



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 21ST JUNE 2021 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Evans, 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), Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: There were no members of the public present. County Councillor Mrs Marge Harvey was present.

HPC 037/21/22 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies of absence were received from Cllrs D Alexander, P Beck and J Lay.

HPC 038/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 039/21/22 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

A report by County Councillor Mrs Marge Harvey was circulated.

Cllr Mrs I Weeks said that the bottom of Blendworth Lane had been resurfaced, but the white lines had not yet been reinstated. She also suggested that a Stop sign would be useful at the bottom part of Blendworth Lane at the point of the junction. County Cllr Mrs Marge Harvey asked if an email could be sent to her so she could speak with Officers at HCC.

HPC 040/21/22 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted.

HPC 041/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened.

HPC 042/21/22 **TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 05 MAY 2021**

It was **RESOLVED** that the minutes of the Annual Council meeting held on 05 May 2021 be signed as a true record of the meeting.

This was proposed by Cllr A Forbes and seconded by Cllr B Raymond. All agreed.

HPC 043/21/22 TO RECEIVE AND APPROVE THE ORDER FOR PAYMENT (LIST 2 ATTACHED)

The Orders for Payment (List 2) was circulated.

It was **RESOLVED** that the Orders for Payment (List 2 attached) be approved and duly signed. All agreed.

HPC 044/21/22 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 2020/2021

The Internal Audit Report for the year ended 2020/2021 was circulated and it was noted that the report was exemplary.

HPC 045/21/22 TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/2021

- SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2020/2021
- SECTION 2 – ACCOUNTING STATEMENTS 2020/2021

It was **RESOLVED** to sign the Annual Governance and Accountability Return for 2020/2021.

HPC 046/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and duly noted.

The RFO asked Councillors to note that he had made an error on page 1, under the heading 'Management Accounts', stating that the figures within the Budget and Actual columns were the wrong way around.

HPC 047/21/22 TO RECEIVE AND NOTE THE AMENDMENTS TO THE COUNCILLORS' CODE OF CONDUCT, ADOPTED ON THE 19 APRIL 2021

The Councillors Code of Conduct, adopted on the 19 April 2021 was circulated and the following amendments were made.

- Under Part A, heading 'General Provisions', 'Introduction and Interpretation', 3b has been struck out, therefore needing to re label the points.
- Under the heading '6 Offences' remove paragraph e in its entirety.
- Remove paragraph 3v, last paragraph of the document.
- A note to be added to highlight that the 'Monitoring Officer' refers to staff at EHDC.

HPC 048/21/22 TO RECEIVE A REPORT AND CONSIDER THE DRAFT POLICY/PROTOCOL TO MARK THE DEATH OF THE SOVEREIGN/SENIOR ROYAL OR NATIONAL FIGURE

The draft Policy/Protocol to mark the death of the Sovereign/Senior Royal or National Figure was circulated. It was **RESOLVED** that it be agreed with the following amendments.

- 1f- Amend the spelling of 'Prince' as it is currently spelt incorrectly.
- 1i & 1j- Chief Officer to check if The Duke & The Duchess of Sussex are to remain within the Policy/Protocol.
- 1p- Amend the wording to read 'East Hampshire' rather than 'Hampshire East'

HPC 049/21/22 TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE PURCHASE OF WINDOW BLINDS WITHIN THE PARISH OFFICE

This item was deferred, due to awaiting quotations.

HPC 050/21/22 TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF FUTURE COUNCIL AND COMMITTEE MEETINGS GIVEN THE REQUIREMENT TO MEET IN PERSON

A short discussion took place and It was **RESOLVED** that Horndean Parish Council continue to hold Council and Committee Meetings at Jubilee Hall, with socially distanced desks and continue to monitor as and when changes occur.

It was also suggested that the purchase of additional microphones could be looked into.

County Councillor Mrs Marge Harvey left the meeting at 7:40pm.

HPC 051/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE REPLACEMENT OF THE TREE TO COMMEMORATE THE QUEENS GOLDEN JUBILEE

The recommendation from the Grounds Committee on the 17 May 2021 was circulated.

It was **RESOLVED** to purchase a replacement Oak Tree, to commemorate the Queens Golden Jubilee and Platinum Jubilee and to install 2 plaques on the tree, detailing the commemoration.

HPC 052/21/22 TO RECEIVE THE RECOMMENDATION FROM THE FINANCE COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE IMPLEMENTATION OF A FILE NAMING PROCESS

A report by the Office Manager was circulated and a discussion took place.

It was **RESOLVED** that all documentation sent to Cllr's would be presented in the following format:

- [Meeting Name][Document type][Date]

This was proposed by Cllr R Veitch and seconded by Cllr D Evans.

HPC 053/21/22 TO RECEIVE THE RECOMMENDATION FROM THE FINANCE COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE DUPLICATE COSTS PERTAINING TO TYFIELD HOUSE/LUCKY LITE, BEING CHARGED TO THE JUBILEE HALL EARMARKED RESERVES

The recommendation from the Grounds Committee on the 17 May 2021 was circulated.

It was **RESOLVED** that the duplicate costs pertaining to Tyfield House and Lucky Lite be charged to the Jubilee Hall earmarked reserve. All agreed.

HPC 054/21/22 TO RECEIVE THE RECOMMENDATION FROM THE FINANCE COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE APPLICATIONS FOR THE FOLLOWING GRANTS:

- ALL SAINTS CHURCH, CATHERINGTON - £1,000

It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000.

- **1ST HORNDEAN SCOUT GROUP - £500**

It was **RESOLVED** that 1st Horndean Scout Group be awarded £500.

- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**

A short discussion took place and It was **RESOLVED** unanimously that Citizens Advice East Hampshire be awarded £500. This was proposed by Cllr Mrs I Weeks and seconded by Cllr Mrs E Tickell.

HPC 055/21/22 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 26 JULY 2021

The next scheduled meeting of the Council is noted as 26 July 2021. This meeting will be held in Jubilee Hall.

HPC 055/21/22 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.

Public meeting closed at 8:00PM.

HPC 056/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE BOUNDARY PERTAINING TO A PROPERTY WITHIN CATHERINGTON LITH

It was **RESOLVED** that the suggestions of where the boundary should be is accepted and agreed. It is noted that the resident will plant a hedge to demark the boundary.

Confidential meeting closed at 8:15PM.

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Signed - The Chairman

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23/8/2021
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Date