

# HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 12 MARCH 2018 AT 7.00 P.M.

**PRESENT:** Councillors D Alexander, P Beck, Dr C Jacobs, Mrs D Denston, D Evans, Mrs L Evans (Chairman), A Forbes (Vice Chairman), Mrs Z I Pearson, Mrs E Tickell, R Veitch, Mrs I Weeks

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Matthew Madill, Grounds Manager

**PUBLIC ATTENDANCE:** 1 member of the Press and 2 members of the public were present.

HPC 228/17/18      **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor Mrs Marge Harvey and Councillors Miss J Murray and N Wren. No apologies were received from Councillors M Burridge and R Sowden.

HPC 229/17/18      **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 230/17/18      **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated (as attached) and noted by Members.

Mrs E Tickell provided an update regarding the drain outside of the Gales flats. She stated that it was not a simple request due to the incorrect layout of the road but said an agreement from HCC had been received in principal.

HPC 231/17/18      **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated (as attached) and noted by Members.

HPC 232/17/18      **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman informed Members that there had been some amendments to the meetings schedule for 2018-2019, namely the date of Armed Forces Day and one of the Council meeting dates and asked that the newly circulated schedule be the one that they referred to.

HPC 233/17/18      **PUBLIC SESSION**

The meeting was duly opened to members of the public.

HPC 234/17/18      **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 12 FEBRUARY 2018**

It was **RESOLVED** that the minutes of the Council meeting held on 12 February 2018 be duly signed as a true record of the meeting.

It was noted that apologies had been sent in by Cllr Mrs I Weeks for the Council meeting on 12 February 2018, albeit they were not noted during the meeting.

HPC 235/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

The Orders for Payment was circulated. It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed.

HPC 236/17/18 **TO RECEIVE AND AGREE THE FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was circulated and a discussion took place.

It was **RESOLVED** that

- the risk assessment be adopted with the following amendments
  - Business - Change risk to low.
  - Banking - Change risk to low.
  - Assets - Change risk to low.
  - Countryside Team Activity - Change risk 'a' to medium.
- the format of future Financial Risk Assessments be looked at by the Finance and General Purposes Committee.

HPC 237/17/18 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE ADDITIONAL SIGNATORY TO ASSIST WITH LLOYDS ONLINE BANKING**

A report by the Chief Officer was circulated and it was **RESOLVED** that the Office Manager be made a signatory in respect of the Lloyds online banking facility, in addition to the current signatories of the Chief Officer and the Responsible Financial Officer.

HPC 238/17/18 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE QUOTATION FOR REPAIRS TO LITH LANE**

A report by the Grounds Manager was circulated. The Chairman clarified that Lith Lane was classed as a footpath and said it was the responsibility of HPC to ensure it is passable. The history surrounding the resurfacing of the footpath was given, highlighting that HPC were maintaining Lith Lane by filling pot holes as and when necessary to ensure it remains passable.

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

- JDC undertake works to repair and regrade both large and smaller pot holes and resurface approximately 120 meters of Lith Lane as per their quotation of £3,162 + VAT.
- Countryside Staff at HPC create 2 drainage channels along Lith Lane.
- HPC install a 10mph speed limit sign to encourage vehicles to driver slower down the lane.

HPC 239/17/18 **TO RECEIVE AND CONSIDER THE IMPLEMENTATION OF THE DROPBOX FACILITY**

A report by the Office Manager was circulated and a discussion took place. It was felt that the current speed of the broadband connection should be sufficient enough, without the need to upgrade to fibre.

It was **RESOLVED** that the following information be sought and brought back to the Finance and General Purposes Committee on Monday 26<sup>th</sup> March 2018 for review.

- Google Drive to be investigated as a comparison to Dropbox.
- The No. of users required be ascertained.

HPC 240/17/18 **TO RECEIVE A REPORT AND CONSIDER THE CLOSURE OF THE PARISH OFFICE TO PREPARE FOR THE IMPLEMENTATION OF THE GENERAL DATA PROTECTION REGULATION**

A report by the Chief Officer was circulated. It was **RESOLVED** that the Parish office be closed on the 27, 30 April and 03 May 2018 to prepare for the implementation of the General Data Protection Regulation.

