



# HORNDDEAN PARISH COUNCIL

## MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT JUBILEE HALL ON 12 MAY 2025 AT 6.30 P.M.

**PRESENT:** Councillors J Lay (Chairman), T Attlee, Cllr Beck (arrived 6:55pm), D Prosser, A Redding, N Smith, R Smith (arrived at 6:40pm), M Temple

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

**PUBLIC ATTENDANCE:** 3x members of the public & District Cllr J Hogan

**HPC 028/25/26** **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Prosser nominated Cllr Redding as Chairman. This was seconded by Cllr N Smith. No other nominations were received. Cllr Redding was duly elected as Chairman of the Council.

Cllr Redding said he was honoured to be nominated and paid tribute to Cllr Lay's time in post, as Chairman.

**HPC 029/25/26** **TO ELECT A VICE CHAIRMAN**

Cllr Redding nominated Cllr Prosser as Vice Chairman. No other nominations were received. Cllr Prosser was duly elected as Vice Chairman of the Council.

*Cllr R Smith joined the meeting.*

**HPC 030/25/26** **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr J Tyler & Cllr B Sowden.

**HPC 031/25/26** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 032/25/26** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. The Chairman thanked the members of public for attending and showing an interest.

**HPC 033/25/26      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 07 APRIL 2025**

It was **RESOLVED** that the minutes of the Council meeting held on 07 April 2025 be signed as a true record of the meeting. All agreed.

**HPC 034/25/26      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (MARCH & APRIL ATTACHED)**

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

**HPC 035/25/26      TO CONSIDER AND APPROVE THE REAPPOINTMENT OF THE INTERNAL AUDITOR FOR 2025/26**

It was **RESOLVED** that Auditing Solutions Ltd be reappointed as the Internal Auditor for 2025/26. All agreed

**HPC 036/25/26      TO REVIEW AND APPROVE THE ADOPTION OF THE SCOPE OF INTERNAL AUDIT**

It was **RESOLVED** that the scope of the internal audit be agreed.

**HPC 037/25/26      TO RECEIVE AND CONSIDER THE CONFLICT-OF-INTEREST DECLARATION – BDO (EXTERNAL AUDITORS)**

It was **RESOLVED** that the Conflict-of-Interest declaration with BDO LLP (External Auditors) be accepted. All agreed.

**HPC 038/25/26      TO RECEIVE AND CONSIDER THE STRATEGIC VISION 2025-2030**

It was **RESOLVED** that the Strategic Vision 2025-2030 be agreed with the following amendment to the wording on the last page

- Remove “continue its day job” and replace with “to continue to deliver its existing services”.

All agreed.

**HPC 039/25/26      RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEES**

Election of Chairman to Committees and committee members took place as follows

- **Finance & General Purposes Committee**
  - Cllr J Lay (Chairman)
  - Cllr A Redding
  - Cllr D Prosser
  - Cllr T Attlee
  - Cllr J Tyler

It was **RESOLVED** that Cllr Lay be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr Redding and seconded by Cllr Prosser. All agreed.

- **Planning & Public Services Committee**

- Cllr P Beck (Chairman)
- Cllr R Sowden
- Cllr J Lay
- Cllr D Prosser
- Cllr T Attlee
- Cllr M Temple

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

▪ **Grounds Committee**

- Cllr J Lay
- Cllr A Redding
- Cllr D Prosser
- Cllr R Sowden
- Cllr R Smith
- Cllr J Tyler

It was **RESOLVED** that Cllr Redding be elected as Chairman of the Grounds Committee. This was proposed by Cllr Prosser and seconded by Cllr N Smith. All agreed.

*Cllr Beck joined the meeting.*

▪ **Staff Committee**

- Cllr D Prosser
- Cllr J Lay
- Cllr R Smith
- Cllr N Smith

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

**HPC 040/25/26**

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

A report was circulated with a proposal to

- Approve the establishment of this short life working party.
- Confirm the membership of the working party.
- Set a reporting back date.

It was **RESOLVED** that

- the Neighbourhood Plan Feasibility working party be agreed with the following members, as per their received nomination
  - Cllr T Attlee
  - Cllr M Temple
  - Cllr D Prosser
  - Cllr J Lay
- The working party provide an update to Council at the full Council meeting on 01 September 2025.

All agreed.

**HPC 041/25/26      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 042/25/26      REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

The Terms of Reference for Committees were circulated and it was **RESOLVED** that they remain all but unchanged, with an amendment to the Finance & General Purposes Committee, as follows

- Delete 5.1.1 regarding petty cash.

All agreed.

