Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 12 OCTOBER 2020 at 7.00 P.M.

Members of the public can login via the website link.

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

06 October 2020

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 election of Cllr Little to the Planning & Public Services Committee, and the Finance & General Purposes Committee.

7. To approve the Minutes of the Council Meeting held on the 07 September 2020.

8. To receive and approve the Orders for Payment (List 3 attached).

9. To receive and note the monthly finance report.

10. To receive a report and consider the quotations in respect of the landline/mobile telephone contracts.

11. To receive a report and consider the quotation in respect of the storage/furniture requirements pertaining to the new Parish Office.

12. To receive a verbal update in respect of the Speed Indicator Device and consider the way forward.

13. To consider the most appropriate manner in which to respectfully acknowledge Armistice Day, given the cancellation of HPC's Remembrance Sunday Service, due to COVID-19 constraints.

14. To receive a verbal update in respect of the Land East of Horndean development.

15. To receive a report and note the vehicle accident which occurred involving members of the Countryside Team.

16. To note the next scheduled meeting of the Council being the 09 November 2020.

17. **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).**

18. To receive the recommendation from the Grounds Committee on the 21 September 2020, in respect of the football pitch hire agreements.

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 7th SEPTEMBER 2020 AT 7.00 P.M. WITH MICROSOFT TEAMS

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Sarah Guy, Operations Officer (Meeting Facilitator)

PUBLIC ATTENDANCE: There were no members of the public or press present.

HPC 046/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs I. Weeks and P Beck

HPC 047/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 048/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

HPC 049/20/21 **TO CONSIDER THE CO-OPTION OF: PETER LITTLE TO REPRESENT MURRAY WARD**

The Chairman requested that any questions be directed at Mr. Little. There were no questions.

It was **RESOLVED** to co-opt Mr Peter Little to the Parish Council to represent Murray Ward. This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch. All agreed.

HPC 050/20/21 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 10 AUGUST 2020 AND THE EXTRAORDINARY COUNCIL MEETING ON 03 AUGUST 2020**

It was **RESOLVED** that the minutes of the Council meeting held on 24th August 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr B Raymond.

HPC 051/20/21 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)**

Cllr D Evans queried item 16 with regard to the window repair of the countryside vehicle. The repair was due to the failure of the window mechanism.

It was **RESOLVED** that the Orders for Payment (List 2 attached) be approved and duly signed. This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes.

HPC 052/20/21 **TO RECEIVE A REPORT AND CONSIDER THE PURCHASE OF A DDA COMPLIANT TODDLER SWING AT DOWNS PARK FUNDED BY THE COMMUNITY INFRASTRUCTURE LEVEY: NEIGHBOURHOOD PORTION**

This item has been deferred to the next meeting.

HPC 053/20/21 **TO RECEIVE A REPORT AND CONSIDER THE INSTALLATION COSTS PERTAINING TO THE PURCHASE OF A DDA COMPLIANT ROUNDABOUT AT FIVE HEADS RECREATION GROUND, FUNDED BY THE COMMUNITY INFRASTRUCTURE LEVY: NEIGHBOURHOOD PORTION.**

This additional cost of installation is substantially higher than the initial quotation as noted in the minutes of 24th August 2020. The chief officer reminded Members that the cost of repair cannot be drawn from the CIL Neighbourhood Portion.

It was **RESOLVED** to revert to repairing the existing roundabout and not purchase a new DDA compliant roundabout.

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

HPC 054/20/21 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE SPEED INDICATOR DEVICE AND CONSIDER THE WAY FORWARD**

Cllr Mrs L Evans explained that the scheduled meeting with the SID team has been delayed and therefore no update is currently available. This has therefore been deferred to the next meeting.

HPC 055/20/21 **TO RECEIVE A REPORT AND CONSIDER THE COSTS PERTAINING TOT EH PURCHASE/INSTALLATION OF A VIEWING PLATFORM WITHIN CATHERINGTON LITH**

This item has been deferred to the next meeting.

HPC 056/20/21 **TO RECEIVE A REPORT AND NOTE THE REPAIRS UNDERTAKEN IN RESPECT OF PLAY EQUIPMENT AT FIVE HEADS AND DOWNS PARK, PURSUANT TO HPC'S FINANCIAL REGULATIONS – PARA 3.4.**

The report is so noted.