HPC 241/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

**LOVEDEAN VILLAGE HALL - £4,458.73**

It was **RESOLVED** that Lovedean Village Hall be awarded £4,458.73 as per their grant application request.

**HOME-START BUTSER – £1,500.**

It was **RESOLVED** that Home- Start Butser be awarded £1,500 as per their grant application request.

HPC 242/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 23 APRIL 2018 AND THE ANNUAL PARISH MEETING ON THE 09 APRIL 2018**

Noted.

The public part of the meeting closed at 8.05PM.

HPC 243/17/18 **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 (ADMISSIONS TO MEETINGS) ACT 1960).**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

HPC 244/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 12 FEBRUARY 2018**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 12 February 2018 be duly signed as a true record of the meeting.

HPC 245/17/18 **TO RECEIVE A VERBAL UPDATE AND CONSIDER APPOINTING AN ARCHITECT IN RESPECT OF THE COMMUNITY BUILDING WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT**

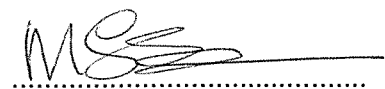
A verbal update was provided by the Chairman, who informed Members that she was currently in the process of ascertaining whether HPC could employ their own architect in respect of the community building within the LEOH development.

The Chairman suggested that HPC propose to EHDC that an architect be employed and organised by HPC in respect of the community building within the LEOH development. This was agreed by all Members.

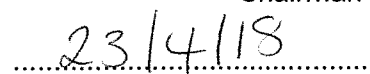
HPC 246/17/18 **TO RECEIVE AND CONSIDER THE DRAFT CONTRACT IN RESPECT OF THE PROVISION OF ARCHITECTURAL SERVICES FOR THE EXTENSION OF JUBILEE HALL**

The draft contract was circulated, along with comments received from PDP. It was **RESOLVED** that the contract be amended and agreed following suggested amendments and signed by the Chief Officer and PDP.

The confidential part of the meeting closed at 8.20PM.



Chairman



Dated

Ref- HPC 230/17/18

### ITEM 3

#### Report received from County Councillor Mrs M Harvey.

I would like to start by thanking David Evans for coming to my surgeries, so that the residents can ask questions about matters relating to the parish and EHDC.

As you are all aware I sure, many do not understand the difference between each authority, so it is very helpful for him to be there.

I have had notification of the roads in Horndean that will be surface dressed this year. Each one shouldn't take more than 1 day to complete. I have notified that Parish office and they said that they would publish them on their website. There are nine roads in all, so I am very pleased that finally the work is being done. There will be some road closures to facilitate this work and hopefully it won't be too disruptive.

I have asked for the drain outside of the Gales flats to be sorted out. This is the third time I have contacted them about it, so hopefully it will be done.

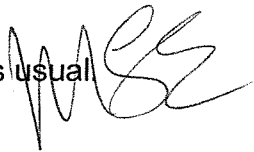
The traffic lights on London Road have been very disruptive, but that is something also that needed to be done, so hopefully, by the time you read this, they will be finished. Unfortunately there is no other way to do the work safely without traffic lights.

Pot holes again have been appearing since the snow and that is something that we knew would happen, so please, if you see a pot hole, report it.

HCC have set their budget at 5.99%, of which 3% will go towards helping with the social care issues that are plaguing us at the moment and that still will not cover the whole cost, but will help.

My surgery is on Thursday this week and as David Evans is unable to come, Nigel Wren has agreed to cover for him, so if anyone has anything that they need to talk with us about, then please come. It starts at 9.30am for one hour at the church centre on Blendworth Lane.

