Horndean Parish Council
NOTICE OF MEETING

Members are hereby summoned to attend the ANNUAL COUNCIL MEETING OF HORNDEAN PARISH COUNCIL, HELD ON MONDAY 11TH MAY 2026 at 6.30 P.M, AT JUBILEE HALL, CROUCH LANE, HORNDEAN PO8 9SU

Becky White
Clerk to the Council
1st May 2026

AGENDA

1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.
2. To elect a Vice Chair.
3. To receive apologies for absence.

   Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Councillors giving their apologies should specify their reason for absence and it is for the Council to consider whether to accept them.
4. To receive any Declarations 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.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors.

   Limited to 15 minutes in total, and a maximum of 3 minutes for any one speaker, to allow members of the public to raise any matters for the Council's attention. Matters raised may not be debated in the meeting and Council can choose to issue a written reply.
6. To approve the Minutes of the Council meeting held on 13th April 2026.
7. To receive and approve the Orders for Payment (March & April attached).
8. To consider and determine arrangements for the Internal Audit 2026/27.
9. Receipt of nomination to existing committees and election of Chairs to Committees as follows
   - Finance & General Purposes
   - Planning & Public Services
   - Grounds
   - Staff
10. Appointment to Working Parties as follows:
    - Neighbourhood Plan Working Party
11. To appoint two or more members to a new Working Party to review delegation arrangements, including Committee Terms of Reference and the Council's Standing Orders with the Clerk and Deputy Clerk and make recommendations.
12. To appoint two or more members to a new Working Party including the Clerk to review EHDC assets in Horndean Parish and make recommendations on whether Expressions of Interest in a Community Asset Transfer should be made to EHDC.

13. To appoint two or more members to a new Working Party including the Clerk to consider the transfer offer from Highwood Homes of public open space at Land off Rowlands Castle and make recommendations.
14. Review of representation on or work with external bodies and arrangements for reporting back as follows:

    - EH Association Town & Parish Council
    - Catherington Village Residents Association
    - Horndean Community Association
    - Horndean Twinning Association
    - Lovedean Village Residents Association
    - Horndean Technical College
    - HCC Passenger Transport Forum
    - South Downs National Park
    - Horndean Improvement Forum
    - Horndean Parish Design Statement Review Steering Group
    - EHDC ABCD Stewardship Group

15. Review of the Councils and/or employees' memberships of other bodies.

    - Hampshire Association of Local Councils (HALC) and additional HR Service
    - South East Employers for HR and Employment Law Advice
    - Society for Local Council Clerks
    - Campaign for Protection of Rural England
    - Chartered Management Institute
    - The Institute of Local Council Management

16. Confirmation of arrangements for insurance cover in respect of all insured risks.
17. To note the s.137 spending limit for 2026/27.
18. To appoint the Responsible Finance Officer.
19. Review the Councils complaints procedure.
20. To receive the speeding data for April & May 2026.
21. To receive and consider a grant application from The Kings Arm Youth Service in respect of an art project in Horndean Village centre.
22. To confirm bank mandates and signatories for Accounts.
23. To note the total precept requirement in respect of 2026/27 being £538,095.
24. To note the next scheduled meeting of the Council being 1st June 2026.

PUBLIC ATTENDANCE

MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND THIS MEETING. IF YOU WOULD LIKE TO MAKE COMMENTS OR HAVE A VIEW ON ANY ITEM ON THIS AGENDA YOU WISH TO HAVE TAKEN INTO CONSIDERATION, YOU ARE INVITED TO WRITE TO THE CLERK OR CONTACT A PARISH COUNCILLOR, PRIOR TO THE MEETING.

FILMING AND USE OF SOCIAL MEDIA

DURING THIS MEETING, THE PUBLIC ARE PERMITTED TO FILM THE COUNCIL IN THE PUBLIC SESSION OF A MEETING OR USE SOCIAL MEDIA, PROVIDING IT DOES NOT DISRUPT THE MEETING. THE PUBLIC GALLERY SHOULD NOT BE FILMED. YOU ARE ENCOURAGED TO LET THE CLERK KNOW IN ADVANCE IF YOU WISH TO FILM. MOBILE DEVICES SHOULD BE SWITCHED TO SILENT FOR THE DURATION OF THE MEETING.

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 13TH APRIL 2026 AT 6.30 P.M.

PRESENT: Councillors A Redding (Chairman), T Attlee, P Beck, J Lay, D Prosser, N Smith, R Sowden

IN ATTENDANCE: Becky White, Clerk; Sarah Guy, Deputy Clerk (Minute Taker)

PUBLIC ATTENDANCE: 9 members of the public & District Cllrs J Hogan & S Schillemore

HPC 268/25/26 TO RECEIVE APOLOGIES FOR ABSENCE
Apologies were received from Cllrs R Smith and J Tyler. County Cllr M Harvey and District Cllr E Woodard had also sent their apologies.

