that all the new information is uploaded in to the public domain, including this email, so it can be clearly viewed that we have made every effort to demonstrate policy compliance and we have addressed the previous reason for the appeal dismissal.

Thank you very much for your assistance on this matter and we look forward to receiving your comments in due course.

Kind regards

Tom Patton BSc, MCIAT, ICIOB
Director

Patton | Architecture + Development Limited

Waverley Hub, Alfred House,

54480/015 11 Bridget Close, Horndean, Waterlooville, PO8 9NR

Detached dwelling with associated parking and amenity space following demolition of existing garage.

Ward: Murray

Cllr Rep: Cllr R Veitch

Cllr R Veitch referred to his Report (please see attached Report Schedule). EHDC's website was consulted. Cllr Mrs L Evans raised the question who was going to look after the amenities area and the onsite parking, a short discussion took place.

RECOMMENDATION: OBJECTION, for the following reasons:-

The proposed development, if allowed, would result in the over development of the available space (contrary to Joint Core Strategy policy CP29). The proposed building would be too close to the edge of the roadway and thus dominate the street scene, especially since the 1.8 meter high fence would also be along the edge of the roadway.

The Parish has two queries:-

- Is onsite parking provision adequate?
- Who would look after the amenity area?

54480/015 -11 Bridget Close, Horndean, Waterlooville, PO8 9NR

Detached dwelling with associated parking and amenity space following demolition of existing garage.

Ward: Murray

Cllr Rep: Cllr R Veitch

Report: Size Layout & density: This is a variation on the planning proposal contained in Applications 54480/005, /007, /008 and /009. The proposal is to 'shoe-horn' a dwelling into a very small and cramped space. The addition of a 'local amenity space' is a non-sequitur since this has no established need. The boundary along Bridget Close would be an blank 1.8 metre high fence for most of the length of the 'frontage', with a small section 0.8 metres high at the front garden and parking space.

Design, appearance and materials: The design and access statement describes this as being "... similar to the previously approved double garage ..."

Street Scene: Despite some changes to the actual location of the proposed dwelling, it would almost overflow onto the roadway. This especially invasive due to the lack of a footpath long the curtilage of the property.

Overall Highway safety: No significant impact on highway safety since the road is a cul-de-sac.

Noise and Disturbance from completed development: That of a small dwelling, i.e. not significant.

Parking: Meets the SPD requirement but there is no provision for visitor parking and the roadway is too narrow to support much street parking.

Overlooking and loss of privacy: No significant problem.

Traffic generation: No significant increase.