I am happy to answer any questions as usual



12.03.2018

Ref - HPC 231/17/18

**Item 4**

**District Councillor's Report to Horndean Parish Council for 12<sup>th</sup> March 2018**

Cllr David Evans, Horndean Kings, East Hampshire District Council

Local Government Boundary Commission England. The second consultation in respect of a proposed three-member ward that included Rowlands Castle, and the Horndean wards of Hazleton and Blendworth and Kings was considered by District Councillors to be even worse than their first 2-member ward proposal. Cllrs Tickell, Johnson and I worked very hard with officers at EHDC to produce a counter-proposal that would retain the three single member wards and, crucially, maintain the distinction between Rowlands Castle and Horndean. This was submitted on the 5<sup>th</sup> March and can most easily be found on Cllr Shepherd's blog. The LGBCE will publish their final recommendations on 3<sup>rd</sup> April.

22<sup>nd</sup> February: EHDC agreed its 2018/19 budget with zero increase in its share of Council Tax.

7<sup>th</sup> March: Development Policy Panel. EHDC has begun work on revising its Local Plan, the Joint Core Strategy, which we are now required to review every five years. The aim is to have a new Plan, which this time will cover only those parts outside the SDNPA, well advanced by May 2019 when the five years are up. All aspects will be consulted upon, as required in law and the first step is to produce a "Statement of Community Involvement" which sets out how the Council proposes to do this. The SCI will itself go out for public consultation between 16<sup>th</sup> March and 27<sup>th</sup> April. I expressed the view, along with Cllrs Shepherd and Schillemore that it was important to engage with residents about the new plan, which extends beyond the JCS to 2036. I'm sure we will be pressing for the fullest possible public consultation to take place in Horndean.

Also discussed were Supplementary Planning Documents covering Residential property extensions and Vehicle Parking Standards. If you wish to know more details, please contact me.

