



# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 09 JUNE 2025 AT 6.30 P.M.

**PRESENT:** Councillors J Lay (Chairman), T Attlee, D Prosser, A Redding, N Smith, R Sowden, M Temple

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

**PUBLIC ATTENDANCE:** 4x members of the public & County Cllr Marge Harvey

### **HPC 055/25/26      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Beck & Cllr R Smith. No apologies were received from Cllr J Tyler.

### **HPC 056/25/26      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

### **HPC 057/25/26      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by Country Cllr Marge Harvey was circulated and noted.

### **HPC 058/25/26      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A joint report by District Councillor E Woodard & J Hogan was circulated (as attached) and noted.

### **HPC 059/25/26      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

A short discussion took place regarding many inaccuracies within the latest information circulated to residents, by Bloor Homes, for the LEOH development, including the B2149 road, being labelled incorrectly.

It was suggested that an invitation be sent to Bloor Homes and Highways at Hampshire County Council, to present to Council and members of the public, regarding the proposed roadworks.

### **HPC 060/25/26      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12 MAY 2025**

It was **RESOLVED** that the minutes of the Council meeting held on 12 May 2025 be signed as a true record of the meeting. All agreed.

**TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

**Havant Thicket Reservoir:** Cllr Attlee updated members, following her attendance at the Havant Thicket Stakeholders meeting on 27 May. She also attended a working group looking at the design of the Visitor Centre, namely its positioning, where a discussion was had looking at whether it should be positioned on land or on the water.

**Horndean Improvement Project:** Cllr Prosser provided an update following the latest Horndean Improvement Project meeting, where Jo Utting from EHDC had been in attendance. Flooding update: He said they had now heard back from Highways, HCC, who said they will occasionally clean the drains on Victory Avenue, to keep them from blocking. It was suggested that residents may qualify for grant funding to flood proof their properties. Cllr Prosser said the minutes from the meeting would be circulated to members once received.

**EHDC Toilets, Blendworth Lane:** Cllr Prosser said that HPC had made representations to EHDC to potentially look at taking ownership of the toilet block, car park and depot building on Blendworth Lane. HPC's request has been noted by EHDC, who will provide an update once a process has been set up to bid for EHDC assets.

**East Hampshire Association Town and Parish Councils (EHAPTC):** Cllr Redding reported on a meeting attended where the proposed local government re-organisation was discussed at length. With the likely increase in responsibilities that Town and Parish Councils will face as a result of the creation of more remote unitary authorities, it was strongly recommended that a Parish Charter be established and - where resources allow - the creation of a Neighbourhood Plan.

**HGTHN:** Cllr Redding reported on the recent opening of the Sculpture Trail walk at Catherington Lith, which generated some very good publicity for the project and the Parish; the local MP and Chairman of EHDC were both in attendance.

**Neighbourhood Plan Feasibility WP:** Cllr Lay explained that the working party had recently met on 2 different occasions, and would be looking to prepare a report for the next Council meeting on 07 July. It was noted that HPC would need to wait for the new unitary to be in situ, before the local plan would be undertaken, but said it is a good idea to start looking at a design statement, while EHDC are still in place.

**TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS**

Two reports by Cllr Derek Prosser, were circulated, providing an update on the Auto Speedwatch cameras, including speeding results for April and May, which have been forwarded to the Police. It is of note, that PC Sarah Clement will be attending the next Council meeting on 07 July.

The Speed Indicator Device (SID) has been received and the data transfer instructions are being looked at, before installation can happen at Five Heads Road.

Cllr Prosser said he had been in contact with HCC regarding the 20 is Plenty Scheme. HCC confirmed the installation of signage is currently in a queue for funding, but an engineer has already attended to look at suitable locations for positioning of the signage, so we now need to wait for this to happen.

**TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (MAY ATTACHED)**

A query was raised regarding line 38 – AVS Fencing, Hazleton gate replacement. It was clarified that the gate replacement was necessary due to extensive damage to one of the gates at Hazleton Common.

Line 27 – An update was given by the Chief Officer, who confirmed that the intruder alarm system had been installed at Napier Hall and would be going live as soon as all regular hall hirers had been issued with a fob and shown how the system works.

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

**HPC 064/25/26      TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted.

**HPC 065/25/26      TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE AND COUNTIES AS AT 31 MARCH 2025**

It was **RESOLVED** to approve the bank reconciliation – Co-Operative, Lloyds, and Cambridge and Counties as at 31 March 2025.

**HPC 066/25/26      TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)**

The Internal Audit Report 2024-25 was circulated. The following recommendation and response were noted and agreed by members.

**Recommendation**

The previously in place countersigning of the Chief Officer's monthly timesheet by the Chairman should be re-implemented.

**Response**

This timesheet has now been signed by the Chairman as will future timesheets.