**HPC 043/25/26      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 2025/2026.

**HPC 044/25/26      REVIEW OF ARRANGEMENTS, INCLUDING ANY 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 045/25/26      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 & Cllr A Redding    |
| ▪ Catherington Village Residents Association   | - | Cllr J Tyler                   |
| ▪ Horndean Community Association               | - | Cllr J Tyler                   |
| ▪ Horndean Twinning Association                | - | Cllr P Beck                    |
| ▪ Lovedean Village residents Association       | - | Cllr P Beck                    |
| ▪ Horndean Technical College                   | - | Cllr D Prosser                 |
| ▪ HCC Passenger Transport Forum                | - | TBC                            |
| ▪ South Downs National Park                    | - | Cllr M Temple & Cllr A Redding |

**HPC 046/25/26      CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

A short discussion took place and it was **RESOLVED** that the Insurance Policy with Zurich be agreed.

**HPC 047/25/26      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 048/25/26      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 049/25/26      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, as per the information circulated to members prior to the meeting. All agreed.

**HPC 050/25/26      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 with the following amendment

- Change “Executive Officer” in paragraph 14 and 16 to “Chief Officer”.

All agreed.

**HPC 051/25/26      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. (It was previously agreed that 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
- Add Cllr A Redding & Cllr D Prosser as signatories on all bank accounts.

**HPC 052/25/26      TO NOTE THE TOTAL PRECEPT REQUIREMENT IN RESPECT OF 2025/26 BEING £510.903**

The total precept requirement in respect of 2025/2026 being £510,903 was duly noted.

**HPC 053/25/26      TO REVIEW THE INVESTMENT STRATEGY**

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

**HPC 055/25/26      TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 09 JUNE 2025**

The next scheduled meeting of the Council was noted as 09 June 2025. This meeting will be held in Jubilee Hall.

