



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 15 APRIL 2024 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, S Freeman, K Jenkins, R Smith, R Sowden

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

PUBLIC ATTENDANCE: District Cllr D Evans
District Cllr E Woodard
District Cllr J Hogan (entered meeting at 7.38P.M)
1 x member of the public

HPC 001/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Beck, Cllr Redding, Cllr Hodgson and Cllr Prosser

District Cllr Sara Schillemore and County Cllr Marge Harvey gave apologies of absence for the meeting. District Cllr Hogan said he may have to give apologies, due to traffic on his way back from a meeting, but said he would try to attend.

HPC 002/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 003/24/25 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received. The Chairman informed members to report pot holes to HCC and to provide the report reference to County Cllr Marge Harvey, who can then chase for updates, on behalf of HPC.

HPC 004/24/25 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor D Evans and a joint report by District Councillor E Woodard & J Hogan were circulated (see attached).

The Chairman said that Cllr Attlee and himself had attended a meeting with District Cllrs to look at Assets for LEOH development and how they were packaged. It was noted that HPC and District Cllrs, apart from District Cllr D Evans, would not be happy to take them on, in the way the Assets were currently packaged. There is currently no inclination of separating some of the Assets.

HPC 005/24/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to members of the public.

A member of the public stated that he had read the Council News, under the “LEOH - What’s Happening” heading, with regards to the Sustainable drainage systems. He said that a Flood Risk Assessment was submitted with the Planning Application – Ref 53198/003. He raised concerns as to who would be responsible for maintaining the filtration systems.

HPC 006/24/25 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2024

It was **RESOLVED** that the minutes of the Council meeting held on 11 March 2024 be signed as a true record of the meeting.

All agreed.

HPC 007/24/25 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (FEBRUARY & MARCH ATTACHED)

It was noted that the February Orders for Payment had been presented to Council, again this month, for clarification regarding the recorded VAT.

It was **RESOLVED** that the Orders for Payment (February & March attached) be approved and duly signed.

All agreed.

HPC 008/24/25 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted by members. The RFO said that the final accounts would be presented at the next Council meeting.

It was **RESOLVED** that item 13 of the agenda be brought forward (as below). All agreed.

HPC 009/24/25 TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF FUTURE ENGAGEMENT WITH HOUSING DEVELOPERS

A report by the Chairman was circulated. Cllr lay said that there appears to be some misunderstanding in the report, as it had become apparent that HPC had previously engaged with housing developers.

The recommendations from the report were considered by members and the following was **RESOLVED**

- A short life working party be established to develop a Horndean Parish “shopping list” of amenities, for presentation to the June Parish Council meeting, with working party members being Cllr Attlee and Cllr Lay. It was agreed that Cllr Prosser would be invited to join the working party if he wishes.
- Any “shopping list” developed will be reviewed annually.
- Representatives of Horndean Parish Council, to include at least two members, should seek to engage with potential developers, to discuss their proposals and potential benefits for Horndean, driven by the adopted “shopping list”. This includes Planning Committee members being able to attend such meetings.

HPC 010/24/25 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE ELECTRICAL WORKS TO BE UNDERTAKEN AT JUBILEE AND NAPIER HALL**

A report by the Chief Officer was circulated, along with quotations. The Chief Officer explained that two quotations had been obtained for both Napier and Jubilee, with both contractors assuring compliance, following an Electrical Installation Condition Report.

A short discussion took place and it was **RESOLVED** that

- Council proceeds with quotation 1 for Jubilee Hall, instructing KB Electrics to undertake the Electrical Installation Condition Report and necessary works to ensure compliance, total cost - £2,587 + VAT. This was proposed by Cllr Smith and seconded by Cllr Jenkins.
- Council proceeds with quotation 2 for Napier Hall, instructing KB Electrics to undertake the Electrical Installation Condition Report and necessary works to ensure compliance, total cost - £2,500 + VAT. This was proposed by Cllr Attlee and seconded by Cllr Sowden.

District Cllr Hogan entered the meeting.

HPC 011/24/25 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPLACEMENT HEATING UNITS WITHIN JUBILEE HALL**

A report by the Chief officer was circulated, along with quotations obtained. It was noted that the item was considered by Council on the 11 March 2024, but due to the misinterpretation of a quotation submitted which has since been clarified, the matter is being considered again.

A discussion took place and it was **RESOLVED** that Council proceed with instructing the contractor of quotation 3 – Eric Jackson’s Ltd, to undertake the replacement heater works at Jubilee Hall, total cost of £1,868.40 + VAT and an additional charge of £60 + VAT for disposal. This was proposed by Cllr Smith and seconded by Cllr Jenkins. 4 votes were counted, with 2 members abstaining.

HPC 012/24/25 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE STAFF SALARY REVIEW/EVALUATION**

A report by the Chief Officer was circulated. A discussion took place and it was **RESOLVED** to proceed with instructing Local Council Consultancy (quotation 1), to undertake an independent job evaluation, total cost for phase 1 - £2,800 + VAT and expenses. This was proposed by Cllr Freeman and seconded by Cllr Lay.

HPC 013/24/25 **TO RECEIVE AND CONSIDER THE PROPOSAL IN RESPECT OF THE IT PROVISION FOR MEMBERS**

A report by the Chief Officer was circulated and a discussion took place. Queries were raised regarding the suggested setup. It was **RESOLVED** that the Document Control Guidelines document be agreed by Council before any decision is made regarding the IT provision for members. All agreed.

