



HORNDDEAN PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON 15th MAY 2023 AT 7.00 P.M.

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer/Minute Taker, Mrs Lynn Evans.

PUBLIC

ATTENDANCE: Elaine Woodard - East Hampshire District Councillor, Sergeant Rees, PC Clement and PC Doran were present.

Mrs Lynn Evans thanked all those that she had worked with over her years as Chairman.

HPC 018/23/24 TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Beck nominated Cllr John Lay as Chairman. This was seconded by Cllr S Freeman. No other nominations were received. The vote was unanimous.

Cllr John Lay was duly elected as Chairman of the Council.

HPC 019/23/24 TO ELECT A VICE CHAIRMAN

Cllr Mrs Elaine Tickell was nominated as Vice Chairman. No other nominations were received. The vote was unanimous.

Cllr Mrs Elaine Tickell was duly elected as Vice Chairman of the Council.

HPC 020/23/24 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies of absence were received from HCC Cllr Mrs Harvey and District Cllrs D Evans, C Hatter and J Hogan.

HPC 021/23/24 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 022/23/24 TO MEET WITH THE POLICING TEAM RECENTLY ASSIGNED TO THE AREA

Council was introduced to the locally based police officers, who are passionate to address the antisocial behaviour within the area. There are several scheduled dates for special operations to target crime. Speed enforcement will be in operation.

HPC 023/23/24 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to members of the public.

Cllr Woodard was in attendance and expressed her intention to engage with the Parish Council, and attend meetings on a regular basis.

HPC 024/23/24 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 17 APRIL 2023

It was **RESOLVED** that the minutes of the Council meeting held on 17th April 2023 be signed as a true record of the meeting.

All agreed.

HPC 025/23/24 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)

It was **RESOLVED** that the Orders for Payment (List 2 attached) be approved and duly signed. All agreed.

HPC 026/23/24 RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES

Registration of interest for the Committees were received from Members and noted.

A discussion took place as to the way forward given the reduction in Members. It was agreed for the Finance and General Purposes Committee to be temporarily suspended due to insufficient Councillors. This will be reviewed following successful co-option of new Members.

Election of Chairman to Committees took place as follows:

▪ **Finance & General Purposes Committee**

- Cllr J Lay
- Cllr P Little
- Cllr S Freeman

▪ **Planning & Public Services Committee**

- Cllr P Beck
- Cllr Mrs E Tickell
- Cllr P Little
- Cllr D Prosser
- Cllr T Attlee

It was **RESOLVED** that Cllr P Beck be elected as Chairman of the Planning & Public Services Committee. All agreed.

▪ **Grounds Committee**

- Cllr Mrs E Tickell
- Cllr J Lay
- Cllr P Little
- Cllr S Freeman
- Cllr D Prosser

It was **RESOLVED** that Cllr Mrs E Tickell be elected as Chairman of the Grounds Committee. All agreed.

▪ **Staff Committee**

-
- Cllr Mrs E Tickell
- Cllr D Prosser
- Cllr P Little
- Cllr S Freeman

It was **RESOLVED** that Cllr D Prosser be elected as Chairman of the Staff Committee. All agreed.

HPC 027/23/24 APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM

The Chairman proposed that there are no additional committees required. All agreed.

HPC 028/23/24 TO ELECT MEMBERS TO A WORKING PARTY TO ASCERTAIN THE WAY FORWARD IN RESPECT OF FUTURE WORKING ARRANGEMENTS PERTAINING TO THE COMMITTEE STRUCTURE

A discussion took place and it was agreed that the committee structure given the reduced number of Councillors has for the time being been resolved. However, a working party will be elected at the next meeting of the Council to review the working arrangements in terms of community engagement.

HPC 029/23/24 TO CONSIDER THE WAY FORWARD IN RESPECT OF THE CO-OPTION OF NEW COUNCILLORS

A brief discussion took place and in addition to the publicity already in place, it was agreed that a press release promoting the Council will be prepared.

HPC 030/23/24 REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES

Cllr John Lay proposed that all current delegation to the Chief Officer remains unchanged.

The Chief Officer has delegated powers as detailed in the Standing Orders and Finance Regulations. The committees work to their Terms of Reference, and the only committee with delegated powers is Planning and Public Services.

No powers are delegated to other Local Authorities

HPC 031/23/24 REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

No changes to the current Terms of Reference for Committees were proposed. They remain unchanged.

HPC 032/23/24 REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

The Chairman explained that the Financial Regulations and Standing Orders are reviewed regularly and when necessary.

It was **RESOLVED** that the current Standing Orders and Financial regulations are adopted for 2023/2024.

HPC 033/23/24 REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

There are no such arrangements currently in place. There were no proposals to make such arrangements.

HPC 034/23/24 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

Representation on external bodies were agreed as follows:

- | | |
|------------------------------------------------|---------------------------------|
| ▪ East Hants Association Town & Parish Council | - Cllr J Lay |
| ▪ Catherington Village Residents Association | - Cllr Mrs E Tickell |
| ▪ Horndean Community Association | - Cllr S Freeman |
| ▪ Horndean Twinning Association | - Vacant (Cllr J Lay to attend) |
| ▪ Lovedean Village residents Association | - Cllr P Beck |
| ▪ Horndean Technical College | - Cllr S Freeman |
| ▪ HCC Passenger Transport Forum | - Cllr P Little |

HPC 035/23/24 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Insurance Policy was circulated and agreed.

HPC 036/23/24 REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

The following memberships were noted:

- Hampshire Association of Local Councils (HALC) and additional HR Service
- South East Employers for HR and Employment Law Advice
- Society for Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- Chartered Management Institute
- The Institute of Local Council Management

The current memberships are to be continued.

HPC 037/23/24 REVIEW THE COUNCILS COMPLAINTS PROCEDURE

It was **RESOLVED** that the current Complaints procedure is adopted. All agreed.

**HPC 038/23/24 REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS
MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE
GENERAL DATA PROTECTION REGULATION**

It was **RESOLVED** that the current Freedom of Information and GDPR procedures are adopted. All agreed.

**HPC 039/23/24 REVIEW THE COUNCILS POLICY FOR DEALING WITH THE
PRESS/MEDIA**

It was **RESOLVED** that the current Press and Media Policy is adopted. All agreed.

**HPC 040/23/24 TO CONSIDER BANK MANDATES AND SIGNATORIES FOR
ACCOUNTS**

The current signatories on the bank accounts were reviewed. It was concluded all current signatories with the addition of Cllr Lay to be added to all bank accounts.

It was **RESOLVED** to retain the current signatories including the Chairman on all the bank accounts

**HPC 041/23/24 TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF
2023/24 BEING £449,189**

The precept requirement of 2023/2024 was duly noted.

HPC 042/23/24 TO REVIEW THE INVESTMENT STRATEGY

It was **RESOLVED** that the current Investment Strategy is adopted. All agreed.

**HPC 043/23/24 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING
THE 12TH JUNE 2023**

The next scheduled meeting of the Council was noted as 12th June 2023. This meeting will be held in Jubilee Hall.

Meeting concluded at 8:25pm.

.....
Signed - The Chairman

.....
Date