HPC 269/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST
No declarations of a pecuniary interest were received.

HPC 270/25/26 PRESENTATION FROM CHARLES CHURCH (PERSIMMON HOMES) IN RESPECT OF LAND EAST OF CATHERINGTON LANE
A presentation from Charles Church (Persimmon Homes), in respect of Land East of Catherington Lane, was given, as per the following link on the HPC website: https://horndeanpc-hants.gov.uk/annual-parish-meeting/

It is of note that the presentation is up to date, as of today's date (13 April 2026). Charles Church agreed to give us further updates as the site evolves.

HPC 271/25/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC
The meeting was duly opened to members of the public.

HPC 272/25/26 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9TH MARCH 2026
It was **RESOLVED** that the minutes of the Council meeting held on 9th March 2026 be signed by the Chair as a true record of the meeting.

HPC 273/25/26 TO RECEIVE AND CONSIDER AN APPLICATION FOR THE VACANCY OF PARISH COUNCILLOR AND TO CO-OPT A NEW MEMBER
Mr A Dodsworth had expressed an interest in taking up one of the vacant Councillor positions and had written to the Chair; this letter had been circulated prior to the meeting.

It was **RESOLVED** that Mr A Dodsworth be co-opted to the Council as a member for Kings & Blendworth ward.

Cllr Dodsworth signed his Declaration of Acceptance of Office which was duly witnessed by the Clerk as Proper Officer.

Cllr Dodsworth joined the meeting with members.

HPC 274/25/26 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS
Cllr M Harvey had sent her apologies and wished her successor well following the May HCC elections.

HPC 275/25/26 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

A joint report by District Cllr Woodard and District Cllr Hogan were circulated and noted with thanks (attached as Appendix 1 to the minutes).

HPC 276/25/26 TO NOTE THE OFFICER'S REPORT

A verbal report by the Clerk was given, updating members on the Local Government Reorganisation (LGR) stating that regular meetings were taking place with the Community Engagement Team at EHDC. She said they would be looking at transfer of assets at the next monthly meeting.

The Clerk said that the strategic CIL pot is not area specific and this will move with the unitary. She asked for support in drawing some down for partnership working.

Further updates were given as follows

Vision – The Clerk informed members that the staff had looked at the vision as a team and put forward various ideas, with the strongest contender being that of Youth Provision.

Insurance Claim (Hedge Trimmer) – The insurance claim monies have been received with a new hedge trimmer having been purchased.

MUGA Update – 95k Strategic CIL funding. The work for the MUGA update is scheduled to start w/c 04 May 2026.

VOIP Update: HPC will need to look at changing the phone systems over the course of the year, changing from standard ISDN lines to VOIP (Voice over Internet Protocol) - a technology that allows you to make voice and video calls using an internet connection, with the final cut-off date being January 2027. The Deputy Clerk has been tasked with looking at the upgrade over the next 6 months.

Annual Parish Meeting – The Annual Parish Meeting is scheduled for 27 April 2026, with a presentation to be given by The King's Arms (Youth Provision).

Ford Ranger – The Ford Ranger, used by the Grounds Team is coming to its end of life. There is currently 35k in reserves, for either a replacement vehicle, or for purchasing an ATV, which the Grounds Team have currently been hiring, whilst the Ford Ranger was in for repair.

HPC 277/25/26 TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Havant Thicket Reservoir – Cllr Attlee said that an update/presentation will be given at the Annual Parish Meeting for the HTR.

Horndean Improvement Project – Cllr Attlee updated members, following a recent meeting with MP Damian Hinds, where some of the issues discussed within the HIP were looked at, including flooding at junction of Havant Rd and Rowlands Castle Road. Consideration is being given to setting up a Flood Action Group to address the wider flooding issue arising, which HPC will look to coordinate.

Twinning Association -Cllr Beck provided an update to say he had attended the recent Committee meeting of the Twinning Association, where he was informed that the Quiz night had been very successful. He said that HPC had received an invite from the Mayor of Aubergenville for the trip to France, which would be over the May bank holiday. He said they provide excellent hospitality and asked if anyone would like to attend as he has prior commitments.

Neighbourhood Plan & Parish Design Statement Review – Cllr Lay said HPC would be replacing the Village Design Statement, for which a steering group has been set up, with some spaces still available if anyone wishes to put the word out. A presentation will be given at the upcoming Annual Parish meeting.