HPC 057/20/21 **TO RECEIVE AND CONSIDER THE RENEWAL QUOTATIONS IN RESPECT OF HPC'S ALL RISK INSURANCE POLICY**

The quotations were received and considered.

It was **RESOLVED** to accept the quotation from Zurich and enter into a Long Term Agreement of 3 years.

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

HPC 058/20/21 **TO NOTE THE OFFER FROM HAMPSHIRE COUNTY COUNCIL FOR AN ORGANISATION TO OPEN AN INDEPENDENT COMMUNITY LIBRARY**

The offer has been noted.

HPC 059/20/21 **TO CONSIDER AND AGREE THE WAY FORWARD IN TERMS OF RETURNING TO THE SCHEDULED COMMITTEE MEETINGS OF THE PARISH COUNCIL**

The Chaiman informed Members that decision made under delegated powers cannot continue for longer than necessary and as we are successfully meeting virtually for Council meetings it is imperative to return to the schedule of meetings.

The Chairman requested the Chief Officer to liaise with chairmen of the various committees to resume the Committee Meetings.

It was **RESOLVED** that Committee Meetings will resume as scheduled. Meeting will remain virtual for the time being.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs E Tickell.

HPC 060/20/21 **TO NOTE THE BUDGET WORKSHOP MEETING SCHEDULED FOR MONDAY 28TH SEPTEMBER 2020 AT 7:00PM**

The supporting papers for the Budget workshop meeting will be posted or collected by Monday 21st September in preparation for the meeting.

The date of the Budget Workshop Meeting is duly noted.

HPC 061/20/21 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 12th OCTOBER 2020**

The next meeting of the Council is noted as 12th October 2020.

