



# HORNDDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 19<sup>TH</sup> APRIL 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS

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

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Sarah Guy, Operations Officer (Minute Taker & Meeting Facilitator)

**PUBLIC ATTENDANCE:** No members of the public present.

**HPC 001/21/22** **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

**HPC 002/21/22** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 003/21/22** **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No written update provided.

**HPC 004/21/22** **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. There were no questions from members for District Councillors.

**HPC 005/21/22** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

**HPC 006/21/22** **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15<sup>TH</sup> MARCH 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 15<sup>th</sup> March 2021 be signed as a true record of the meeting.

HPC 007/21/22

**TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)**

Cllr Forbes queried item 24 and 25 (Call out Charge to Establish Water Leak at Jubilee Admin Building & Replacement Water Tank for Immersion Boiler). The Chief Officer explained that item 24 was a call out charge from Spelthams for investigating a leak in the new building. It had been assumed to be a problem caused by Speltham but they established that the leak had been caused by the burst immersion heater in the attic space of Jubilee Hall and not the new office building, therefore, it was the responsibility of HPC to pay for the works and a replacement Water Tank, as per item 25.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed. All agreed

This was proposed by Cllr P Beck and seconded by Cllr P Little.

HPC 008/21/22

**TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31<sup>ST</sup> MARCH 2021**

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 31<sup>st</sup> March 2021.

HPC 009/21/22

**TO RECEIVE AND AGREE THE REVISED CODE OF CONDUCT FOR COUNCILLORS**

A copy of the previously adopted HPC Code of Conduct was circulated, along with the EHDC adopted Code of Conduct.

The Chairman suggested that the EHDC Code of Conduct be adopted by HPC.

A brief discussion took place and It was **RESOLVED** that HPC adopt the EHDC Code of Conduct and amend as follows.

- Striking out information specific to EHDC but keeping exactly the same rules and clauses as EHDC.
- Adding the HPC logo to the revised document.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Little. Once the amendments have been made, the document is to be returned to Council for approval.

HPC 010/21/22

**TO RECEIVE A REPORT AND CONSIDER THE FINAL LAYOUT IN RESPECT OF THE PARISH OFFICE SIGNAGE**

A report by the Operations Officer was circulated and a discussion took place.

Signwriting directly onto the glass seemed to be the preference for the design, due to it being more permanent and durable.

It was **RESOLVED** that

- The Parish Office Signage be directly sign written onto the large glass window in gold leaf glass gilding by Osborne Signs (£1,400 + VAT), with the HPC logo above and Horndean Parish Council written underneath.

- The Chief Officer instruct a Graphic Designer (as per the 3 quotations received) to recreate the HPC logo and provide all industry standard logo files. A request be made to the graphic designer for something to be put into writing to say that HPC have title ownership once the re-creation of the HPC logo has been completed.

**HPC 011/21/22**                    **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 22 MARCH 2021, IN RESPECT OF THE MEMORIAL BENCHES POLICY**

A draft Memorial Bench Policy was circulated and a brief discussion took place. It was **RESOLVED** that the Policy be accepted and agreed with the following amendment.

- The paragraph stating “Memorial plaques must be purchased by the applicant” to be removed and replaced with wording stating the HPC will purchase the Memorial plaques.

**HPC 012/21/22**                    **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE ANNUAL MEETING ON THE 5<sup>TH</sup> MAY 2021**

The next scheduled meeting of the Council is noted as the Annual Meeting on 5<sup>th</sup> May 2021. This meeting will be held virtually.

**HPC 013/21/22**                    **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.**

No members of the public or press were present.

*Recording of meeting ended at 8.02pm.*

**HPC 014/21/22**                    **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 15TH MARCH 2021**

The Chairman stated that a minor amendment had been made to minute HPC 182/20/21 by changing the wording “us unfair” to “is unfair”.

It was **RESOLVED** that the minutes of the Council meeting held on 15 March 2021 be signed as a true record of the meeting.

This was proposed by Cllr Mr R Veitch and seconded by Cllr P Little. All agreed.

Meeting concluded at 08.03pm.



Signed - The Chairman

26/04/2021  
Date