Speed Monitoring – Cllr Prosser provided an update, informing members that the SID was currently deployed at Stonechat Road, where it will stay in situ for a further two weeks. Two additional SID's have been ordered (currently awaiting delivery), with HPC having previously been granted permission for deployment at 8x locations. The data from the SID at Stonechat Road, shows that 95% of vehicles are obeying the speed limit, with 2x vehicles recorded travelling between 40 - 45mph and 23x vehicles recorded travelling between 35-40mph. Autospeedwatch have been told that HPC have withdrawn the cameras from use.

Horndean Green Trail and Heritage Network - Cllr Redding confirmed that HPC are still awaiting an update from HCC, before the last gateway marker and AO noticeboard can be sited, as the land falls within their ownership. He said the order for the trail maps has been placed for Blendworth and Catherington, for placement in local businesses. HPC have received a board for Monarch's Way, which will be sites at Jay Close.

HPC 278/25/26 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT FROM 1ST JANUARY TO 31ST MARCH 2026.

The Orders for Payment as listed had been previously circulated (attached as Appendix 2 to the minutes).

It was **RESOLVED** that the Orders for Payment from 01 January to 31 March 2026 as listed be approved.

HPC 279/25/26 TO RECEIVE AND CONSIDER THE CONFLICT-OF-INTEREST DECLARATION FROM BDO (EXTERNAL AUDITORS)

BDO LLP had been appointed as HPC's external auditor for the financial year 2025/26 and required Council to confirmed that there was no conflict of interest between them and HPC. The form had been completed by the Clerk/Interim RFO and circulated prior to the meeting.

It was **RESOLVED** that the Chair sign the BDO conflict of interest declaration as presented to show no conflict existed.

HPC 280/25/26 TO CONSIDER THE COUNCIL'S POSITION REGARDING THE FLYING OF FLAGS FROM THE FLAGPOLE AT HORNDEAN VILLAGE CENTRE.

It was **RESOLVED** that

- in order to continue its position of political neutrality, Horndean Parish Council will normally only fly flags that reflect geographical areas, specifically the Union Flag, the flag of St George and the one of Horndean. The Clerk is requested to obtain a cost for the production of a Horndean flag. If the cost is below £200, a flag should be sourced without further reference to Council.
- the Union Flag be flown in the superior position (above) the St George's flag when flown together on designated UK flag flying day.

HPC 281/25/26 TO RECEIVE AND CONSIDER A REQUEST TO HOLD FUNDS FROM THE ORGANISERS OF THE LINCFEST MEMORIAL FESTIVAL AND TO APPOINT TWO MEMBERS TO THE LINCFEST FUNDING PANEL FOR CONSIDERATION OF YOUTH PROJECTS

A short discussion took place and it was **RESOLVED** that HPC

- agree to hold funds from organisers of Lincfest Memorial Festival
- appoint Cllr N Smith and Cllr Dodsworth to the Lincfest funding panel, alongside Lincolns parents, for consideration of Youth Projects.

HPC 282/25/26 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

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting and a short recess took place.

The public meeting concluded at 8:27 pm.

HPC 283/25/26 TO RECEIVE AND CONSIDER THE PROCESS FOR A STATUTORY FLEXIBLE WORKING REQUEST FROM A MEMBER OF STAFF

A flexible working request by the Grounds Manager was circulated and considered by members.

It was **RESOLVED** that Council approve the request, with the Grounds Manager's hours to be worked according to the formal request, reducing his hours from 37-34 per week.

The confidential part of the meeting concluded at 9:01 pm.