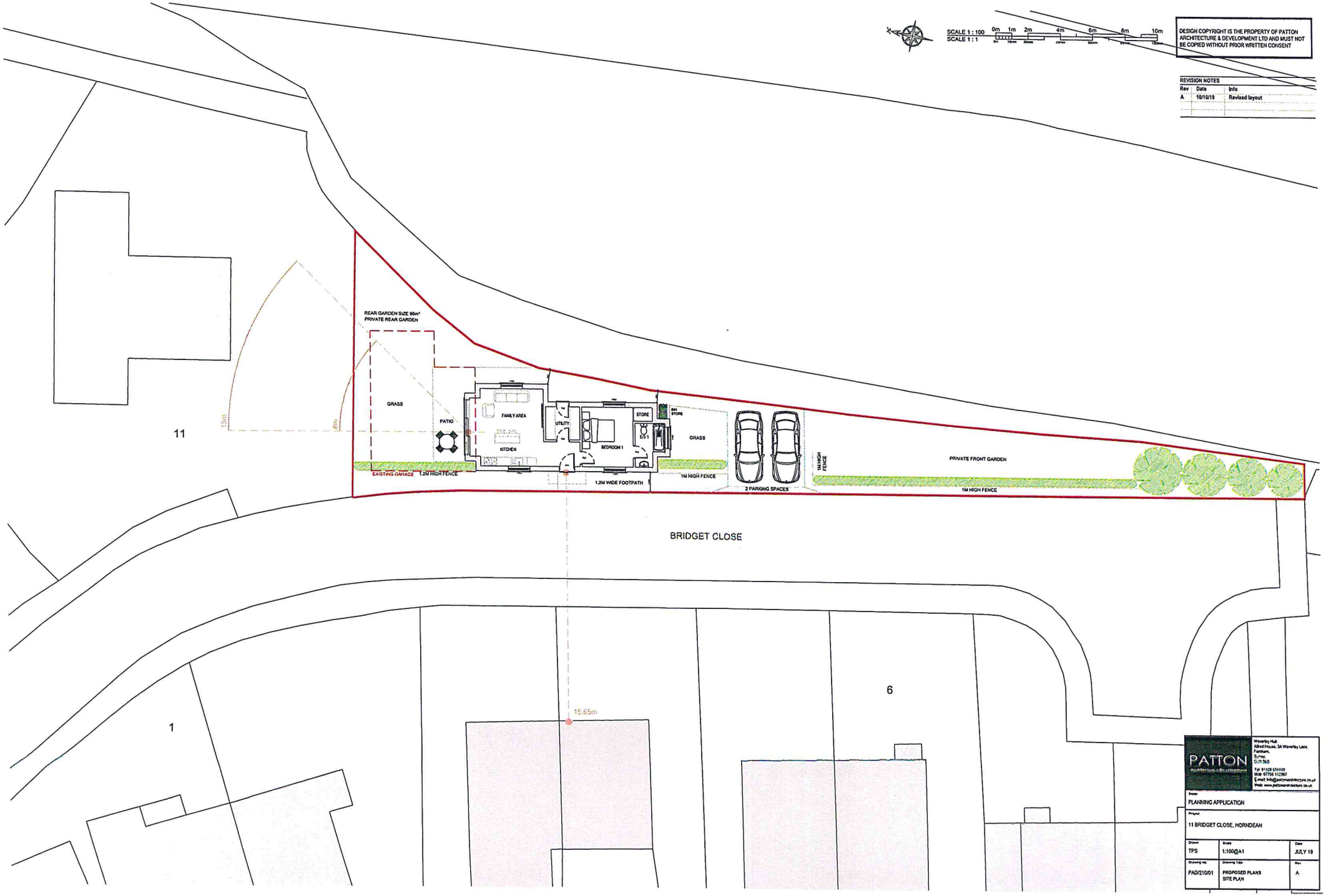
Ground contamination: The existing garage sits on a concrete raft which would require removal (together with the existing and quite new double garage). This would result in a significant amount of debris to be taken to landfill.

RECOMMENDATION: OBJECTION, for the following reasons;

The proposed development, if allowed, would result in the over development of the available space (contrary to Joint Core Strategy policy CP29). The proposed building would be too close to the edge of the roadway and thus dominate the street scene, especially since the 1.8 metre high fence would also be along the edge of the roadway.

Cllr R Veitch

06.08.2019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SCALE 1 : 1
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REVISION NOTES
Rev | Date | Info
A | 10/10/19 | Revised layout
REAR GARDEN SIZE 90m²
PRIVATE REAR GARDEN
GRASS
PATIO
FAMILY AREA
UTILITY
KITCHEN
BEDROOM 1
STORE
BIN STORE
GRASS
EXISTING GARAGE
1.2M HIGH FENCE
1.2M WIDE FOOTPATH
1M HIGH FENCE
2 PARKING SPACES
1M HIGH FENCE
PRIVATE FRONT GARDEN
1M HIGH FENCE
11
BRIDGET CLOSE
1
6
15.65m
PATTON
Waverley Hub
Alfred House, 3A Waverley Lane
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Status
PLANNING APPLICATION
Project
11 BRIDGET CLOSE, HORNDEAN
Drawn
TPS
Scale
1:100@A1
Date
JULY 19
Drawing No
PAD/210/01
Drawing Title
PROPOSED PLANS
SITE PLAN
Rev
A