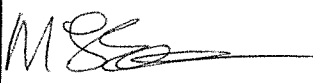


Ref - MPC 235/17/1A

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 12 - 12-03-2018			BANK ENTRIES: 07/02/18 - 06/03/18
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
<b>FEBRUARY 2018 - DIRECT DEBITS</b>						
1	25/01/2018	Castle Water	59.25	0.00	59.25	Napier Hall Water: 25 July 17-10 Jan 18
2	08/01/2018	Castle Water	14.83	0.00	14.83	Cath Down Standing Chg: 25 Jan 17-7 Aug 17
3	04/02/2018	Plusnet	12.50	2.50	15.00	Tyfield WiFi: 04/2/18-03/03/18
4	13/02/2018	Peach	149.72	29.94	179.66	Tyfield Line, Alarm, Napier, Jubilee WiFi: Jan Calls/Feb Rent
5	13/02/2018	Fuelgenie	127.15	25.43	152.58	Fuel: January 2018
6	15/02/2018	Vodafone	47.43	9.48	56.91	Mobiles: Jan Calls/Feb Rent
7	16/02/2018	Business Stream	81.63	0.00	81.63	Tyfield Waste Water: 24 Jul 17 to 19 Jan 18
8	06/02/2018	Business Stream	102.07	0.00	102.07	Jubilee Waste Water: - 6 Sep to 31 Jan 18
9	05/02/2018	SSE Gas	247.54	49.50	297.04	Napier Gas: 5 Jan - 1 Feb 2018
10	28/02/2018	Veolia	219.70	43.94	263.64	Waste Removal: January 2018
<b>MARCH 2018 - DIRECT DEBITS</b>						
11	01/03/2018	LuckyLite	520.00	0.00	520.00	March Rent - 2018
<b>FEBRUARY 2018 BACS</b>						
12	15/11/2017	Screwfix	-64.97	-12.99	-77.96	Chuck, Pozzi Bit, Box of Screws Refund
13	21/12/2017	Annodata	201.93	40.39	242.32	Photocopying Rent: 26/2/18-25/5/18
14	10/02/2018	Beaver Tool Hire	198.45	39.69	238.14	Flail Mower Hire for Cath Down
15	31/01/2018	Richard Merritt Chemicals	49.10	9.82	58.92	Janitorial Supplies
16	08/02/2018	HALC	400.00	80.00	480.00	Training on GDPR for members/staff
17	31/12/2017	The New Blendworth Centre	102.00	20.40	122.40	Litter Picking: December 2017
18	31/01/2018	The New Blendworth Centre	102.00	20.40	122.40	Litter Picking: January 2018
19	05/02/2018	Westcotec	80.00	16.00	96.00	Additional Battery for SID Unit
20	10/02/2018	FR Jones & Son	21.03	4.21	25.24	Shear Pin, Depth Gauge, Brake band
21	14/02/2018	Rowlands Castle Cleaning	75.00	0.00	75.00	Window Cleaning
22	14/02/2018	Blendworth Property Maintenance	130.00	0.00	130.00	Repair to Internal Wall & Decorate at Napier Hall
23	24/01/2018	IOSH	95.00	0.00	95.00	Annual Membership Subscription
24	20/02/2018	Horndean PC Employees	14,671.81	0.00	14,671.81	Net Salaries - February 2018
25	22/02/2016	D Corke Property Maintenance	175.00	0.00	175.00	Repair faulty Play Equipment at Deep Dell
26	16/02/2018	Screwfix	74.07	14.81	88.88	Gloves, Wheelbarrow Wheel, 2KW Heater
27	19/02/2018	Annodata	282.94	56.59	339.53	Photocopying 14/11/17-19/02/2018
28	20/02/2018	Dale Valley Training	310.00	62.00	372.00	Basic Tree Survey Course for 2 members of CT
29	12/02/2018	Travel Expenses	16.20	0.00	16.20	Member Travel Expenses
30	28/02/2018	HMRC	3,792.40	0.00	3,792.40	Pension Contributions - February 2018
31	28/02/2018	Hampshire Pension Fund	3,591.97	0.00	3,591.97	PAYE/NI - February 2018
32	19/02/2018	Lloyds Bank	6.50	0.00	6.50	Bank Fees - February 2018
<b>MARCH 2018 BACS</b>						
33	05/03/2018	Staff Expenses	35.02	0.00	35.02	Staff Expenses - February 2018
34	28/02/2018	Richard Merritt Chemicals	50.80	10.16	60.96	Janitorial Supplies
35	27/02/2018	Viking	24.47	4.89	29.36	Stationery and Janitorial Supplies
36	27/02/2018	Viking	14.36	2.87	17.23	Box Files
37	12/01/2018	Viking	20.62	4.12	24.74	Calendars, Wallets, Pens
<b>FEBRUARY 2018 DEBIT CARD</b>						
38	05/02/2018	St John Ambulance	300.00	60.00	360.00	First Aid At Work Course for new CT Member
39	06/02/2017	St John Ambulance	-300.00	-60.00	-360.00	Initial First Aid at Work Course REFUND-Course cancelled
40	12/02/2018	Maxwell Amenity Ltd (Pitchcare)	31.60	6.32	37.92	5 Litres Rosate Glyphosate for all sites
41	19/02/2018	Amazon (Rinkit Ltd)	78.95	0.00	78.95	Mugs, Cups & Saucers for Napier, Jubilee and Tyfield
42	19/02/2018	TLC (Southern)	42.50	8.50	51.00	Small Fluorescent Tubes for Napier Hall
43	23/02/2018	Wel Medical	129.75	25.95	155.70	Replacement Pads for Defibrillators
<b>TOTAL EXPENDITURE</b>			<b>26,320.32</b>	<b>574.92</b>	<b>26,895.24</b>	
<b>INVOICES TO BE APPROVED FOR PAYMENT</b>			<b>LIST 12 - 12-03-2018</b>			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		NONE				
		<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