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Signed - The Chairman

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Dated

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: MARCH 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	31/01/2026	Veolia	£459.61	£91.92	£551.53	Waste Collection: January 2026
2	02/03/2026	Staff Expenses	£32.08	£0.00	£32.08	Staff Expenses: February 2026
3	02/03/2026	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Jubilee Mobile
4	02/03/2026	Hampshire Flag Company	£33.98	£6.80	£40.78	Flagpole Chain Weight
5	23/02/2026	Aardvark Supplies Ltd	£133.03	£26.61	£159.64	Hand Towels,Toilet Rolls,Antibac Surface Cleaner,Toilet Cleaner
6	24/02/2026	Blitz N Glitz	£33.75	£0.00	£33.75	Clean at Jubile Hall on 18th February 2026
7	24/02/2026	Blitz N Glitz	£67.50	£0.00	£67.50	Cleaning at Napier Hall 25th/27th February 2026
8	26/02/2026	Business Stream	£57.36	£0.00	£57.36	Trough at DPW - 26 Nov - 25 Feb 2026
9	23/02/2026	B & Q	£30.00	£6.00	£36.00	Combination Lock for Jubilee Height Barrier
10	27/02/2026	Screwfix	£4.16	£0.83	£4.99	Batteries - Varta1620 2 Pack
11	19/02/2026	British Gas - 603421231	£200.36	£10.01	£210.37	Jub Admin Elec: 17 Jan - 15 Feb
12	13/02/2026	Initial (rentokil)	£180.58	£36.12	£216.70	Napier Waste Collection: Mar - May2026
13	02/03/2026	Play Innovation Ltd	£18,970.20	£3,794.04	£22,764.24	1st Payment of MUGA & GYM Project at Jubilee Park
14	02/03/2026	Play Innovation Ltd	£18,970.20	£3,794.04	£22,764.24	2nd Payment of MUGA & GYM Project at Jubilee Park
15	02/03/2026	AVS Fencing	£112.67	£22.53	£135.20	Fence Posts, Brackets, Concrete-Wagtail Copse
16	06/03/2026	Castle Water - 3177681	£6.52	£0.00	£6.52	Water-Trough at DPW February 2026
17	06/03/2026	Castle Water - 3164036	£29.96	£0.00	£29.96	Water: Jubilee Admin February 2026
18	26/02/2026	Gas Contracting Services Ltd	£630.00	£126.00	£756.00	Grounds Team WC changed into Drying Room at Jubilee Admin
19	26/02/2026	Gas Contracting Services Ltd	£275.00	£55.00	£330.00	Repairs to Heating System at Admin Office
20	23/02/2026	Goldcrest	£70.00	£14.00	£84.00	Jubilee Admin Office Emergency Alarm call Out-14.2.26
21	28/02/2026	Goldcrest	£40.00	£8.00	£48.00	Key-Holding Premium March 2026
22	28/02/2026	Smart Marketing Management Ltd	£35.00	£7.00	£42.00	Monthly Website Updates & Maintenance
23	11/03/2026	Post Office	£15.70	£0.00	£15.70	Postage Charge- Return Play Equipment to Fenland Leisure
24	02/03/2026	Fuel Genie	£182.67	£36.53	£219.20	Fuel - February 2026
25	03/03/2026	British Gas - 156695	£206.74	£12.84	£219.58	Napier Gas: 2 Feb - 3 Mar
26	03/03/2026	Castle Water - 2103873	£6.52	£0.00	£6.52	Holly Bank Trough- February 2026
27	12/03/2026	Aadvark Supplies Ltd	£195.75	£39.15	£234.90	Compactor Sacks x 9
28	04/03/2026	AVS Fencing	£37.13	£7.43	£44.56	Fencing Repairs at Idsworth Close
29	27/03/2026	Rocket Computer Services	£65.00	£13.00	£78.00	Annual IT Contract-Domain Name Hosting
30	11/03/2026	Watling & Hirst Ltd	£250.00	£50.00	£300.00	Payroll Charges: Q4
31	03/03/2026	Castle Water - 2103873	£6.52	£0.00	£6.52	Water at Trough (Hollybank) February 2026
