# HORNDEAN PARISH COUNCIL

**MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 21ST MARCH 2022 AT 7.00 P.M.**

**PRESENT:** Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, D Evans, S Freeman, 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, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

**PUBLIC**

**ATTENDANCE**: 2 members of the public were present.

**HPC 203/21/22** **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Beck and Cllr Forbes.

**HPC 204/21/22**  **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 205/21/22 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR**

**MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received. PMN: This was later received and is appended to these minutes

**HPC 206/21/22 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

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

**HPC 207/21/22 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public. A member of the public asked Council to clarify when Planning matters were discussed. The Chairman stated that HPC have a separate Committee for planning matters, which are looked at by the Planning Committee. She confirmed the date of the next Planning Committee meeting as being on Monday 28th March 2022.

The 2 members of the public left the meeting.

**HPC 208/21/22** **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE**

 **21ST FEBRUARY 2022**

 It was **RESOLVED** that the minutes of the Council meeting held on 21st February 2022 be signed as a true record of the meeting, following the removal of the first bullet point in minute HPC 191/21/22 – “The virement of £5k be agreed – 2022/2023 – 2021/2022”. All agreed.

**HPC 209/21/22 TO ELECT CLLR TERESA ATTLEE TO THE LAND EAST OF HORNDEAN DEVELOPMENT WORKING PARTY**

It was **RESOLVED** that Cllr Teresa Attlee be elected to the LEOH Development Working Party.

**HPC 210/21/22** **TO RECEIVE A REPORT FROM LISA CLEMENTS, EHDC COMMUNITY DEVELOPMENT OFFICER IN RESPECT OF THE PROMOTION OF HORNDEAN HERITAGE/QR CODE VIA THE PARISH COUNCIL WEBSITE**

Item deferred until a report is received from Lisa Clements.

**HPC 211/21/22** **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

It was **RESOLVED** that the Orders for Payment (List 11 attached) be approved and duly signed. All agreed.

**HPC 212/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated and it was noted that the final payments had been made to PDP Architects and Spelthams, following the completion of the Jubilee extension.

**HPC 213/21/22** **TO RECEIVE AND CONSIDER THE MEETINGS SCHEDULE FOR 2022/23**

The meeting schedule for 2022-2023 was circulated.

It was **RESOLVED** that the schedule be adopted following the suggested spelling and formatting amendments.

**HPC 214/21/22 TO RECEIVE AND CONSIDER THE HEALTH AND SAFETY POLICY STATEMENT**

The Chief Officer informed members that the Health and safety Policy Statement had been reviewed and updated last year. It was **RESOLVED** that the Policy be accepted.

**HPC 215/21/22 TO RECEIVE AND CONSIDER THE CONSULTATION IN RESPECT OF THE PROPOSED NEW BOUNDARY LINES AND CONSTITUENCY NAMES**

The Chairman informed members that information had previously been circulated and invited members to comment individually, rather than as HPC since the Parish boundaries are not changing.

**HPC 216/21/22 TO RECEIVE AND CONSIDER THE FUTURE CLEANING OF THE HORNDEAN WAR MEMORIAL, AND THE POSSIBLE RESTORATION OF INSCRIPTIONS**

A quotation was sourced by the Grounds Manager and circulated to members. A short discussion took place and it was suggested that War Memorials Trust would be able to assist with recommending approved contractors for the cleaning of the War Memorial and restoration of inscriptions.

It was **RESOLVED** that

* Further quotations be sourced for the cleaning of the Horndean War Memorial.
* The missing letters/names be restored on the Horndean War Memorial as soon as convenient.

**HPC 217/21/22 TO RECEIVE AND CONSIDER THE TWO REQUESTS RECEIVED IN RESPECT OF MOBILE CATERING FACILITIES BEING LOCATED ON LAND WITHIN THE OWNERSHIP OF THE PARISH COUNCIL**

Two requests were circulated and it was **RESOLVED** that the requests be declined due to locations within the parish being unsuitable.

**HPC 218/21/22 TO RECEIVE AN UPDATE IN RESPECT OF THE PURCHASE OF CURTAINS FOR JUBILEE HALL**

Information was circulated and it was noted that the overall cost of the curtains project, for the curtains, poles and fitting came in at £338 more than what was agreed by Council on 21st February 2022. This was due to the original quote having been incorrect- the width and length measurements were recorded incorrectly by the supplier.

**HPC 219/21/22** **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE PURCHASE OF A SPRING TOY AT DEEP DELL - £1,865.00 + VAT**

It was **RESOLVED** that Council agreed with the recommendation from the Grounds Committee on 14th March 2022- to proceed with the purchase of a Spring Toy at Deep Dell Play Area, at a total cost of £1,865.00 + VAT, as per quotation 3- Eibe Play Ltd.

**HPC 220/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE HAZLETON COMMON MANAGEMENT PLAN**

It was **RESOLVED** that the Hazleton Common Management Plan be agreed, bar the two noted errors, as per the recommendation from the Grounds Committee on 14th March 2022.

**HPC 221/21/22**  **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE CONSULTATION REGARDING BOAT’S AND THE GLOVER REPORT**

It was **RESOLVED** to proceed with the recommendation from the Grounds Committee on 14th March 2022 by way of submitting the drafted response to the consultation regarding BOAT’s and the Glover Report.

**HPC 222/21/22 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE**

**25TH APRIL 2022.**

The next scheduled meeting of the Council is noted as 25th April 2022.  This meeting will be held in Jubilee Hall.

**HPC 223/21/22             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.**

It was **RESOLVED** that the public be excluded for the confidential part of the meeting. The 2 members of the public left the meeting, following agenda item HPC 207/21/22.

*Meeting closed at 19:56pm.*

**HPC 224/21/22** **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE**

 **21ST FEBRUARY 2022**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 21st February 2022 be signed as a true record of the meeting. All agreed.

**HPC 225/21/22 TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2022, IN RESPECT OF THE ONGOING EMPLOYMENT OF A MEMBER OF STAFF**

It was **RESOLVED** that Council agreed the recommendation from the staff Committee on the 7th March 2022, in respect of the ongoing employment of a member of staff.

**HPC 226/21/22 TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2022, IN RESPECT OF ANY CHANGES TO STAFF SALARIES FOR 2022/23**

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

It was **RESOLVED** to increase salaries for all staff, as per the recommendation from the Staff Committee on 7th March 2022, for the year 2022/23.

**HPC 227/21/22 TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 07 MARCH 2022, IN RESPECT OF ANY CHANGES TO THE CHIEF OFFICER’S SALARY FOR 2022/23**

It was **RESOLVED** that the Chief Officer’s salary be increased, as per the recommendation from the Staff Committee on 7th March 2022, for the year 2022/23.

*Confidential meeting closed at 20:19pm.*

………………………………………

 Signed - The Chairman

………………………………………

 Date