



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 17TH JANUARY 2022 AT 7.00 P.M.

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

PUBLIC ATTENDANCE: One member of the public was present.

HPC 162/21/22 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies of absence were received from Cllr D Alexander. No apologies received from Cllr Mrs I Weeks.

HPC 163/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 164/21/22 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No report received.

HPC 165/21/22 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

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

HPC 166/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public.

HPC 167/21/22 **TO CONSIDER THE CO-OPTION OF SIMON FREEMAN TO REPRESENT DOWNS WARD**

It was **RESOLVED** that Simon Freeman be co-opted to represent Downs Ward for Horndean Parish Council. This was proposed by Cllr Mrs L Evans and seconded by Cllr Beck.

HPC 168/21/22 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH DECEMBER 2021**

Mr Freeman, member of the public said that his name had been missed from the public attendance, but it was found subsequently that he had attended the November meeting. The December minutes are therefore accepted as correct.

It was **RESOLVED** that the minutes of the Council meeting held on 13th December 2021 be signed as a true record of the meeting.

HPC 169/21/22 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 9 ATTACHED)

It was **RESOLVED** that the Orders for Payment (List 9 attached) be approved and duly signed. All agreed.

HPC 170/21/22 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31 DECEMBER 2021

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

HPC 171/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the Responsible Financial Officer was circulated and noted.

HPC 172/21/22 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT (INTERIM) FOR THE YEAR ENDING 2021/2022

The Audit report was circulated and a discussion took place. It Was **RESOLVED** that the recommendations of the Auditor be agreed as follows

| Rec No. | Recommendations | Council Response |
|--|--|---|
| Review of Expenditure & VAT | | |
| R1 | Consideration should be given to closure of the Lloyds bank account with the possibility of placing funds in another banking institution where no monthly fee is payable for retaining the funds. | Council Declined |
| R2 | The Councillor checking bank reconciliations periodically should, ideally, also be confirming agreement of the month-end cashbook balances, ideally, signing off the printed month-end Trial Balance accordingly in addition to the bank reconciliations and statements. | Council Agreed |
| Review of Corporate Governance | | |
| R3 | The appropriate power(s) relied on for approval of donations and grants should be formally recorded in the approving minute. | Council Agreed |
| Review of Expenditure & VAT | | |
| R4 | The previously in operation process whereby a nominated Councillor formally reviews and signs-off the purchase invoices should be reintroduced. | Council Declined |
| Review of Income | | |
| R5 | Consideration should be given to ensuring that all hirers sign a formal hire agreement confirming their understanding and acceptance of the Council Terms and Conditions of hire. | Council agreed to add a sentence to the T&C of hire and the booking form, under the Deposit section- this will apply to new hirers, as follows. <i>'In providing payment of the hall hire deposit it is deemed to be your acceptance of the Terms & Conditions.'</i> |

HPC 173/21/22 **TO RECEIVE AND CONSIDER THE REQUEST TO HOST A STREET PARTY/COMMUNITY LUNCH AT DEEP DELL**

A resident request was circulated and a discussion took place.

It was **RESOLVED** that The Chairman respond to the resident to ascertain the date of their event and planned location, as one end of the Hazleton Estate falls under Havant Borough Council and would likely require an application/licence to use their land.

HPC 174/21/22 **TO RECEIVE A REPORT IN RESPECT OF THE PURCHASE OF CURTAINS FOR JUBILEE HALL, AND AGREE THE WAY FORWARD**

An update by the Chairman was circulated and a discussion took place.

It was noted that the quotations did not include the fitting/hanging of the curtains and a preference for the Interlined Fleece Acoustic curtains was noted.

It was **RESOLVED** that

- A quotation be obtained for the fitting/hanging of the curtains.
- Samples of the curtain material be sourced.
- An investigation be done by the RFO to determine the impact lined curtains would have in reducing the heating costs.

HPC 175/21/22 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 21ST FEBRUARY 2022.**

The next scheduled meeting of the Council is noted as 21st February 2022. This meeting will be held in Jubilee Hall.

HPC 176/21/22 **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.**

The member of the public was excused from the meeting.

Meeting closed at 20:00pm

HPC 177/21/22 **TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF THE LEGAL ADVICE RECEIVED REGARDING THE BOUNDARY DISPUTE PERTAINING TO A PROPERTY WITHIN CATHERINGTON LITH**

A report by the Chief Officer was circulated.

It was **RESOLVED** that the letter be sent to the property owner and failing a response, Council move forward with possession proceedings.

HPC 178/21/22

TO RECEIVE AND CONSIDER THE PROPOSAL TO AMEND THE CONTRACT IN RESPECT OF THE CONSTRUCTION OF THE PARISH OFFICE, INsofar AS TO REMOVE THE PLANTING OBLIGATION

A discussion took place and it was **RESOLVED** that the Chief Officer respond to PDP to ask for a more preferable offer, otherwise accept the current offer, with a saving on £632.34 on the contract.

HPC 179/21/22

TO RECEIVE AND CONSIDER THE WAY FORWARD IN RESPECT OF A CLAIM FOR DAMAGES ARISING FROM A TREE WITHIN THE OWNERSHIP OF THE PARISH COUNCIL

A discussion took place and it was **RESOLVED** that the claimant be advised to contact their insurance company if they wish to pursue a claim.

Confidential meeting closed at 20:20pm.

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Signed - The Chairman

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Date

APPROVED