



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 13 MAY 2024 AT 7.00 P.M.

PRESENT: Councillors P Beck (Acting Chairman), T Attlee, S Freeman, J Hodgson, K Jenkins, A Redding, R Smith, R Sowden

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

PUBLIC ATTENDANCE: District Cllr D Evans, District Cllr C Hatter, County Cllr Marge Harvey

HPC 029/24/25 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Beck nominated Cllr Lay as Chairman. This was seconded by Cllr Freeman. No other nominations were received.

Cllr Lay was duly elected as Chairman of the Council, in his absence which was agreed by Cllr Lay and members.

HPC 030/24/25 **TO ELECT A VICE CHAIRMAN**

Cllr Freeman nominated Cllr Beck as Vice Chairman. This was seconded by Cllr Redding. No other nominations were received.

Cllr Beck was duly elected as Vice Chairman of the Council.

HPC 031/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Lay. No apologies were received from Cllr Prosser. Apologies were received from District Cllr Sara Schillemore and District Cllr Elaine Woodard.

HPC 032/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 033/24/25 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

HPC 034/24/25 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 15 APRIL 2024, AND THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 22 APRIL 2024

It was **RESOLVED** that

- The minutes of the Council meeting held on 15 April 2024 be signed as a true record of the meeting.
- The minutes of the Extraordinary Council meeting held on 22 April 2024 be signed as a true record of the meeting.

All agreed.

HPC 035/24/25 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (APRIL ATTACHED)

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

HPC 036/24/25 TO CONSIDER AND APPROVE THE REAPPOINTMENT OF THE INTERNAL AUDITOR FOR 2024/25

It was **RESOLVED** that Auditing Solutions Ltd be reappointed as the Internal Auditor for 2024/25. This was proposed by Cllr Freeman. All agreed.

HPC 037/24/25 TO REVIEW AND APPROVE THE ADOPTION OF THE SCOPE OF INTERNAL AUDIT

The scope of the Internal Audit was circulated. The Chief Officer clarified that the Internal Auditor’s job is to check procedures, to ensure everything is safe and secure, making sure there are no risks, or missing invoices etc. It was **RESOLVED** that the scope be agreed.

HPC 038/24/25 TO RECEIVE AND CONSIDER THE CONFLICT-OF-INTEREST DECLARATION – BDO (EXTERNAL AUDITORS)

A short discussion took place and it was **RESOLVED** that the Conflict-of-Interest declaration with BDO LLP (External Auditors) be accepted. All agreed.

HPC 039/24/25 TO RECEIVE AND CONSIDER THE PARISH PLAN 2024/25

The Parish Plan 2024/25 was circulated and a short discussion took place. It was **RESOLVED** that the Parish Plan 2024/25 be adopted. All agreed.

HPC 040/24/25 TO RECEIVE AND CONSIDER THE PROPOSED TRAINING IN RESPECT OF PLANNING APPLICATIONS/REPORTS

Cllr Attlee gave an update as to the reason for the proposed Planning training. A discussion took place and two training options were discussed.

It was **RESOLVED** that Council endorse the instigation of Planning training for all members to undertake, as follows

- Training Provider: Steve Tilbury Consulting Ltd, total cost £425 (No VAT).

County Cllr Marge Harvey left the meeting at 7:40pm.

RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES

Registration of interest for the Committees were received from some members prior to the meeting and noted. It was agreed for the Finance and General Purposes Committee remain suspended.

Election of Chairman to Committees took place as follows:

▪ Planning & Public Services Committee

- Cllr P Beck
- Cllr R Sowden
- Cllr K Jenkins
- Cllr D Prosser
- Cllr T Attlee
- Cllr R Smith

It was **RESOLVED** that Cllr Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr Freeman and seconded by Cllr Redding. All agreed.

▪ Grounds Committee

- Cllr J Lay
- Cllr A Redding
- Cllr S Freeman
- Cllr D Prosser
- Cllr R Sowden
- Cllr R Smith

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

▪ Staff Committee

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- Cllr S Freeman
- Cllr D Prosser
- Cllr A Redding
- Cllr R Smith

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

APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS AND RECEIPT OF NOMINATIONS TO THEM

It was **RESOLVED** that no additional committees were required at this time. All agreed.

REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES

It was **RESOLVED** 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 044/24/25 REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

The Terms of Reference for Committees were circulated and it was **RESOLVED** that they remain unchanged. All agreed.

HPC 045/24/25 REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders and Financial regulations were circulated to members prior to the meeting. It was **RESOLVED** that the current Standing Orders and Financial Regulations are adopted for 2024/2025.

HPC 046/24/25 REVIEW OF ARRANGEMENTS, INCLUDING AND CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

HPC does not have any charters and does not contribute to expenditure incurred by other Local Authorities. This was noted by members.