*Handwritten signature/initials*

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 12 - 12-03-2018			BANK ENTRIES: 07/02/18 - 06/03/18
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
<b>FEBRUARY 2018</b>						
44	07/02/2017	Private	200.00	0.00	200.00	Deposit for Jubilee Hall
45	07/02/2018	Private	87.12	0.00	87.12	Hire of Jubilee Hall
46	08/02/2018	Private	158.08	0.00	158.08	Deposit + Hall Hire of Jubilee Hall
47	08/02/2018	Gareth Davy Tai Chi	152.80	0.00	152.80	Deposit + Hall Hire of Jubilee Hall
48	12/02/2018	Private	58.08	0.00	58.08	Hire of Jubilee Hall
49	12/02/2018	Purple Promotions	99.00	0.00	99.00	Hire of Napier Hall
50	12/02/2018	U3A	33.00	0.00	33.00	Hire of Napier Hall
51	14/02/2018	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
52	14/02/2018	Lovedean Karate	237.60	0.00	237.60	Hire of Napier Hall
53	14/02/2018	MS Society	26.40	0.00	26.40	Hire of Jubilee Hall
54	15/02/2018	Guides	100.00	0.00	100.00	Deposit for Jubilee Hall
55	19/02/2018	Private	96.30	0.00	96.30	Hire of Jubilee Hall
56	19/02/2018	Private	-100.00	0.00	-100.00	Jubilee Hall Deposit Refunded
57	19/02/2018	Private	43.56	0.00	43.56	Hire of Jubilee Hall
58	21/02/2018	Didi Dance	39.60	0.00	39.60	Hire of Napier Hall
59	22/02/2018	Private	43.56	0.00	43.56	Hire of Jubilee Hall
60	26/02/2018	Private	143.56	0.00	143.56	Deposit + Hall Hire of Jubilee Hall
61	26/02/2018	Private	14.52	0.00	14.52	Hire of Jubilee Hall
62	26/02/2018	Private	-200.00	0.00	-200.00	Napier Hall Deposit refunded
63	26/02/2018	Horndean Baptist Church	843.46	0.00	843.46	Hire of Napier Hall
64	27/02/2018	Private	-200.00	0.00	-200.00	Jubilee Hall Deposit Returned
65	27/02/2018	East Hampshire District Council	964.68	0.00	964.68	Councillor Grant (D Evans) : Benches at Cath Lane/Portsmouth Rd
66	27/02/2018	Bibble Bubble	34.00	0.00	34.00	Hire of Napier Hall
67	27/02/2018	Mosaic Therapy	4.25	0.00	4.25	Hire of Napier Hall
68	28/02/2018	Purple Promotions	198.00	0.00	198.00	Hire of Napier Hall
69	28/02/2018	Private	82.61	0.00	82.61	Hire of Napier Hall
70	28/02/2018	Cambridge & Counties	131.52	0.00	131.52	Bank Interest- February 2018
<b>MARCH 2018</b>						
71	01/03/2018	Horndean F.C	83.34	0.00	83.34	Hire of Pitches - March 2018
72	01/03/2018	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches - March 2018
73	02/03/2018	AMS4Fitness	105.60	0.00	105.60	Hire of Napier/Jubilee Hall
74	02/03/2018	BusyBees	422.40	0.00	422.40	Hire of Jubilee Hall
75	02/03/2018	Private	172.60	0.00	172.60	Deposit + Hall Hire of Jubilee Hall
76	02/03/2018	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
77	02/03/2018	Abstract Dance	173.60	0.00	173.60	Hire of Napier Hall
78	02/03/2018	Brendoncare	34.00	0.00	34.00	Hire of Napier Hall
79	05/03/2018	Butser Lace	34.00	0.00	34.00	Hire of Napier Hall
80	05/03/2018	Private	78.30	0.00	78.30	Hire of Jubilee Hall
81	05/03/2018	Slimming World	660.00	0.00	660.00	Hire of Jubilee Hall
82	05/03/2018	Private	100.00	0.00	100.00	Deposit for Jubilee Hall
83	06/03/2018	Dog Training	269.60	0.00	269.60	Hire of Napier Hall
84	06/03/2018	Jiggy Wrighlers	79.20	0.00	79.20	Hire of Jubilee Hall
<b>TOTAL INCOME</b>			<b>5,667.78</b>		<b>5,667.78</b>	

SIGNED:	
SIGNED:	
DATE:	LIST 12 - 12-03-2018