32	17/03/2026	Lloyds Bank	£4.25	£0.00	£4.25	Bank Charges - 10 Jan - 9 Feb
33	27/03/2026	Rocket Computer Services	£70.00	£14.00	£84.00	UPS Replacement Battery
34	09/03/2026	Goldcrest	£40.00	£8.00	£48.00	Key Holding premium at Jubilee Hall 15/3 - 14/4
35	05/03/2026	Castle Water - 2104210	£11.22	£0.00	£11.22	Napier: February 2026
36	20/03/2026	NBB Recycled Furniture	£1,560.00	£312.00	£1,872.00	Wheelchair Access Picnic Tables x 2
37	06/03/2026	British Gas - 603423926	£172.40	£8.62	£181.02	Jub Admin Gas: 3 Feb - 2 March
38	20/03/2026	Horndean Parish Council Employees	£18,283.31	£0.00	£18,283.31	Salaries: March 2026
39	17/03/2026	Aadvark Supplies Ltd	£102.51	£20.50	£123.01	Handwash, Washing Up Liquid, Toilet Rolls, Clean & Shine
40	16/03/2026	Focus	£306.34	£61.27	£367.61	Switchboard, BroadBand, Payphone, Alarm - Feb 2026/Apr 2026
41	19/03/2026	Gas Contracting Services Ltd	£178.50	£35.70	£214.20	Supply/Install Drinking Tap at Jubilee Field
42	27/03/2026	Rocket Computer Services	£2,525.00	£505.00	£3,030.00	Wi Fi Upgrade at Jubilee Hall to Include New Cabling
43	18/03/2026	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned at Napier & Jubilee plus Office
44	11/03/2026	Vodafone	£69.08	£13.81	£82.89	Mobiles: March 2026
45	12/03/2026	British Gas - 242787	£112.16	£5.61	£117.77	Nap Hall Electric: 9 Feb - 11 March
46	12/03/2026	British Gas - 154660	£351.87	£70.37	£422.24	Jub Hall Electric: 10 Feb - 9 March
47	13/03/2026	Eibe Play Ltd	£185.32	£37.06	£222.38	Set of Bell Beaters for Five Heads Play Area
48	25/03/2026	Blendworth Tree Care	£1,100.00	£220.00	£1,320.00	4 x Oaks Reduced at Five Heads
49	17/03/2026	Goldcrest	£65.00	£13.00	£78.00	Alarm Callout to Napier on 13/3/206
50	17/03/2026	Goldcrest	£65.00	£13.00	£78.00	Alarm Callout to Napier on 16/3/206
51	24/03/2026	Zurich Municipal	£185.57	£0.00	£185.57	Additional Insurance to Cover Temporary Vehicle
52	28/02/2026	Veolia	£407.74	£81.55	£489.29	Waste Collection: February 2026
53	31/03/2026	Hampshire Pension Fund	£6,314.12	£0.00	£6,314.12	Pensions; March 2026
54	31/03/2026	HM Revenue & Customs	£6,286.49	£0.00	£6,286.49	PAYE/NI: March 2026
55	17/03/2026	British Gas - 603421231	£131.72	£6.58	£138.30	Jub Admin Elec: 16 Feb - 15 Mar
		TOTAL EXPENDITURE	**£79,945.59**	**£9,583.91**	**£89,529.50**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
56		Regular Hall Users	£2,241.10	£0.00	£2,241.10	Hire of Jubilee Hall - Regular
57		Regular Hall Users	£2,252.97	£0.00	£2,252.97	Hire of Napier Hall - Regular
58		Casual Hall Users	£286.95	£0.00	£286.95	Hire of Jubilee Hall - Casual
59		Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
60		Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
61		Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
62		East Hampshire District Council	£1,500.00	£0.00	£1,500.00	Councillor Grants
63		Cambridge & Counties	£548.28	£0.00	£548.28	Bank Interest
64		East Hampshire District Council	£94,000.00	£0.00	£94,000.00	Community Infrastructure Levy (CIL)
		TOTAL INCOME	**£100,854.30**		**£100,854.30**	