Meeting concluded at 7:32pm

.....
Signed - The Chairman

.....
Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 3 - 12-OCT-2020			BANK ENTRIES: 29 AUG - 30 SEPT 2020
Ref	Date	Payee/Payer	Net	VAT	Total	ITEM: 8
DIRECT DEBITS		BANK ENTRIES: 29 AUG - 30 SEPT 2020				
1	20/08/2020	Business Stream	£364.31	£0.00	£364.31	Water: Jubilee 21 Jan - 13 July 2020
2	14/08/2020	Initial	£116.35	£23.27	£139.62	Napier Hall Waste Collection: 01/09/20 - 30/11/20
3	04/09/2020	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/09/20 - 03/10/20
4	01/09/2020	Fuelgenie	£243.57	£48.71	£292.28	Fuel: August 2020
5	01/09/2020	Peach	£170.94	£34.19	£205.13	Tyfield Line-Aug Calls, Sept Rent + Alarm. Jub/Nap Wi Fi
6	02/09/2020	Castle Water	£8.92	£0.00	£8.92	Jubilee Water: 1 Aug - 31 Aug 2020
7	02/09/2020	Castle Water	£15.73	£0.00	£15.73	St Catherines Cotts : Water : 29/06-28/12/20
8	09/09/2020	Castle Water	£6.35	£0.00	£6.35	Tyfield Water: 1 Aug - 31 Aug 2020
9	11/09/2020	Business Stream	£99.75	£0.00	£99.75	Tyfield Waste Water: 28 Jan - 10 Sept 2020 (226 days)
10	31/08/2020	Veolia	£204.50	£40.90	£245.40	Waste Collection: August 2020
11	02/09/2020	SSE Gas	£12.08	£0.60	£12.68	Napier Gas: 4 Aug - 1 Sept
12	20/09/2020	EE & T Mobile	£81.76	£16.35	£98.11	Mobiles: 20 Aug- 19 Sep 2020
13	28/08/2020	PHS Group	£76.50	£15.30	£91.80	Annual Duty of Care: 01/10/20-30/09/21
B.A.C.S.		BANK ENTRIES: 29 AUG - 30 SEPT 2020				
14	01/09/2020	Luckylite	£560.00	£0.00	£560.00	Rent: September 2020
15	03/09/2020	Staff Expenses	£12.73	£0.00	£12.73	Staff Expenses: August 2020
16	25/08/2020	Screwfix	£46.61	£9.32	£55.93	Antivibration Gloves, Screws
17	21/08/2020	Wicksteed	£1,102.00	£220.40	£1,322.40	Universal Joint Assembly - Downs Park Swing
18	20/08/2020	DNB Tree Surgery Ltd	£16,666.67	£3,333.33	£20,000.00	Ash Die Back Felling Scheme-Payment 1
19	01/04/2020	Keydell Nurseries	£51.37	£10.27	£61.64	Various Perennials for Downs Park
20	01/04/2020	Keydell Nurseries	£59.08	£11.81	£70.89	Plants for Deep Dell
21	01/04/2020	Keydell Nurseries	£87.32	£17.46	£104.78	Bay Trees and Pots for Napier Hall
22	01/04/2020	Keydell Nurseries	£4.16	£0.83	£4.99	1 x Bag Grit for Jubilee Hall
23	01/04/2020	Keydell Nurseries	£12.50	£2.49	£14.99	Edging Spade
24	01/04/2020	Keydell Nurseries	£25.00	£4.99	£29.99	Grass Seed and Lawn Dressing for Football Pitches
25	05/08/2020	Aardvark Supplies Ltd	£59.10	£11.82	£70.92	6 Air Fresheners/2 BoxesWhite Hand Towels
26	28/08/2020	AVS Fencing	£88.68	£17.74	£106.42	Fence Posts for Jubilee
27	20/08/2020	Cluson Engineering Ltd	£24.00	£4.80	£28.80	Work Overalls
28	28/8/20202	Screwfix	£26.64	£5.33	£31.97	Screwbit Box/Locking Pliers
29	20/08/2020	DNB Tree Surgery Ltd	£3,903.33	£780.67	£4,684.00	Ash Die Back Felling Scheme-Payment 2
30	07/09/2020	A1 Security Systems Ltd	£107.00	£21.40	£128.40	Attend to Download Footage re Break in
31	01/09/2020	Blendworth Tree Surgeons	£700.00	£140.00	£840.00	Hedges Trimmed at Five Heads Rec
32	09/09/2020	Zurich Municipal	£5,359.31	£643.13	£6,002.44	Annual Insurance 1/10/20-30/9/21
33	09/09/2020	Zurich Municipal	£944.27	£113.31	£1,057.58	Agricultural Insurance 1/10/20-30/9/21
34	15/09/2020	Victim Support	£200.00	£0.00	£200.00	Grant issued
35	10/09/2020	Speltham Contracts Ltd	£82,133.99	£16,426.80	£98,560.79	Contract Payment No 11 - Jubilee Project
36	18/09/2020	Horndean PC Employees	£16,272.11	£0.00	£16,272.11	Staff Salaries: September 2020
37	21/09/2020	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: September 2020
38	15/09/2020	PDP Architecture	£600.00	£120.00	£720.00	Provide Sketch Feasibility Layout Drawings-LEOH
39	21/09/2020	R B Harriott	£3,815.00	£763.00	£4,578.00	Tyfield House Rent : Quarter 2 2020/21
40	21/09/2020	R B Harriott	£201.55	£0.00	£201.55	Insurance: Quarter 2 2020/21
41	01/10/2020	CIA Ltd	£311.00	£62.20	£373.20	Service Agreement 1/10/20 - 30/9/21
42	14/09/2020	Viking	£64.81	£8.16	£72.97	Stationery/Office Coffee
43	15/09/2020	PPL/PRS	£640.74	£128.16	£768.90	Music Licence for Jubilee/Napier
44	15/09/2020	Screwfix	£166.66	£33.33	£199.99	Erbauer 26kg Breaker 240V-Lith L:ane Track Works
45	15/09/2020	Screwfix	£14.16	£2.83	£16.99	Adjustable Flat Wood Bit 22-76mm
46	14/09/2020	AVS Fencing	£27.75	£5.55	£33.30	1 x Sleeper - Jubilee Play Area
47	14/09/2020	A1 Security Systems Ltd	£100.00	£20.00	£120.00	Monthly Rental of CCTV at Jubilee Hall-October
48	21/09/2020	PDP Architecture	£500.00	£100.00	£600.00	QS Servs-KP Consultancy-No 3
49	26/09/2020	PositiveID	£18.75	£3.75	£22.50	3 x ID Badges
50	24/09/2020	Watling & Hirst Ltd	£200.00	£40.00	£240.00	Quarter 2 Payroll Charges
51	25/09/2020	Norse South East Ltd	£16,520.00	£3,304.00	£19,824.00	Grass Cutting 2020/21 Contract
52	30/09/2020	Hampshire Pension Fund	£4,739.33	£0.00	£4,739.33	Pensions: September 2020
53	30/09/2020	HM Revenue & Customs	£4,369.50	£0.00	£4,369.50	PAYE/NI: September 2020
DEBIT CARD		BANK ENTRIES: 29 AUG - 30 SEPT 2020				
54	01/09/2020	HM Land Registry	£6.00	£0.00	£6.00	Title Plans for Home Meadows
55	09/09/2020	4x4 Accessories and Tyres Ltd	£92.34	£18.47	£110.81	2 x Replacement Rear Door Handle ST08 XVV
56	18/09/2020	F R Jones	£587.50	£117.50	£705.00	4 x Telescopic Bypass Loppers/Chainsaw
57	18/09/2020	F R Jones	£18.74	£3.75	£22.49	2 x Fan Leaf Rakes
58	11/09/2020	JAF Graphics Ltd	£299.15	£59.83	£358.98	Lith Lane Signage
59	21/09/2020	Kendal Group	£98.40	£19.68	£118.08	4 Tonnes Type 1 Limestone-Lith Lane Repair
60	22/09/2020	Kendal Group	£98.40	£19.68	£118.08	4 Tonnes Type 1 Limestone-Lith Lane Repair
		TOTAL EXPENDITURE	**£163,357.91**	**£26,788.12**	**£190,146.03**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 3 - 12-OCT-2020			BANK ENTRIES: 29 AUG - 30 SEPT 2020
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 29 AUG - 30 SEPT 2020				
61	various	Regular Hall Users	£598.14	£0.00	£598.14	Hire of Jubilee Hall
62	various	Regular Hall Users	£447.90	£0.00	£447.90	Hire of Napier Hall
63	various	Casual Hall Users	£427.60	£0.00	£427.60	Hire of Jubilee Hall
64	various	Casual Hall Users	£120.00	£0.00	£120.00	Hire of Napier Hall
65	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
66	various	Casual Hall Users	-£300.00	£0.00	-£300.00	Deposits Refunded
67	various	Football Teams	£87.51	£0.00	£87.51	Hire of Football Pitches
68	various	Bank Interest	£264.19	£0.00	£264.19	Interest on Savings
69	08/09/2020	East Hampshire District Council	£190,770.50	£0.00	£190,770.50	Precept 2020/21 (September 20 to March 21)
		TOTAL INCOME	**£192,815.84**		**£192,815.84**	