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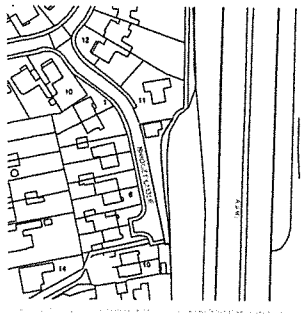
REVISION NOTES

Rev	Date	Info
A	03/10/19	Revised proposed footprint



LOCATION PLAN
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EXISTING BLOCK PLAN
1:500@A1

PROPOSED BLOCK PLAN
1:500@A1

KEY

EXISTING

PROPOSED

11 BRIDGET CLOSE, HORNDEAN

PLANNING APPLICATION

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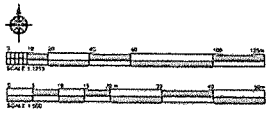
SCALE 1:500



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Stage	
PLANNING APPLICATION	
Project	
11 BRIDGET CLOSE, HORNDEAN	
Drawn: TPS	Scale: 1:100@A1
Date: JULY 19	
Drawing No: PAD/2109/03	Drawing Title: EXISTING & PROPOSED PLANS LOCATION & BLOCK
Rev: A	

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REVISION NOTES

Rev	Date	Info
A	03/10/19	Revised layout

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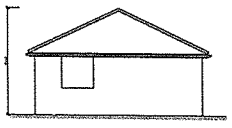

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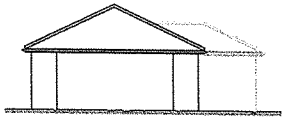

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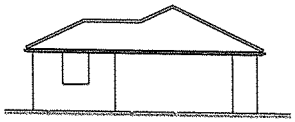
EXISTING REAR ELEVATION



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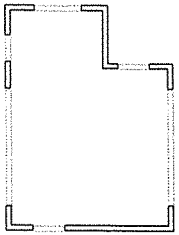

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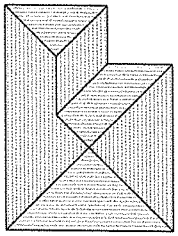
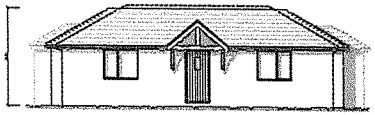


EXISTING ROOF PLAN

PROPOSED

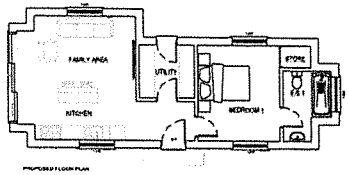


PROPOSED FRONT ELEVATION

PROPOSED SIDE ELEVATION

PROPOSED REAR ELEVATION

PROPOSED SIDE ELEVATION



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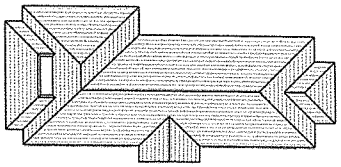

PROPOSED ROOF PLAN

KEY

EXISTING

PROPOSED

11 BRIDGET CLOSE, HORNDEAN

PLANNING APPLICATION

SCALE 1:100

SCALE 1 : 100 0m 1m 2m 4m 6m 8m 10m

SCALE 1 : 1

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Web www.pattonarchitecture.co.uk

Stage	PLANNING APPLICATION
Project	11 BRIDGET CLOSE, HORNDEAN
Drawn: TPS	Scale: 1:100@A1
Date: JULY 19	
Drawing No: PAD/210/02	Drawing Title: EXISTING & PROPOSED PLANS FLOOR ELEVATIONS
Rev: A	

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11.11.2019**

AGENDA ITEM: 17

SUBJECT OF REPORT: 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.

G 032/19/20 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF HEDGE CUTTING WITHIN CATHERINGTON LITH**

Matt Madill explained that the previously granted TPO permission had expired and that a new application has been made.

It was **RESOLVED** to accept the recommendation as per the report **(see attached).** Contractor 2 was selected.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr D Alexander. All agreed.

G 033/19/20 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE TREE WORKS TO BE UNDERTAKEN WITHIN YEOLLS COPSE**

It was **RESOLVED** to accept the recommendation as per the report **(see attached)**. Contractor 3 was selected.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr J Lay. All agreed.