SIGNED:	
SIGNED:	
DATE:	**13-Apr-26**

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: APRIL 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	01/04/2026	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Jubilee Mobile
2	01/04/2026	Staff expenses	£22.81	£0.00	£22.81	Expenses: March 2026
3	30/03/2026	AVS Fencing	£27.42	£5.48	£32.90	2 x Timber Posts for Downs Park Steps
4	31/03/2026	Beaver Tool Hire	£411.95	£82.39	£494.34	Hire of Chipper for 1 week from 24th March
5	30/03/2026	Fenland Leisure (Online Playgrounds)	£150.00	£30.00	£180.00	2 x Anti Wrap Chains for Jubilee Swing
6	06/04/2026	Grenke Leasing	£341.64	£68.33	£409.97	Photocopier Rental/Usage - Apr - June 2026
7	31/03/2026	Dial-A-Digger (Positano)	£394.32	£78.86	£473.18	Hire of Corvus DX4 ATV
8	09/04/2026	SSE (South East Employers)	£300.00	£60.00	£360.00	SEE Membership 26/27
9	07/04/2026	Cathedral Leasing	£224.25	£44.85	£269.10	Supply of Hygiene Services at Jubilee Hall
10	07/04/2026	B & Q	£25.00	£5.00	£30.00	20 Litre Black Metal Petrol Can for ATV
11	23/03/2026	Initial (Rentokil)	£87.21	£17.44	£104.65	Annual Hygiene Waste Collection at Jubilee Admin Office
12	09/04/2026	Amazon	£6.65	£1.33	£7.98	Diary for Grounds Team
13	14/04/2026	Origin Amenity Solutions (Rigby Taylor)	£283.09	£2.15	£285.24	Grass Seed for Football Pitches and Play Areas
14	01/04/2026	Fuelgenie	£136.08	£27.21	£163.29	Fuel: March 2026
15	16/04/2026	Staff Expenses/1	£14.48	£0.00	£14.48	Milk, Coffee, Sugar for office
16	28/04/2026	Newgate (Newark) Ltd	£1,690.00	£338.00	£2,028.00	Height Barrier replaced due to Damage at Jubilee Park
17	10/04/2026	Viking	£56.71	£11.36	£68.07	Office Stationery
18	30/04/2026	NBB Matting	£30.00	£6.00	£36.00	Side Door Mat for Napier Hall
19	15/04/2026	AVS Fencing	£79.83	£15.97	£95.80	Decking, Timber, Sleepers for Play Area
20	13/03/2026	EHDC	£2,508.80	£0.00	£2,508.80	Rates; Napier Hall 26/27
21	13/3/20526	EHDC	£5,684.00	£0.00	£5,684.00	Rates: Jubilee Hall/Jubilee office
22	13/03/2026	EHDC	£983.45	£0.00	£983.45	Rates: Lith View Car Park 26/27
23	13/04/2026	HALC	£2,294.00	£0.00	£2,294.00	HALC AffiliationFees/ Levy 26/27
24	10/04/2026	MOT & Service World	£3,771.94	£754.39	£4,526.33	New Clutch & Gearbox on Grounds vehicle HY65 UVJ
25	31/03/2026	Smart Marketing	£35.00	£7.00	£42.00	Monthly Website Updates & Maintenance
26	20/04/2026	Horndean PC Employees	£17,866.13	£0.00	£17,866.13	Salaries: April 2026
27	07/04/2026	British Gas - 156695	£265.35	£13.27	£278.62	Napier Gas: 3 Mar - 7 April
28	07/04/2026	Castle Water - 2104210	£16.60	£0.00	£16.60	Napier water: March 2026
29	17/04/2026	Focus	£340.68	£68.14	£408.82	Switchboard, BroadBand, Payphone, Alarm - Mar 2026/May 2026
30	14/04/2026	Green-Tech Ltd	£385.00	£77.00	£462.00	Wild Flower Seeds for Parks
31	01/04/2026	Rialtas Business Solutions	£1,839.00	£367.80	£2,206.80	Cashbook,Purchase, Sales Ledger Annual Support
32	27/03/2026	Rocket Computer Services	£410.00	£82.00	£492.00	Design, Prep and Set Up Costs for Office Computers
33	15/04/2026	Screwfix	£7.99	£1.60	£9.59	TurboGold 6 x 120mm Pk 50 Screws
34	07/04/2026	British Gas - 603423926	£154.68	£7.73	£162.41	Jub Admin Gas: 3 Mar - 2 April
35	23/04/2026	UK Point of Sale	£178.56	£35.71	£214.27	4 x Ceiling to Floor Portrait Pockets for Jubilee Admin
36	23/04/2026	St John Ambulance	£305.00	£61.00	£366.00	Countryside Team Member First Aid Training
37	23/04/2026	Keter UK Ltd	£833.33	£166.67	£1,000.00	Shed for Countryside Team
38	10/04/2026	Vodafone	£74.12	£14.82	£88.94	Mobiles: April 2026
39	17/04/2026	Alton Town Council	£700.00	£0.00	£700.00	Routine Inspection Training x 2
40	13/04/2026	Castle Water -3177681	£7.21	£0.00	£7.21	Water: Trough DWP March 2026
41	10/04/2026	Castle Water - 3164036	£32.57	£0.00	£32.57	Water: Jubile Admin March 2026
42	21/04/2026	Screwfix	£14.57	£2.92	£17.49	Ring Tyre and Thread Gauge
43	13/04/2026	British Gas - 242787	£79.92	£4.00	£83.92	Napier Elec: 11 March - 11 April
44	12/04/2026	British Gas - 154660	£323.14	£64.63	£387.77	Jub Hall Elec: 9 March - 10 April
45	13/04/2026	Castle Water - 2103873	£7.21	£0.00	£7.21	Trough - Hollybank March 2026
46	27/04/2026	Small Sparks Funding	£100.00	£0.00	£100.00	20 Is Plenty Campaign
47	31/03/2026	Veolia	£395.67	£79.13	£474.80	Waste Collection: March 2026
48	28/04/2026	Blendworth Centre	£177.80	£0.00	£177.80	Plants for Village Centre
49	30/04/2026	HM Revenue & Customs	£5,608.04	£0.00	£5,608.04	Tax/NI: April 2026
50	30/04/2026	Hampshire Pension Fund	£5,399.39	£0.00	£5,399.39	Pensions: April 2026
		TOTAL EXPENDITURE	**£55,085.59**	**£2,602.18**	**£57,687.77**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
51	various	Regular Hall Users	£2,514.90	£0.00	£2,514.90	Hire of Jubilee Hall - Regular
52	various	Regular Hall Users	£1,996.96	£0.00	£1,996.96	Hire of Napier Hall - Regular
53	various	Casual Hall Users	£244.65	£0.00	£244.65	Hire of Jubilee Hall - Casual
54	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
55	various	Casual Hall Users	-£200.00	£0.00	-£200.00	Deposits Refunded
56	various	Football Teams	£240.00	£0.00	£240.00	Hire of Football Pitches
57	30/04/2026	Cambridge & Counties	£495.98	£0.00	£495.98	Bank Interest
58	21/04/2024	East Hampshire District Council	£269,047.50	£0.00	£269,047.50	Precept
59	various	Miscallenous Income	£10,000.00	£0.00	£10,000.00	Miscellaneous Income
			£10.00	£0.00	£10.00	Rent for Coffee Pitch
		TOTAL INCOME	**£284,649.99**		**£284,649.99**	