HPC 047/24/25 REVIEW OF REPRESENTATION ON OR WORK WITH EXTRENAL BODIES AND ARRNGEMENTS FOR REPORTING BACK

Representation on external bodies were agreed as follows

- | | | |
|--|---|--------------------------------|
| ▪ East Hants Association Town & Parish Council | - | Cllr J Lay & Cllr A Redding |
| ▪ Catherington Village Residents Association | - | Cllr A Redding |
| ▪ 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 S Freeman |
| ▪ South Downs National Park | - | Cllr S Freeman & Cllr T Attlee |

HPC 048/24/25 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Insurance Policy with Zurich was circulated and it was **RESOLVED** that it be agreed.

HPC 049/24/25 REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

The following memberships were noted. The current memberships are to be continued.

- 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
- Chartered Management Institute
- The Institute of Local Council Management

HPC 050/24/25 REVIEW THE COUNCILS COMPLAINTS PROCEDURE

The Complaints Procedure was emailed to members prior to the meeting. It was **RESOLVED** that the current Complaints Procedure is adopted. All agreed.

HPC 051/24/25 REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE GENERAL DATA PROTECTION REGULATION

was **RESOLVED** that the current Freedom of Information and GDPR procedures are adopted, as per the information circulated to members prior to the meeting. All agreed.

HPC 052/24/25 REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA

The Press/Media Policy was emailed to members prior to the meeting. It was **RESOLVED** that the current Press and Media Policy is adopted. All agreed.

HPC 053/24/25 TO CONFIRM BANK MANDATES AND SIGNATORIES FOR ACCOUNTS

The current signatories on the bank accounts were reviewed.

It was **RESOLVED** to

- Remove Elaine Tickell from the signatories on all bank accounts, following her resignation from HPC. This will be actioned when the mandates are next updated.
- Retain the remaining current signatories on all the bank accounts as follows:
 - Cllr J Lay
 - Cllr P Beck
 - Carla Baverstock Jones, Chief Officer
 - Simon Ritson, Responsible Finance Officer

HPC 054/24/25 TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2024/25 BEING £469,786

The total precept requirement in respect of 2024/2025 being £469,786 was duly noted.

HPC 055/24/25 TO REVIEW THE INVESTMENT STRATEGY

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

HPC 023/24/25 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 17 JUNE 2024

The next scheduled meeting of the Council was noted as 17th June 2024. This meeting will be held in Jubilee Hall.

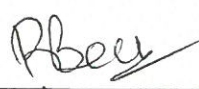
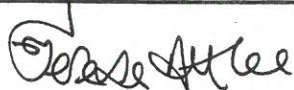
The meeting concluded at 8:10pm

