HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 23rd MARCH 2020 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), R Veitch, P Beck, J Lay, D Alexander, B Raymond, D Prosser

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

PUBLIC ATTENDANCE: There were 2 members of the public present. No press attended.

HPC 246/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs I Weeks, Mrs E Tickell, D Evans and County Councillors Mrs M Harvey.

HPC 247/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 248/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report was received from Cllr Mrs Harvey. Cllr Mrs L Evans updated members with regard to the layby in Havant Road. This has been approved for reinstatement and works are scheduled to start on 23rd March 2020.

Members had no questions for Cllr Harvey.

HPC 249/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No report was received from District Councillors. Cllr Mrs L Evans informed members that Penn's Place has been closed to the public and that EDHC meetings have been cancelled due to Covid-19 (Coronavirus) restrictions.

HPC 250/19/20 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman reminded members to wear their HPC ID badges if they are volunteering in the community.

The Chairman informed members of the resignation of Cllr Dr C Jacobs.

HPC 251/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were 2 members of the public present. No members of the press attended.

HPC 252/19/20 **TO CONSIDER THE ELECTION OF: DEREK PROSSER TO THE PLANNING AND PUBLIC SERVICES COMMITTEE AND THE FINANCE AND GENERAL PURPOSES COMMITTEE**

It was **RESOLVED** that Cllr Derek Prosser be elected to the Planning and Public Services Committee and the Finance and General Purposes Committee.

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

HPC 253/19/20 **TO CONSIDER THE ELECTION OF MEMBERS TO THE VARIOUS COMMITTEES**

Cllr B Raymond indicated an interest in the Grounds Committee.

It was **RESOLVED** that Cllr B Raymond be elected to the Grounds Committee.

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

HPC 254/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 17th FEBRUARY 2020**

It was **RESOLVED** that the minutes are signed as a true record of the meeting.

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

HPC 255/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

The Orders for Payment was received.

It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed.

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

HPC 256/19/20 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

The monthly finance report was received and circulated. .

The RFO noted the following:

- With regard to the Jubilee Hall Construction, there is still a remaining £140K available for use before there is a need to draw down the Public Works loan.
- the budgeted tree works with regard to Ash dieback has yet to commence and therefore will fall in the new financial year.

The monthly finance report was noted.

HPC 257/19/20 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPAIRS TO LITH LANE, AND THE APPROPRIATE COURSE OF ACTION**

The Grounds Manager gave a verbal update as he has been unable to gather 3 quotations for the report. To date only one quotation had been received. Further quotations are awaited and the resolution has been deferred. All agreed.

HPC 258/19/20 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE TREE CARVINGS TO BE CREATED WITHIN CATHERINGTON LITH**

The report was received and circulated. A brief discussion took place. The Grounds Manager recommended Quote 2.

The sketches of Quote 1 for the proposed artwork have yet to be received. It was proposed to defer the resolution until these have been received and the decision will made under delegated powers. All agreed

HPC 259/19/20 **TO RECEIVE AND CONSIDER THE REQUEST FOR SIGNAGE TO BE PLACED ON PARISH LAND IN RESPECT OF DOWN ROAD**

The 2 members of public attended for this agenda item.

The request was received and a brief discussion took place.

The current road sign on Down road is not visible until you have turned into the road and is not visible at night. The proposal is to put a shared sign on Parish land indicating both Down Road and Lith Lane. It is further requested to add 'PRIVATE ROAD' to the proposed signage. The residents said that occupants of Down Road properties were willing to contribute to the costs.

Cllr Mrs L Evans proposed that Council agree in principle to this request. All agreed.

The Chairman requested that the residents of Down Road source the sign and submit the proposed cost to the Chief Officer

HPC 260/19/20 **TO CONSIDER THE IMPLEMENTATION OF APPROPRIATE MEASURES IN ORDER TO PROTECT STAFF/PUBLIC/MEMBERS AND RESTRICT THE SPREAD OF THE CORONAVIRUS**

The Chief Officer updated members with regard to the Government Guidelines and the advice from HALC and NALC as to appropriate actions.

