



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 12 JUNE 2023 AT 7.00 P.M.

PRESENT: Councillors T Attlee, S Freeman J Lay, D Prosser, Mrs E Tickell, P Little

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager/Minute Taker, Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: Cllr Elaine Woodard, David Evans & Cllr Sara Schillemore - East Hampshire District Councillors and three member of the public were present.

HPC 044/23/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Paul Beck.

HPC 045/23/24 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 046/23/24 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr M Harvey was circulated and noted by members.

HPC 047/23/24 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

Reports by District Cllrs D Evans and S Schillemore were circulated and noted by members.

HPC 048/23/24 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

District Cllr D Evans made a personal plea and asked if the Parish Council microphones could be used at future Council meetings.

Marcella Payne introduced herself and informed members that she had recently joined the local Speedwatch Group. She said that some of the cars were going so fast that they were unable to record the number plates. She summarised that a total of 255 cars had been recorded and 9 of those were speeding.

HPC 049/23/24 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15 MAY 2023, AND THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 20 FEBRUARY 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 15 May 2023 be signed as a true record of the meeting.

All agreed.

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 20 February 2023 be signed as a true record of the meeting.

All agreed.

HPC 050/23/24 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 3 ATTACHED)

The RFO stated that the Automatic Gate System, reference number 9 was in relation to repair work due to vandalism. The Chairman informed members that the RFO is recording all vandalism costing repairs.

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

HPC 051/23/24 TO NOTE PURSUANT TO HPC FINANCE REGULATIONS PARA 3.4, THE EXPENDITURE INCURRED FOR EMERGENCY TREE WORKS UNDERTAKEN AS ADVISED WITHIN THE ANNUAL TREE INSPECTION £1,950 AND £850

A report by the Grounds Manager was circulated and pursuant to HPC Finance Regulations para 3.4, the expenditure incurred for emergency tree works undertaken as advised within the annual tree inspection £1,950 and £850 was noted.

HPC 052/23/24 TO RECEIVE AND CONSIDER THE FINAL 2022/2023 MANAGEMENT ACCOUNTS

A report by the RFO and Final Year End Management Accounts 2022/2023 was circulated. The RFO made reference to point iv on page 1- CC407 HLS Payments and said that HPC were no longer in receipt of the rural payment part, resulting in an ongoing shortfall. He said that the Grounds Manager had found somewhere else to apply for these funds from.

A short discussion took place and the Final Year End Management Accounts 2022/2023 was noted by members.

HPC 053/23/24 CONFLICT OF INTEREST DECLARATION – BDO EXTERNAL AUDITORS)

The Conflict of Interest with BDO LLP was duly signed.

HPC 054/23/24 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 2022/2023

The RFO referred to the Internal Audit report with particular reference made pertaining to the conclusions and recommendations section. The following inaccuracy was noted- The current Chairman and/or the previous Chairman did not reject the recommendation for the Trial balance at the month-end be printed off and provided to the reviewer for verification and sign-off. It was agreed that the inaccuracy be amended/corrected.

It was agreed to reject the recommendation that the Lloyds bank account be closed as it was felt that there should be a back-up account in place, should Council experience any issues with the Co-Operative bank Account. It was noted that Council have been struggling to get the bank signatories amended with the Co-Operative bank.

Members thanked the staff for the work they had put in.

HPC 055/23/24 TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2022/2023

- **Section 1 – Annual Governance Statement 2022/2023**
- **Section 2 – Accounting Statements 2022/2023**

A vote took place and it was unanimously agreed to approve and duly sign the documents.

HPC 056/23/24 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted. The RFO stated that the income table showing the CIL Funds was accurate and said that HPC were spending it within the 5 year timeframe.

HPC 057/23/24 TO CONSIDER ANY ADJUSTMENTS TO THE EARMARKED RESERVES

A report by the RFO was circulated. He said that when the budget was discussed and agreed, it was felt that some of the reserves needed topping up.

A discussion took place and the earmarked reserves remain unchanged.

HPC 058/23/24 TO CONSIDER AND AGREE TO AMEND STANDING ORDER 15b(iv), TO ENABLE AN INCREASE IN THE SIZE OF WORKING PARTIES

It was **RESOLVED** to amend Standing Order 15b (iv) by removing the ceiling on the number of people required on a working party.

HPC 059/23/24 TO ELECT A WORKING PARTY TO AGREE A STYLE OF WORKING FOR PARISH COUNCILLORS, AND TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT STRATEGY

A report by the Chairman was circulated and noted by members. It was **RESOLVED** to agree the following

- The Working party Brief. This was proposed by Cllr Lay and seconded by Cllr Freeman.
- The style of the working document be adopted until and updated by the working group. This was proposed by Cllr Lay and seconded by Cllr Little.
- The working party be formed as follows: Cllrs John Lay, Teresa Attlee, Simon Freeman.

HPC 060/23/24 TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE ENGAGEMENT OF A SECURITY COMPANY

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

The Chairman said that Council, last year, felt that the engagement of a security company x2 visits per week was required. He asked members their thoughts on the need for the same this year, following the vandalism issues at Napier hall, with the food bank shed being broken into on multiple occasions, and the windows on the same side of Napier Hall Committee room being broken/targeted regularly.

It was **RESOLVED** that

- Council instruct Goldcrest Guarding Security Services to begin security patrols, with one visit per evening every day of the week at both Jubilee and Napier Hall, between 18:00 and 00:00.
- Security patrols are undertaken, in conjunction with support from the Policing Team, publicity on the HPC website and Facebook page and engagement with the community and HTC.

HPC 061/23/24 TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF WINDOW BLINDS FOR THE PARISH OFFICE

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

It was **RESOLVED** that Council agreed to accept the quotation from Sun-X to install operated Velux blinds on the L/H side of the upstairs office only, total cost of £1,908.00.

This was proposed by Cllr Little and seconded by Cllr Freeman.

HPC 062/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:

- **VICTIM SUPPORT - £200**
- **ALL SAINTS CHURCH CATHERINGTON - £1,000**
- **HOLY TRINITY CHURCH BLENDWORTH - £1,000**
- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**

It was **RESOLVED** that the following grants be awarded, pursuant to S137 Local Government Act 1972.

- Victim support - £200 to be used towards the purchase of security items, provided free of charge to victims and their families.
- All Saints Church Catherington - £1,000 to be used towards the upkeep of the parish churchyard.
- Holy Trinity Church - £1,000 to cover the cost of maintenance of the churchyard.
- Citizens Advice East Hampshire - £1,000 to be used for providing advice, information and support to residents of Horndean.

HPC 063/23/24 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 10 JULY 2023

The next scheduled meeting of the Council was noted as 10th July 2023. This meeting will be held in Jubilee Hall.

Meeting concluded at 20:10PM

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Signed - The Chairman

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Date