SIGNED:		
DATE:	**LIST 3 - 12-OCT-2020**	

ITEM: 9

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 12 October 2020

SUBJECT OF REPORT: Finance Report (since 24 August 2020)

Income

Since the last Finance Report provided for the Council meeting on the 24th August there are the following items to note.

1. Part 2 of the Precept for the period 1st October 2020 to 31st March 2020 for £190,771 has been received.
2. We have received £6,876 from South Downs National Park for tree carvings at Catherington Lith.

Budget 2021-22

A virtual budget workshop was held on Monday 28th September and the adjustments that were discussed will be fed into a second version for further discussion at the Finance & General Purposes meeting to be held on Monday 19th October.

Jubilee Hall Construction

We have to date received and paid eleven invoices from Spelthams totalling £592,069.78 (after the retention), broken down as per the table below.

REF		BGT	YTD TOTAL	BALANCE
1	PRELIMINARIES	59,613.80	56,381.61	3,232.19
2	SUBSTRUCTURES	36,256.29	36,256.29	0.00
3	SUPERSTRUCTURES	279,007.13	209,543.42	69,463.71
4	MECHANICAL AND ELECTRICAL INSTALLATIONS	146,720.32	101,741.83	44,978.49
5	DRAINAGE AND EXTERNAL SERVICES	55,984.46	45,841.14	10,143.32
6	EXTERNAL WORKS	154,509.47	138,016.04	16,493.43
7	PROVISIONAL SUMS	7,250.00	4,000.00	3,250.00
8	OVERHEADS & PROFIT	36,916.67	18,936.97	17,979.70
9	VARIATIONS	0.00	12,514.05	
	TOTAL	776,258.14	623,231.35	165,540.85
10	50% SPLIT ON TENDER ERROR	-12,803.54		-12,803.54
	REVISED TOTAL	763,454.60		152,737.31
	RETENTION (5%)		31,161.57	
	INVOICE		592,069.78	
	VAT (reclaimed or to be reclaimed)		118,413.96	
	TOTAL		710,483.73	

All the s106 monies from East Hampshire District Council and our own reserves that have been put into the project have now been spent so we are now calling on the Public Works Loan.
Details of the 'Variations' total will be provided in detail at the Finance and General Purposes meeting scheduled for 19th October.