A discussion took place and it was **RESOLVED** to implement the following interim measures:

1. The Parish office is closed to the public and where possible staff are to work from home.

   The arrangements are in place for the Chief Officer, The RFO, the Office Manager and the Operations Officer to work from home.

   Employees who are unable to work from home have been furloughed for the period indicated by the Government Guidelines. It is agreed that they shall remain on full salaries for a period of 3 months. This will be reviewed as required.

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

2. The Countryside team will continue with essential duties and Grounds Manager has been granted some flexibility in managing the team to reduce risk. The Countryside team can leave the office early if there are no suitable essential tasks to be undertaken.

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

3. Both Jubilee and Napier halls are closed. Regular hirers are suspended for the closure period and will not be charged.

4. All Council meetings and Committee meetings are cancelled until further notice.

   Cllr Mrs L Evans proposed that decisions required by Council are delegated to the Chairman, Vice Chairman and the Chief Officer. All request will be emailed to Members for consideration and comment prior to a decision being made. Should any particularly difficult decisions need to be made, it may be possible subject to approval from Central Government, for these to be considered within a virtual meeting. This was seconded by Cllr R Veitch. All agreed.

5. All play areas including outdoor fitness equipment will be closed to the public.

6. Jubilee Field car park will be closed to prevent risk to the public, however it will remain open for pedestrians.

7. The hire of the football pitches will be suspended for the time being and no payment will be required for the duration of the suspension.

8. To commit the remaining grant funding available to any community groups bringing forward new initiatives to assist residents during their isolation periods.

HPC 261/19/20 **TO RECEIVE AND CONSIDER THE INVITATION RECEIVED FROM THE PLANNING INSPECTORATE TO ATTEND TO A PRELIMINARY MEETING PERTAINING TO AN APPLICATION SUBMITTED BY AQUIND**

Cllr P Beck volunteered attendance. It is noted that potentially Cllr Mrs E Tickell will also attend should the meeting go ahead considering the current restrictions.

HPC 262/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 16th MARCH 2020, IN RESPECT OF THE FLEXIBLE WORKING POLICY**

It was **RESOLVED** to adopt the Flexible Working Policy. This was proposed by Cllr R Veitch and seconded by Cllr Mrs L Evans. All agreed.

HPC 263/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 16th MARCH 2020, IN RESPECT OF THE TRAINING AGREEMENT**

It is proposed that the word 'qualification' is to be replaced with 'training' throughout.

It was **RESOLVED** to adopt the Training Agreement following the proposed amendment. This was proposed by Cllr Mrs L Evans and seconded by Cllr P Beck. All agreed.

HPC 264/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING 27 APRIL 2020, AND THE ANNUAL PARISH MEETING ON 06 APRIL 2020**

There will be no Council meetings until further notice.

It was **RESOLVED** to cancel the Annual Parish Meeting. This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay. All agreed.

HPC 265/19/20 **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 excluded.

Public Meeting closed at 9:15pm

Confidential part of the meeting

HPC 266/19/20 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 17th FEBRUARY 2020**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 17th February 2020 be signed as a true record of the meeting.

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

HPC 267/19/20 **TO CONSIDER THE WAY FORWARD AS TO THE OVERALL MANAGEMENT OF THE JUBILEE CONSTRUCTION PROJECT**

Due to ongoing trespassing onto the construction site, subsequent vandalism and a danger to the intruders (they have been climbing on the existing roof), HPC has a duty of care to ensure that the site is secure and protected.

It was **RESOLVED** to use CCTV and to install such measures now.

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

Meeting concluded at 9:45pm.

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Signed - The Chairman

4/2/2021.....
Date

Virtual meetings
Agreed 10/8/2020