*The confidential meeting concluded at 7:52 pm*

.....  
Signed - The Chairman

.....  
Dated

Ref: HPC 034/25/26

P9

ITEM: 7

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENT				BANK ENTRIES: MARCH 2025		
Ref	Date	Payee/Payer	Net	VAT	Total	Details
EXPENDITURE						
1	03/03/2025	Staff Expenses	£17.97	£0.00	£17.97	Staff Expenses: February 2025
2	25/02/2025	Aardvark Supplies Ltd	£59.25	£11.85	£71.10	Blue Roll for Office and Halls
3	23/02/2025	Beaver Tool Hire	£267.50	£53.50	£321.00	Hire of Flail Mower
4	25/02/2025	Blitz N Giltz	£67.50	£0.00	£67.50	Cleaning at Napier - 24th and 26th February
5	26/02/2025	Screwfix	£22.99	£0.00	£22.99	1 x Pair Site Trench Wellies
6	12/02/2026	Screwfix	£35.82	£7.17	£42.99	Water Resistant Padlock for Granary
7	18/02/2025	Society of Local Council Clerks	£45.00	£9.00	£54.00	Training Course: Preventing Sexual Harassment at Work
8	18/02/2025	Society of Local Council Clerks	£70.00	£14.00	£84.00	Training Course: Agendas and Minutes
9	03/03/2025	Society of Local Council Clerks	£30.00	£6.00	£36.00	GDPR e-Course
10	25/02/2025	Vital Skills (HSQE)	£48.00	£9.60	£57.60	COSHH Awareness Training
11	27/02/2025	Wicksteed	£64.74	£12.95	£77.69	Shackles, Bolts, Pins, Bushes - Deep Dell Play Area
12	18/02/2025	British Gas (603421231)	£232.50	£11.62	£244.12	Jubilee Admin Electric: 16 Jan - 15 Feb
13	04/03/2025	Morrison's	£8.50	£0.00	£8.50	Buzz Scourers/Mr Muscle Cleaner
14	04/03/2025	Amazon	£79.58	£15.92	£95.50	Lockable Noticeboard
15	07/03/2025	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Caretaker at Jubilee
16	06/02/2025	Rentokil/Initial	£164.16	£32.83	£196.99	Napier Waste Collection: March - May 2025
17	28/01/2025	CIA	£95.00	£19.00	£114.00	Keys Cut for Jubilee Hall
18	06/03/2025	Sean Mason Electrical	£349.45	£69.89	£419.34	Mechanical Timer/TPULink Wi-Fi Extender/LED Fluorescent Light
19	06/03/2025	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	External Window Cleaning at Office/Halls
20	03/03/2025	Fuelgenie	£66.32	£13.26	£79.58	Fuel: February 2025
21	13/03/2025	Harrison Flagpoles	£89.89	£0.00	£89.89	St Georges Flag - The Square
22	18/03/2025	Lloyds Bank	£8.50	£0.00	£8.50	Bank Charges
23	11/03/2025	AVS Fencing	£80.99	£16.20	£97.19	4ft 5 Bar Field gate- Green Trail
24	12/03/2025	B & Q	£14.97	£3.00	£17.97	MDF for Napier Hall Cupboard
25	07/03/2025	Castle Water (3177681)	£5.45	£0.00	£5.45	Water - Trough Dell Piece West
26	13/03/2025	Focus	£263.93	£52.79	£316.72	Switchboard, Broadband, Payphone, Alarm - Feb 2025/April 2025
27	10/03/2025	Goldcrest	£40.00	£8.00	£48.00	Key-holding Premium
28	11/03/2025	Idverde	£1,827.42	£365.48	£2,192.90	Emptying 19 Bins: 1 Jan - 31 Mar 2025
29	14/03/2025	Rialtas	£135.20	£27.04	£162.24	Group Training on Rialtas Bookings
30	07/03/2025	Screwfix	£14.15	£2.83	£16.98	Tie Down Ratchet Straps - Green trail
31	13/03/2025	Society of Local Council Clerks	£15.00	£3.00	£18.00	Staff Training: How to Use ChatGPT
32	05/03/2025	Castle Water (2104210)	£10.61	£0.00	£10.61	Napier Water - 1 Feb-28 Feb
33	19/03/2025	Meter Boxes Direct	£5.27	£1.05	£6.32	Meter Box Replacement Latch
34	06/03/2025	British Gas (603423926)	£377.20	£18.86	£396.06	Jub Admin Gas: 3 Feb - 2 March
35	06/03/2025	British Gas Lite (156695)	£201.86	£40.37	£242.23	Napier Gas: 3 Feb - 4 March
36	20/03/2025	Horndean PC Employees	£17,426.63	£0.00	£17,426.63	Salaries: March 2025
37	07/03/2025	Castle Water (2103873)	£6.05	£0.00	£6.05	Trough End Hollybank 1 Feb - 28 Feb
38	20/03/2025	Eventbrite	£155.87	£0.00	£155.87	Sexual Harassment Training for Staff
39	10/03/2025	British Gas Lite (242787)	£106.17	£5.31	£111.47	Napier Hall Elec: 11 Feb - 10 Mar
40	18/03/2025	Auto Speed Watch	£537.00	£107.40	£644.40	Annual Data Renewal - 3 Speed Cameras
41	19/11/2024	Cumbria Clock Company	£195.00	£39.00	£234.00	Annual Service of Holy Trinity Clock
42	20/03/2025	Horndean Lock & Key	£15.01	£0.00	£15.01	3 x Mortice Keys Cut for Jubilee Hall
43	12/03/2025	Michael Jones Chainsaw Sculptor	£6,375.00	£0.00	£6,375.00	Final 2 x Sculptures for Catherington Lith
44	21/03/2025	Fenland Leisure (Online Playgrounds)	£935.80	£187.16	£1,122.96	Various Playground Fittings
45	14/03/2025	Englebert Strauss	£56.90	£11.38	£68.28	2 Polo Shirts for Caretaker
46	12/03/2025	Vodafone	£68.00	£13.60	£81.60	Mobile: March 2025
47	13/03/2025	British Gas Lite - 154660	£218.22	£43.64	£261.86	Jubilee Hall Elec: 10 Feb - 5 March
48	28/03/2025	Hampshire Pension Fund	£5,691.81	£0.00	£5,691.81	Pensions: March 2025
49	28/03/2025	HMRC	£4,557.23	£0.00	£4,557.23	PAYE/NI: March 2025
50	28/02/2025	Veolia	£330.52	£66.10	£396.62	Waste Collections: February 2025
51	26/07/2024	Sawscapes Play	£1,890.00	£378.00	£2,268.00	Final 5% (Retention) re Jubilee Field Playground Refurb
TOTAL EXPENDITURE			£43,459.93	£1,676.81	£45,136.74	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
52	various	Regular Hall Users	£2,066.77	£0.00	£2,066.77	Hire of Jubilee Hall - Regular
53	various	Regular Hall Users	£2,382.74	£0.00	£2,382.74	Hire of Napier Hall - Regular
54	various	Casual Hall Users	£91.85	£0.00	£91.85	Hire of Jubilee Hall - Casual
55	various	Casual Hall Users	£91.85	£0.00	£91.85	Hire of Napier Hall - Casual
56	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
57	various	Casual Hall Users	-£100.00	£0.00	-£100.00	Deposits Refunded
58	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
59	31/03/2025	Cambridge & Counties	£783.74	£0.00	£783.74	Bank Interest
60	various	East Hampshire District Council (DEFRA)	£9,839.32	£0.00	£9,839.32	Other Grants
TOTAL INCOME			£15,781.27	£0.00	£15,781.27	

SIGNED:	
SIGNED:	
DATE:	12 MAY 2025