Public Works Loan Board (PWLB)

As instructed by Council, £100,000 of the £500,000 loan has been transferred into the Cambridge & Counties 45 day notice interest bearing account.

Management Accounts: Income & Expenditure

The Quarter 2 management accounts will be available for the F&GP Meeting on the 19th October.

Report Prepared by Simon Ritson, Responsible Finance Officer, October 5th 2020

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 12 October 2020**

AGENDA ITEM: 11

SUBJECT OF REPORT: Office Furniture/Storage Solutions

BACKGROUND

The move to the newly constructed offices at Jubilee is quickly approaching, and having had the opportunity to view the building, additional items of furniture are required.

We currently have four desks within the main office two of which are shared; government advice discourages the sharing of desks, insofar as workstations are to be assigned to individuals. On this basis a further two desks/pedestals (£418) will need to be purchased to ensure compliance with the COVID-secure guidance.

The original construction contract included a provisional sum of £2,000, for wall storage. Quotations obtained amounted to (£4,969), which unfortunately exceeded the allocated amount, and therefore it was agreed for storage to be purchased post completion.

Additionally, there is a meeting room, reception/foyer and kitchen area, which will require basic furniture.

The attached quotation consists of suitable items to furnish the above areas, and includes both options for inbuilt or freestanding storage, the latter being the least expensive.

I have highlighted appropriate items as per the written proposal, and disregarded replacement desks and inbuilt storage as financially unfavourable at this time. However, it is of note that the current desks being of different shapes and sizes will not utilise the available office space to the maximum. To this end four replacement desks/pedestals have been included for information purposes - total cost of £972.00, as Members may prefer the office layout to be streamline for ease of usage and optimum functionality.

Total cost of highlighted listed items £4,341.

Recommendation

Council may wish to consider the items listed individually. In essence expenditure of £2,000 having been previously agreed, leaves an additional spend of £1,923, for which funding is available within the Jubilee contingency provision - current balance being £16,223.

Alternatively, Members may wish to limit the budget to the original contractual figure of £2,000, enabling for the purchase of essential storage/furniture items, as deemed appropriate by the Chief Officer.

Report prepared by
Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 12 October 2020**

AGENDA ITEM: 15

SUBJECT OF REPORT: Countryside Vehicle Accident

BACKGROUND

On the 23 September 2020, the Ford Ranger – Reg: ST08 XVV whilst towing a trailer on the M27 was involved in an accident.

The trailer was transporting aggregates for the purpose of repairing Lith Lane, three previous loads had been successfully delivered.

No other vehicle was involved; a member of the Countryside Team (passenger) suffered bruising to his knee, without any further injuries being reported. An ambulance attended the scene but no treatment was required for either member of staff.

The vehicle was pulled to the central reservation by the trailer due to it oscillating, causing the vehicle to collide with the barrier and spinning to face the oncoming traffic.

It is extremely fortunate given all the circumstances that serious injury was avoided by all concerned.

At present, we await the insurers inspection to determine the future of both the vehicle and the trailer, indications are that the vehicle will be classed as a write-off.

Information has been collated and witness statements provided to enable an accident investigation to take place.

Findings of the Investigation

Keys Facts are as follows:

- Vehicle driven in accordance with the speed limit by a member of staff with in excess of 40yrs driving experience
- Trailer and vehicle regularly serviced
- Both trailer and vehicle within operating weight/load limits
- Vehicle was in the process of undertaking Council approved works.

Future Risk Control Action Plan:

- Consider option to replace vehicle with a flatbed truck, thereby removing the need for a separate trailer, or
- Countryside Team to receive trailer towing training
- Trailer to be used only within the parish.

Potential Costs:

- Replacement vehicle/trailer
- Vehicle hire whilst appropriate replacement sought
- Vehicle livery and additional fittings.

Staff both returned to work as scheduled, with the exception of one day certified as sick due to the knee injury, and suffering from symptoms of minor shock.

Lith Avenue resurfacing work has been completed.

Report prepared by

Carla Baverstock-Jones
Chief Officer