HORNDEAN PARISH COUNCIL

AGENDA ITEM 7 **14th October 2019**

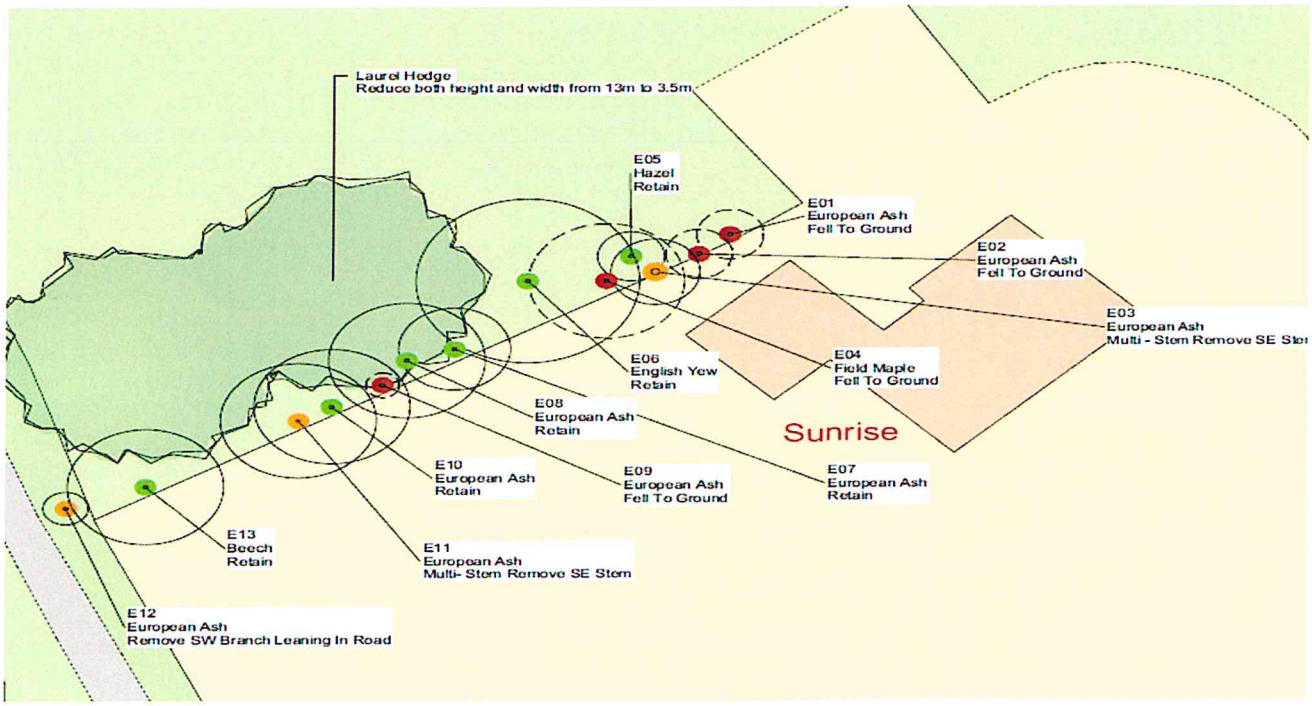
SUBJECT TITLE: Laurel Hedge – Catherington Lith

PURPOSE OF REPORT:

There is a large overgrown Laurel Hedge running along the northern boundary of the Property Sunrise. This hedge has now grown very tall, is touching the property sunrise and work is required to reduce the overall height.

Within the Laurel hedge there are also a number of trees that are either touching or about to touch the property. These also need works.

I have applied for permission from EHDC as the area is covered by a TPO and they have accepted my application.



COST:

Contractor 1:	£1800 + Vat
Contractor 2:	£1500 + Vat
Contractor 3:	£1400 + Vat

SUGGESTIONS:

I would suggest using contractor Number 2 or 3. The benefit of using contractor 2 is that if permission can be sought from the property owner at Sunrise, some of the works with a MEWP (raised mobile platform) which improves contractor safety and work productivity.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

AGENDA ITEM 7 **14th October 2019**

SUBJECT TITLE: Wye-Whitebeam at Yeolls Copse

PURPOSE OF REPORT: As part of our Woodland Management plan there is a recommended task of freeing the canopy of the Wye-Whitebeam.