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Signed - The Chairman

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Date

Item: 7

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS				BANK ENTRIES: APRIL 2024			
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
EXPENDITURE							
1	28/03/2024	Auto Speed Watch	£1,767.00	£0.00	£1,767.00	3 Speed Watch Cameras	
2	01/04/2024	British Gas - 603421231	£147.36	£7.36	£154.72	Jubilee Admin Electric: 16 Feb - 15 March 2024	
3	01/04/2024	Grenke Leasing	£111.90	£22.38	£134.28	Photocopier Rental : 1 April - 31 March 2024	
4	04/04/2024	Staff Expenses	£15.89	£0.00	£15.89	Staff Expenses: March 2024	
5	28/03/2024	Aardvark Supplies Ltd	£143.84	£28.77	£172.61	Black sacks, Gloves, Filter Bags, Floor Polish, Toilet rolls, Air Freshener	
6	31/03/2024	Beaver Tool Hire	£159.39	£31.88	£191.27	Heras Fencing (22 x Temporary Fence Panels): March 2024	
7	05/04/2024	Blendworth Tree Care	£180.00	£36.00	£216.00	Maple felled - Yoelis Copse	
8	08/04/2024	HALC	£1,937.00	£0.00	£1,937.00	Affiliation Fees/NALC Levy 2024/25	
9	26/03/2024	Initial Washroom Hygiene	£74.10	£14.82	£88.92	Jubilee Admin Annual Waste Collection 24/25	
10	01/04/2024	Rialtas Business Solutions	£1,221.00	£244.20	£1,465.20	Omega Cashbook Annual Support 2024/2025	
11	01/04/2024	Rialtas Business Solutions	£444.00	£88.80	£532.80	Bookings Software Annual Support 2024/2025	
12	26/03/2024	Screwfix	£54.98	£10.99	£65.97	Wire Brush, Prep Brush, Black Metal Paint	
13	04/04/2024	FSGR Gas, Heating & Plumbing	£120.00	£24.00	£144.00	Annual Boiler Service, New Burner Seal, Heat Exchanger Cleaned	
14	09/04/2024	L & S Engineers Ltd	£24.53	£4.91	£29.44	Twist Lock for Stihl Chainsaw	
15	09/04/2024	Screwfix	£5.82	£1.17	£6.99	Brush Cleaner	
16	09/04/2024	Timpsons	£10.00	£0.00	£10.00	Key for Cupboard in Napier Hall	
17	10/04/2024	The New Blendworth Centre	£304.50	£0.00	£304.50	Plants/Flowers for Village square and Planters	
18	12/04/2024	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker	
19	25/04/2024	Keter UK Ltd	£937.50	£187.50	£1,125.00	Shed for Countryside Team	
20	01/04/2024	Elite Charity Solutions	£225.72	£45.14	£270.86	Photocopying: Q4 Jan - March 2024	
21	15/04/2024	Lloyds Bank	£7.00	£0.00	£7.00	Charges from 10 Feb to 9 March	
22	02/04/2024	Fuelgenie	£260.93	£52.18	£313.11	Fuel: March 2024	
23	15/04/2024	Lloyds Bank	£7.00	£0.00	£7.00	Charges 10 Feb - 9 March 2024	
24	04/04/2024	British Gas Lite - 156695	£125.43	£6.27	£131.70	Napier Gas: 4 Mar - 2 April	
25	04/04/2024	British Gas - 603423926	£362.61	£18.13	£380.74	Jub Admin Gas: 3 Mar - 2 April	
26	19/04/2024	Horndean Parish Council Employees	£17,859.39	£0.00	£17,859.39	Salaries: April 2024	
27	02/04/2024	Cathedral Leasing Ltd	£224.25	£44.85	£269.10	Quarterly Hygiene Services in Jubilee Hall	
28	12/04/2024	SLCC	£501.00	£0.00	£501.00	Membership Fee 1st May 2024 - 30 April 2025	
29	08/04/2024	British Gas 154660	£226.12	£45.22	£271.34	Electric: Jubilee Hall 11 March - 8 April	
30	19/04/2024	Aardvark Supplies Ltd	£55.09	£11.02	£66.11	Toilet Rolls, Washing Up Liquid, Soap, 2Ply Towels	
31	16/04/2024	AVS Fencing Ltd	£309.91	£61.98	£371.89	Gates, Gravel Boards for Cath Down and Hazleton Lith	
32	16/04/2024	B & Q	£5.97	£1.19	£7.16	Anchor Bolts for Five Heads	
33	19/04/2024	B & Q	£6.88	£1.38	£8.26	Cup Square Bolts and Nuts	
34	16/04/2024	Citizens Advice East Hants	£1,000.00	£0.00	£1,000.00	Grant Issued	
35	13/03/2024	East Hampshire District Council	£1,110.28	£0.00	£1,110.28	Rates - Car Park at Lith Lane	
36	13/03/2024	East Hampshire District Council	£4,495.49	£0.00	£4,495.49	Rates - Jubilee Hall/Admin	
37	13/03/2024	East Hampshire District Council	£2,644.70	£0.00	£2,644.70	Rates - Napier Hall	
38	16/04/2024	Focus	£241.28	£48.26	£289.54	Switchboard, Broadband, Payphone, Alarm - March/May 2024	
39	16/04/2024	MOT & Service World	£229.99	£46.00	£275.99	Investigate & Report - DPF Soot Content Too High	
40	16/04/2024	Screwfix	£31.22	£6.23	£37.45	Ladder Tags, Goldscrews, Site Disposal Gloves	
41	18/04/2024	Sound Advice Installations Ltd	£244.60	£48.92	£293.52	AV System Service/Phono to Phono Cable	
42	17/04/2024	Ultra Pure Window Cleaning	£155.00	£0.00	£155.00	Ext/Int Windows Cleaned at Jubilee and Napier	
43	17/04/2024	WEL Medical Ltd	£125.85	£25.17	£151.02	iPAD AED Pads for Defibrillator plus one spare	
44	11/04/2024	Vodafone	£82.28	£16.45	£98.73	Mobiles: April 2024	
45	31/03/2024	Veolia	£194.20	£38.84	£233.04	Waste Collection: March 2024	
46	14/04/2024	British Gas - 242787	£109.16	£5.46	£114.62	Napier Electric: 11 Mar - 11 April	
47	16/04/2024	British gas - 603421231	£96.42	£4.82	£101.24	Jub Admin Electric: 16 Mar - 15 April	
48	30/04/2024	Hampshire Pension Fund	£5,762.59	£0.00	£5,762.59	Pensions: April 2024	
49	30/04/2024	HMRC	£4,400.15	£0.00	£4,400.15	Tax/NI: April 2024	
TOTAL EXPENDITURE			£48,763.22	£1,230.28	£49,993.50		
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
INCOME							
50	various	Regular Hall Users	£2,218.54	£0.00	£2,218.54	Hire of Jubilee Hall - Regular	
51	various	Regular Hall Users	£2,113.94	£0.00	£2,113.94	Hire of Napier Hall - Regular	
52	various	Casual Hall Users	£49.93	£0.00	£49.93	Hire of Jubilee Hall - Casual	
53	various	Casual Hall Users	-£700.00	£0.00	-£700.00	Deposits Refunded	
54	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches	
55	30/04/2024	Cambridge & Counties	£832.84	£0.00	£832.84	Bank Interest	
56	12/04/2024	HMRC	£8,799.12	£0.00	£8,799.12	VAT Reclaim	
57	21/04/2024	East Hampshire District Council	£234,893.00	£0.00	£234,893.00	Precept	
58	various	Miscellaneous Income	£19.00	£0.00	£19.00	Miscellaneous Income	
TOTAL INCOME			£248,423.87		£248,423.87		

SIGNED:	
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DATE:	13 MAY 2024