SIGNED:	
SIGNED:	
DATE:	**11th May 2026**

Horndean Parish Council Representatives 2026-2027

Association	Councillor Representatives
EH Association Town & Parish Council	Cllr John Lay & Cllr Andy Redding
Catherington Village Residents Association	**Vacant**
Horndean Community Association	**Cllr Bob Sowden**
Horndean Twinning Association	Cllr Paul Beck
Lovedean Village Residents Association	Cllr Paul Beck
Horndean Technical College	Cllr Derek Prosser
HCC Passenger Transport Forum	Cllr Derek Prosser
South Downs National Park	Cllr John Lay & Cllr Andy Redding
Horndean Improvement Forum	
Horndean Parish Design Statement Review Steering Group	
EHDC ABCD Stewardship Group	

Current Memberships

- Hampshire Association of Local Councils (HALC) and additional HR Service
- South East Employers for HR and Employment Law Advice
- Society for Local Council Clerks
- *Campaign for Protection of Rural England*
- *Chartered Management Institute*
- *The Institute of Local Council Management*

ZURICH Municipal

Mrs Carla Baverstock-Jones
Horndean Parish Council
Tyfield House
Blendworth Lane
Horndean
Waterlooville
Hampshire
PO8 0AA

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720443753
Insured	Horndean Parish Council
Business	Parish / Town Council
Period of Insurance From To	 01st October 2025 30th September 2026

and any other period for which cover has been agreed.

Renewal Premium	£ 8,311.80

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	156302205
Long term agreement active until	01st October 2026
Preparation Date	30th August 2025
Prepared by	Mr Matthew Murray
Policy Form Reference	MLAACH10

Policy Cover Declaration:
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

ZURICH Municipal

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Granary, Address, Catherington Lane, Waterlooville, Hampshire, PO8 0TB	£59,215.19	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Jubilee Hall, Address, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£542,028.30	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Napier Hall, Address, Portsmouth Road, Horndean, Waterlooville, Hampshire, PO8 9NL	£823,145.31	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Horndean Council Office, Address, Unit 1, Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£1,066,884.07	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3
Insured Perils applicable to Material Damage : 1-13, 15 & 16
For Premises: 4
Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4
The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£20,000	24	N/A		£52,000	24

For Premises: 1, 2, 3
Insured Perils applicable to Business Interruption : 1-13, 15 & 16
For Premises: 4
Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

1. Restriction of cover to exclude loses arising from photovoltaic panels

In respect of Business interruption item "Loss of Gross Revenue" the Special Definition of **Incident** is amended to read as:
Incident
Damage to **property** (excluding photovoltaic panels) used by the **insured** at the **premises** for the purpose of the **business**

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:
Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Office contents @ Jubilee Hall	£43,924.91	£100
General contents including stock @ Napier Hall & Jubilee Hall	£49,235.13	£100
Street Furniture	£57,047.55	£100
Gates & Fences	£31,779.97	£100
War Memorials	£150,644.49	£100
Playground equipment	£339,505.09	£100
Other Surfaces	£302,328.41	£100
Outdoor Machinery	£45,785.38	£100
AV Equipment @Jubilee Hall	£15,817.66	£100
3 x Defibrilators	£7,312.84	£100
Speed Indicator Device	£5,792.35	£100
Gym Equipment	£35,147.75	£100
Australian War Memorial	£19,878.08	£100
laptops	£2,439.41	£100
Konica Minolta Bizhub C284e multifunctional coper/printer/scanner Lease agreement number: 113015619	£3,023.53	£100
4 x Wooden Sculptures @ Nature Reserve	£9,056.25	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Horndean Parish Council
Complaints Procedure

Introduction:

Horndean Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council. It is committed to conducting its business in a fair and equitable manner and the aim of this policy is to investigate all complaints promptly in an impartial manner and to find a solution which is satisfactory to both the complainant and the Council.

Parish Councils as corporate bodies are not subject to the jurisdiction of the Local Government Ombudsman, and there are no provisions for another body to which complaints can be referred. The Council will therefore do its utmost to settle complaints and satisfy complainants in the interest of the good reputation of the Council.
Horndean Parish Councils complaints procedure does not cover complaints against an individual Councillor. If you wish to make a complaint about the behaviour of an individual Councillor you must contact:

The Monitoring Officer
East Hants District Council
Penns Place
Petersfield
Hants
GU31 4EX

The Monitoring Officer can only deal with complaints about the behaviour of a Councillor and will not deal with complaints about matters that are not covered by the Councillors Code of Conduct. Complaints must be about a Councillors failure to follow the Code of Conduct.

