



HORNDLEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 18TH JULY 2022 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, A Forbes (Vice Chairman), S Freeman, J Lay, 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: No members of the public were present.

HPC 063/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Beck, Cllr D Evans, & Cllr Little

HPC 064/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 065/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

A discussion took place regarding the lack of grass cutting along Downwood Way, which had previously been reported on numerous occasions to HCC and EHDC Cllrs. It was agreed that enquiries would be made with County Cllr Marge Harvey.

HPC 066/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

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

HPC 067/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public were present.

HPC 068/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH JUNE 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 20 June 2022 be deferred until the next Council minute, as they were not yet ready to present.

HPC 069/22/23 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 3 ATTACHED)

It was noted that the list No. on the Orders for Payment was different to the list No. on the Agenda. A query regarding line 33 – IGS Fencing Ltd was raised- the Chief Officer confirmed that fencing repairs were undertaken to a property owner's fence in Loxwood Road due to storm damage, following a HPC owned tree causing damage to the fence.

It was **RESOLVED** that the Orders for Payment (List 3 attached) be approved and duly signed.

HPC 070/22/23 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 30 JUNE 2022

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 30 June 2022.

HPC 071/22/23 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

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

HPC 072/22/23 TO RECEIVE NOTIFICATION OF THE COMMUNITY CONTRIBUTION TO BE PASSED TO HPC FROM THE HIGHWOOD DEVELOPMENT AND CONSIDER SUITABLE USES

The Chairman informed Members that the Highwood Development would be providing HPC with a 5K community contribution and suggested that the funds be spent somewhere near the development, or possibly the Church Hall.

HPC 073/22/23 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE ONGOING ENGAGEMENT OF A SECURITY COMPANY TO UNDERTAKE DAILY PATROLS

The Chief Officer gave the following updates regarding the Security Company undertaking daily patrols

- Daily patrols continuing at Jubilee 2 x each evening, up until midnight, but not yet at Napier Hall.
- Information relayed regarding E Scooter use and cutting down of trees.
- Increase in their charges from £15 - £17.50 as of 25 July 2022, due to fuel cost increases. If there is a significant decrease in fuel costs, the Security Company plan to reflect this in their charges.

She also said that some residents had reported that the Security Company didn't appear to be approaching groups of people and appear to only be focussing on checking the security of the Council Office/Jubilee Hall.

HPC 074/22/23 TO RECEIVE A VERBAL UPDATE REGARDING RECENT MEETINGS PERTAINING TO THE ESCALATION OF ANTI-SOCIAL BEHAVIOUR

The Chairman said that a meeting had been arranged and two Youth Activity evenings were due to begin in September in Rowlands Castle.

Happy Healing Hut said they are hoping to run some sessions at Merchistoun Hall in Horndean, but said they are currently awaiting on CIL funding. If they aren't successful in obtaining funding they will be looking for support from HPC and EHDC.

The Youth Activity Evenings will include life skills and if successful, it may be that some outreach can be done with other Young People, but there were concerns that the activities being offered wouldn't necessarily assist with some of the groups causing ASB.

HPC 075/22/23 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE REPAIRS TO PLAY EQUIPMENT, NAMELY THE ROUNDABOUT AT DEEP DELL**

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

It was **RESOLVED** to proceed with the repair and maintenance works by replacing the bearings and spindle, as per the quotation received from HAGS, at a total cost of £2,488.50 + VAT.

HPC 076/22/23 **TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

Cllr Attlee provided an update to Cllrs, stating that a reply had been received from Bloor Homes who had declined to use the approach of HPC. She said she had been put in touch with PDI (strategic, political and community engagement consultants) regarding the next step of the process which will be web based and include a questionnaire. Letters will be sent to all households regarding the public consultations and a web based portal and advertisements will be placed in local papers.

HPC 077/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 27 JUNE 2022, IN RESPECT OF THE ALCOHOL AND SUBSTANCE MISUE POLICY**

It was agreed that the Alcohol and Substance Misuse Policy be amended as follows

- Remove part of the 2nd paragraph (in brackets).
- The 4th paragraph be deleted, including the bullet points.

HPC 078/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 27 JUNE 2022, IN RESPECT OF THE REVISED JOB DESCRIPTION/PERSON SPECIFICATION – ESTATE WARDEN**

A discussion took place and the Chief Officer confirmed that the Countryside Team were experiencing a backlog, due to the smaller team they were currently operating with. She confirmed that the backlog was manageable, by way of contracting some of the teams work out.

It was **RESOLVED** to amend the Job Description as follows and to return the document for review to the next Council Meeting in August.

- Edit last paragraph on page 1.
- Look at duplication of 2 of the bullet points under the heading “Other Responsibilities include”.

HPC 079/22/23 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 15TH AUGUST 2022**

The next scheduled meeting of the Council is noted as 15 August 2022. This meeting will be held in Jubilee Hall.

HPC 080/22/23 **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 20:23pm.

HPC 081/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 27 JUNE 2022, IN RESPECT OF THE EXPIRY OF THE PROBATIONARY PERIOD PERTAINING TO A MEMBER OF STAFF**

It was **RESOLVED** that the staff member in question had successfully completed his 26 week probationary period.

HPC 082/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 27 JUNE 2022, IN RESPECT OF A SALARY REVIEW, AND AGREE THE WAY FORWARD**

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

It was **RESOLVED** that the Chief Officer seek 3x quotations from external companies to undertake a salary review of all staff. This was proposed by Cllr Mrs Tickell and seconded by Cllr Freeman. All agreed.

HPC 083/22/23 **TO RECEIVE A REPORT IN RESPECT OF AN INSURANCE MATTER PERTAINING TO A TREE WITHIN THE OWNERSHIP OF THE PARISH COUNCIL, AND AGREE THE WAY FORWARD**

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

It was **RESOLVED** that the recommended tree works be undertaken. This was proposed by Cllr Forbes and seconded by Cllr Veitch. All Agreed.

Confidential meeting closed at 20:49pm.

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Signed - The Chairman

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Date