The Wye-Whitebeam is of note, as it is a rare hybrid between a Whitebeam and a Wild Service Tree. This type of hybrid is very rare across the UK.

A number of trees mainly oak, ash and beech surrounds the Wye. Allowing the canopy to be opened around the Wye, would allow more access to light and more room for the tree and tree canopy to grow without fear of competition from surrounding trees.

The plan is to create a halo around the tree allowing the canopy more access to light. This will be done by carrying out tree works to approximately 4 trees around it through felling and canopy thinning.

Due to the need for climbing and lowering branches so they do not damage neighbouring trees, a contractor would be required to carry out these works.

COST:

Quote 1:	£900 + VAT
Quote 2:	£1500 + VAT
Quote 3:	£850 + VAT

SUGGESTIONS: Use contractor who supplied Quote 3 to complete the works.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11.11.2019**

AGENDA ITEM: 18

SUBJECT OF REPORT: 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)

F&GP 030/19/20 **TO RECEIVE AND CONSIDER THE HALL HIRE CHARGES – WEEKEND RATES**

The report was circulated and discussed (see attached).

It was **RESOLVED** to recommend to Council that the peak rate timing is moved from 12pm to 5pm on weekends.

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

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE **Date: 21st October 2019**

AGENDA ITEM: 7

SUBJECT OF REPORT: TO CONSIDER THE HALL HIRE CHARGES – WEEKEND RATES

BACKGROUND

Earlier in the year, a working party was established to investigate the hall hire rate increases and to streamline the complexity of split rates on bookings after 6pm. The terms and conditions were also consolidated to make one document. It was agreed to have only one peak rate for Saturday's and Sunday's but instead of the historic 6pm start for peak rates the timing was changed to 12pm.

Since the implementation of the new hall hire rates in August, we have had concerns with the peak rate starting from 12pm on a number of occasions. Historically Saturday and Sunday mornings are for children's birthday parties and the evening bookings usually start at 6pm. We now again have a split booking situation where the children's party will be booked from 10 till 2 or similar.

The main concern is that the change in timing it has radically increased the cost of children's birthday parties. Previously an average booking of 4 hours cost of £52.80. With the earlier peak timing, this can now cost up to £80.60 for 4 hours. As a result, we suspect we have lost approximately 9 bookings to date.

Previously the standard rate was £13.20 and now £13.75 (4.2%) and the peak rate was £19.35 and is now £20.15 (4.1%). Due to the earlier peak timing, the standard rate between 12pm and 6pm increased from £13.20 to £20.15 (52%).

It is my recommendation that we reinstate the time for the peak rate from 6pm, therefore the increase percentage of circa 4% is consistent across the board.

Report prepared by:
Cheree Garvey
Office Manager

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11.11.2019**

AGENDA ITEM: 19

SUBJECT OF REPORT: 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
- Life Education Wessex - £630
- The Cat and Rabbit Rescue Centre - £300 – Declined

21 OCTOBER 2019

F&GP 031/19/20 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

The grant applications were submitted and discussed.

- Horndean Technology College Lunch Club
  It was **RESOLVED** to recommend a grant of £350 to Council. This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.

- The Cat and Rabbit Rescue Centre
  The accounts submitted with the grant shows large reserves and the committee questioned why an application for £300 was made considering the large reserves. The decision was deferred awaiting additional information.

04 NOVEMBER 2019

F&GP 039/19/20 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

The grant applications were submitted and discussed.

- Life Education Wessex
  It was **RESOLVED** to recommend to Council that a grant of £630 be awarded to Life Education Wessex.

- The Cat and Rabbit Rescue Centre
  It was **RESOLVED** to recommend to Council that the grant request be declined for The Cat and Rabbit Rescue Centre, on the basis that the charity has sufficient funds.