HPC 014/24/25 **TO RECEIVE AND CONSIDER THE PARISH PLAN 2024-25**

A report by the Chairman was circulated, along with the draft Parish Plan for 2024-25.

It was **RESOLVED** that the 2024-25 Draft Parish Plan be agreed with the following amendment, to be presented at the Annual Parish Meeting on Monday 22nd April 2024.

- Re-word No. 12, under “Project” heading, to read: “To engage positively with potential developers, to seek to influence their thinking before developer agreements are entered into with EHDC, whilst continuing to review all relevant documents and making representations in a timely manner through the HPC Planning Committee”.

HPC 015/24/25 **TO RECEIVE AND CONSIDER THE UPDATED FLEXIBLE WORKING POLICY**

The Chief Officer informed members that the following updates had been made to the Flexible Working Policy, as per recent law changes.

- An employee can request changes from day 1 and not wait until 6 months into their employment to make a flexible working request.
- An employee can submit more than one flexible working application in a 12-month period.
- An employee does not have to specify how their flexible working request will impact the business.

It was **RESOLVED** that the updated Flexible Working Policy be agreed by Council. All agreed.

HPC 016/24/25 **TO RECEIVE AND CONSIDER THE MENOPAUSE AT WORK POLICY**

The Menopause at Work Policy was circulated, with the Chief Officer stating that it was not a legal requirement but said it was good practice to have one in place.

It was **RESOLVED** that the Menopause at Work Policy be agreed by Council with the following amendment

- Page 2, "Flexible Working" paragraph: Add the word "in" after the wording "which can be found". All agreed.

HPC 017/24/25 **TO RECEIVE AND CONSIDER THE APPLICATION TO EHDC COMMUNITY FUND IN RESPECT OF THE JUBILEE ZIPWIRE REPLACEMENT**

The application to EHDC Community Fund in respect of the Jubilee Zipwire replacement was circulated to members electronically before the meeting. It was **RESOLVED** that the application be agreed and sent to EHDC for consideration.

HPC 018/24/25 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF ALARM RESPONSE SYSTEM PERTAINING TO THE PARISH OFFICE/JUBILEE HALL**

A report by the Chief Officer was circulated and a discussion took place. Members felt they were not comfortable with staff attending on their own, for a call-out, stating that staff welfare is a priority.

It was **RESOLVED** that Council agreed that the alarm response system being monitored by Goldcrest Guarding Security Services with the cost set out as follows

- Monthly key-holding fee: £40.00
- Call-out 1st hour: £60.00
- Call-out subsequent hours: £40.00

It was **RESOLVED** that Council would require Forward Control, Horndean Parish Council's Fire and Security Specialist contractor to pay the Goldcrest Guarding Security Services call-out fees, following 5x false alarm call-outs, due to an ongoing integrity loop fault on the system, that cannot yet be rectified.

This was proposed by Cllr Freeman and seconded by Cllr Smith. All agreed.

HPC 019/24/25 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 MARCH 2024, IN RESPECT OF THE QUOTATIONS RECEIVED FOR THE REPAIRS TO PLAY AREA SURFACING**

It was **RESOLVED** that the recommendation from the Grounds Committee on the 25 March 2024, in respect of the quotations received for the repairs to play area surfacing be agreed as follows

- To clean, repair and overlay existing rubber surfacing at Deep Dell Play Area – 68Lm perimeter – 103.5sqm surfacing for the following play equipment: Multiplay Junior Unit, Mushroom, Slide at a total cost of £5,708 + VAT.

- To remove and dispose of existing EPDM surfacing, approx. 6.5m², regrade existing subbase and add top up layer, supply and installation of black EPDM wet pour, approx. 6.5m² to a min depth of 40mm, in line with critical fall height, edges finish up to PCC edging where they are present, rolled into the Ground otherwise for the Rotar play equipment at Downs Park, at a total cost of £820 + VAT.

HPC 020/24/25 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

Horndean Green Trail and Heritage Network: The Chairman provided an update, informing members that Urban Place Labs are finalising their report and will present highlights to the Annual Parish Meeting.

HPC 021/24/25 **TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATION:**

- **Citizens Advice East Hampshire - £1,000.**

It was **RESOLVED** that

- £1,000 be awarded to Citizens Advice East Hampshire, pursuant to S137 Local Government Act 1972, to be used for providing advice, information and support to residents of Horndean.
- Citizens Advice East Hampshire look at hosting support sessions in Horndean.
- Horndean Parish Council would be happy to offer Napier Hall as a location to host Citizens Advice East Hampshire support sessions.

HPC 022/24/25 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 13 MAY 2024, BEING THE ANNUAL MEETING. THE ANNUAL PARISH MEETING WILL BE HELD ON THE 22 APRIL 2024.**

The next scheduled meeting of the Council was noted as 13 May 2024. This meeting will be held in Jubilee Hall. The Annual Parish meeting was noted as 22 April 2024. This meeting will be held in Jubilee Hall.

HPC 023/24/25 **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**

Members of the public left the meeting.

The public meeting concluded at 8: 28 pm

HPC 024/24/25 **TO APROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 11 MARCH 2024**

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 11 March 2024 be signed as a true record of the meeting.

All agreed.

The confidential meeting concluded at 8.30 pm

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Signed - The Chairman

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Date