The Code of Conduct can be viewed on the Parish Councils website, www.horndeanpc-hants.gov.uk

Definition of a Complaint:

A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service provided by the Council itself or a person or body acting on behalf of the Council.

The following are excluded from this procedure:

Type of Conduct	Refer to
Financial irregularity	Complaints about financial irregularity should be referred to the Council's auditor, the name and address of whom may be obtained from the Clerk (Local electors right to object Council's audit of accounts pursuant to s.16 Audit Commission Act 1998)
Criminal activity	The Police
Member conduct	The Monitoring Officer East Hants District Council
Employee Conduct	Internal disciplinary procedure. Complaints concerning a member of staff should be made in writing to the Clerk. If the complaint concerns the Clerk the complaint should be made in writing to the Chairman of the Council.

The procedure will be adopted for dealing with complaints about the Councils administration or its procedures. Complaints about a policy decision made by the council will be referred back to the council or relevant committee as appropriate, for consideration.

The Council receives queries, problems and comments as part of its day to day running and it is not appropriate for every comment to be treated as a formal complaint. Every effort will be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

All complaints will be deemed to be informal complaints unless a written complaint states that it is a formal complaint.

The complaints procedure will not apply to complaints made anonymously

Informal Complaints:

An informal complaint may be made by telephone, email, in person or in writing to the Clerk. If the complainant prefers not to put the complaint to the Clerk (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman of the Council.

If a complaint is made to a Councillor it is their duty to notify the Clerk or the Chairman of the Council.

The Clerk or Chairman of the Council will speak directly to the complainant and will attempt to resolve the complaint and to ensure that the complainant feels satisfied that their grievance has been fully considered, taken seriously and acted upon accordingly.

If the Clerk or the Chairman cannot satisfy a complaint in an informal way, then the Formal Complaints Procedure will be instigated.

Formal Complaints:

The complainant will be asked to put their complaint about the Council's procedures or administration in writing to the Clerk. If the complainant does not wish to put the complaint to the Clerk they should be advised to address it to the Chairman of the Council.

The letter should contain the following information

- Name, address and telephone number of the complainant
- Details of the complaint about the Councils procedures or administration
- How the issue has affected the complainant
- Copies of any relevant documents or other evidence
- Details of third parties and their involvement
- What action the complainant believes will resolve the complaint

The Clerk will acknowledge receipt of the complaint within three working days and will advise the complainant when the matter will be considered by the Council.

The complainant shall be invited to attend the meeting and to bring with them a representative if they wish.

Any documents not already supplied must be sent to the Clerk seven clear days before the meeting. The Council shall provide the complainant with copies of any documentation upon which they wish to refer to at the meeting within the same timescale.

At the meeting

The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.

The Chairman should introduce everyone and explain the procedure.

The complainant (or their representative) should outline the grounds for complaint and afterwards questions may be asked by the Clerk and Members.

The Clerk or a nominated Councillor will present the Councils position relating to the complaint (if necessary) and afterwards questions may be asked by other Members.

The Clerk/nominated Councillor and the complainant will be offered the opportunity to summarise their position.

The Clerk/nominated Councillor and the complainant will be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary both parties shall be invited back.

The Clerk/nominated Councillor and the complainant will be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it will be communicated to them.

After the meeting

The decision will be confirmed in writing within seven working days together with details of any action to be taken.

There may be circumstances when a complainant persists in wishing to proceed when there is clearly no reasonable basis or when the Council has already taken reasonable action in response or where some other process, whether through the courts or some other recognised procedure should or has been taken.

These matters should be referred to the Clerk/Chairman and in the event of a seemingly serial facetious, vexatious or malicious complaint; the Council may consider taking legal action.

REVISED BANK MANDATES: 2025-26 (January 2026)					
Surname	**Forename**	**Designation**	**Co-operative**	**Lloyds**	**Cambridge & Counties**
Redding	Andrew	Councillor	✓	✓	✓
Prosser	Derek	Councillor	✓	✓	✓
Lay	John	Councillor	✓	✓	✓
Ritson	Simon	RFO	✓	✓	✓
REMOVE					
Baverstock-Jones	Carla	Executive Officer			
ADD					
White	Rebecca	Clerk			

SIGNING RULES	**ANY 3**	**ANY 3**	**ANY 2**
Form Emailed	**05/01/2026**	**05/01/2026**	**05/01/2026**
Additional Info Requested			
Additional Info Returned			
Completed			