



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 15TH AUGUST 2022 AT 7.00 P.M.

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

HPC 084/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Mrs I Weeks.

HPC 085/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 086/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

HPC 087/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No update received.

HPC 088/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public were present.

HPC 089/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20 JUNE 2022 AND 18 JULY 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 20 June 2022 and 18 July 2022 be signed as a true record of the meeting with the following amendments

- 20 June 2022: Remove Cllr Beck from present Cllrs list, as apologies were given.
- 18 July 2022: Minute HPC 077/22/23 - change the word "agreed" to "amended" at end of sentence.

HPC 090/22/23 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 5 ATTACHED)

Item 33 – Discussion regarding the use of a property name appearing on the Orders for Payment. Council requested that going forward, properties are not identified within the document.

It was **RESOLVED** that the Orders for Payment (List 5 attached) be approved and duly signed.

HPC 091/22/23 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

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

The RFO pointed out that the Vandalism table showing the total cost incurred from vandalism was added up incorrectly; and didn't include the cost of the installation of cameras at a cost of £2,200. He also made reference to the Gas and Electricity, stating that the variable rate assumes an even higher increase in the tariff's cap in October, than the stated 65% increase recorded in the report.

HPC 092/22/23 TO CONSIDER THE FUTURE FUNDING IN RESPECT OF THE ONGOING ENGAGEMENT OF A SECURITY COMPANY TO UNDERTAKE DAILY PATROLS

A discussion took place and it was **RESOLVED** to

- Continue with the security company undertaking daily patrols.
- The engagement of the security company to be reviewed at the next Council meeting on 5 September 2022.

This was proposed by Cllr Forbes and seconded by Cllr Veitch. All agreed.

HPC 093/22/23 TO NOTE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING – FINAL DECISION, FOR THE REFURBISHMENT OF FIVE HEADS RECREATION PLAYGROUND, AND CONSIDER THE WAY FORWARD

Cllr Tickell said she was pleased that HPC had received the CIL funding they applied for and said the first step would be the tender process.

The Chief Officer said there were two options for the tender process, one being for HPC to engage a play area company to undertake the tender on their behalf or one being for HPC to undertake the tender themselves, which would involve drawing up a specification, advertising on a tender website and then drawing up a contract for the winning company thereafter.

A discussion took place regarding the tender process options.

It was **RESOLVED** to employ Groundworks to manage the refurbishment of Five Heads Recreation playground project, including the tender process, following approval of requested quotation.

This was proposed by Cllr Beck. All agreed.

HPC 094/22/23 TO RECEIVE AND CONSIDER THE ENQUIRY RECEIVED PERTAINING TO LAND ACQUISITION

It was **RESOLVED** that the land acquisition request for Dell Piece West be declined.

HPC 095/22/23 **TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

Cllr Attlee updated members, saying that Bloor Homes had now gone live with their online questionnaire regarding the community building and said letters had been sent out to residents, one of which she had received. She gave an example of some of the questions asked within the questionnaire:

- What do you want to use the building for/what use/purpose?
- What facilities do you use already?
- Any gaps in the community or any existing facilities you would like to use, which are oversubscribed?
- How important is the design and sustainability of the building?

It was noted that only Cllr Attlee had received a letter regarding the consultation, out of the 13 Cllrs present at the Council meeting.

HPC 096/22/23 **TO RECEIVE AND AGREE THE REVISED JOB DESCRIPTION/PERSON SPECIFICATION – ESTATE WARDEN**

It was **RESOLVED** that the revised job description/person specification for the Estate Warden position be agreed.

HPC 097/22/23 **TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE INDEPENDENT STAFF SALARY REVIEW**

It was **RESOLVED** that this agenda item be deferred due to waiting on quotations.

HPC 098/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF THE DESIGNATION OF A COMMUNITY ASSET**

Cllr Tickell gave an update, explaining that the owners of the land where Horndean Football Club Pitches are located are thinking of selling the land. The Chief Officer said she had spoken with the Community Officer at EHDC and said the process would be acceptable to undertake as a Parish Council.

It was **RESOLVED** that HPC apply for the land to be made a designated asset, on behalf of Horndean Football Club. All agreed.

HPC 099/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF THE REDUCTION OF THE HEDGE AT FIVE HEADS RECREATION GROUND**

It was **RESOLVED** to proceed with the hedge reduction at Five Heads Recreation Ground, as per quotation 1, total cost £2,500 + VAT. All agreed.

HPC 100/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF POTENTIAL CIL PROJECTS – HAZLETON COMMON FOOTPATH IMPROVEMENTS AND A MULTI-USE GAMES AREA AT JUBILEE**

It was **RESOLVED** to

- Proceed with the Hazleton Common footpath improvements CIL Project and obtain quotations for the work.
- Put on hold the MUGA at Jubilee CIL Project, due to budget constraints.

HPC 101/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 01 AUGUST 2022, IN RESPECT OF QUANTIFYING STAFF TIME PERTAINING TO VANDALISM**

A discussion took place and it was **RESOLVED** that office staff, including the Countryside Team, record any time spent on reporting, repairs, resident complaints etc., which pertain to anti-social behaviour/vandalism. The Chief Officer will devise a reporting system for this be undertaken.

HPC 102/22/23 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 01 AUGUST 2022, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:**

- **ALL SAINTS CHURCH, CATHERINGTON - £1,000**

It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000 (as per their grant request to help maintain the grounds of the parish church yard), pursuant to Local Government Act 1972 S.137.

- **1ST HORNDEAN SCOUT GROUP - £500**

It was **RESOLVED** that 1st Horndean Scout Group be awarded £500 (as per their grant request to purchase 4x additional Vango Beta 350XL tents), pursuant to Local Government Act 1972 S.137.

- **LIFE EDUCATION WESSEX – FURTHER INFORMATION REQUESTED - £700**

It was **RESOLVED** that the grant request from Life Education Wessex for £700 for the provision of an educator and resources be declined, due to their being no financial need. This was proposed by Cllr Veitch and seconded by Cllr Forbes. All agreed.

HPC 103/22/23 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 05 SEPTEMBER 2022**

The next scheduled meeting of the Council is noted as 05 September 2022. This meeting will be held in Jubilee Hall.

HPC 104/22/23 **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 21:02pm.

HPC 105/22/23 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 20 JUNE 2022 AND 18 JULY 2022**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 20 June 2022 and 18 July 2022 be signed as a true record of the meeting.

Confidential meeting closed at 21:04pm.

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Signed - The Chairman

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Date