The Chairman stated that the report has shown the quality of accounting, congratulating Simon Ritson, RFO.

**HPC 067/25/26      TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2024/2025**

- **SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2024/2025**
- **SECTION 2 – ACCOUNTING STATEMENTS 2024/2025**

It was **RESOLVED** to approve and duly sign the Annual Governance Statement 2024/2025 and the Accounting Statements 2024/2025.

**HPC 068/25/26      TO RECEIVE A REPORT AND CONSIDER THE PORPOSED AMENDMENTS TO THE PARISH COUNCILS WEBSITE**

Cllr N Smith provided an update suggesting that a meeting be arranged with admin staff maintaining the website and himself – 30 June was agreed.

A list of suggested amendments to the Parish Council website was circulated and it was suggested that the current website provider be approached, first, before looking at other suppliers. An update will be provided to Council at the next full Council meeting.

**HPC 069/25/26      TO NOTE THE APPLICATION FOR COMMUNITY INFRASTRUCTURE (CIL) FUNDING SUBMITTED TO THE SOUTH DOWNS NATIONAL PARK**

It was noted that Cllr Redding had submitted a CIL application to SDNP in relation to funding for the HGTHN.

**HPC 070/25/26      TO NOTE THE CHIEF OFFICER'S REPORT**

A report by the Chief Officer was circulated and noted. The Chairman thanked the Chief Officer for the useful summary of actions.

**HPC 071/25/26      TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 19 MAY 2025, IN RESPECT OF THE AMENDED LONE WORKING POLICY**

It was **RESOLVED** that the amended Lone Working Police be agreed, as per the recommendation of the Finance and General Purposes Committee on the 19 May 2025.

**HPC 072/25/26      TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 19 MAY 2025, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS**

- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**

It was **RESOLVED** that Citizens Advice East Hampshire be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 19 May 2025. All agreed.

- **FRIENDS OF HORNDEAN PARISH FOOTPATHS - £1,000**

It was **RESOLVED** that Friends of Horndean Parish Footpaths be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 19 May 2025. All agreed.

**HPC 073/25/26      TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 02 JUNE 2025, IN RESPECT OF THE TREE WORKS TO BE UNDERTAKEN AT WAGTAIL CLOSE, SUBJECT TO TREE OFFICER APPROVAL**

An update was provided, whereby two residents had approached the Council to ask if some tree works/management of a TPO, HPC owned tree can be undertaken, following some previous tree works, to the tree in 2021. It was **RESOLVED** that Council were happy to proceed with this tree work, as per the recommendation from the Grounds Committee on 02 June 2025.

**HPC 074/25/26      TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 07 JULY 2025**

The next scheduled meeting of the Council was noted as 07 July 2025. This meeting will be held in Jubilee Hall.

HPC 075/25/26      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, following a 5-minute recess.

*The confidential meeting concluded at 7:50 pm*

HPC 076/25/26      TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 07 APRIL 2025

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

*The public meeting concluded at 7:55 pm*

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Signed - The Chairman  
.....  
Dated

Ref - HPC 058/25/26

District Councillors Elaine Woodard and James Hogan  
Report to HPC meeting Mon 9<sup>th</sup> June 2025

### **37 Bus Service – Joint District Councillor Letter to Hampshire County Council**

In response to concerns raised by residents about ongoing reductions to the 37 bus service, District Councillors from Horndean, James Hogan, Elaine Woodard and Chris Hatter and the two District Councillors for Clanfield jointly signed a letter to Hampshire County Council. Together, we represent all the District wards along the 37 bus route within the “Southern Parishes.”

Importantly, this was a truly cross-party effort, which we hope will strengthen the case made in the letter. Addressed to Cllr Lulu Bowerman (portfolio holder for public transport) and Cllr Nick Adams-King (Leader of Hampshire County Council), the letter calls for a review of the current position on the 37 bus service and a plan to enhance and protect the route in line with national guidance. County Councillors Marge Harvey and Robert Mocatta were also copied in to ensure full visibility and potential collaboration.

We highlighted two specific government funding streams that Hampshire County Council has received:

- **Bus Service Improvement Plan (BSIP)** – £13 million from central government.
- **Bus Service Operators Grant (BSOG)** – An additional £1 million intended to protect and maintain existing services.

The letter outlines the serious impact that service reductions have on residents, particularly those who rely on the bus for work, education, healthcare, or who do not have access to a car. We emphasised that the 37 is a critical transport lifeline for elderly, disabled, and lower-income residents. We also called for greater transparency and community engagement from both HCC and Stagecoach on service decisions, along with access to passenger data — both current and historical — to understand how the route is used.

We will look to keep the Parish Council updated on any developments, including any response we receive from Hampshire County Council.

### **Update on Local Government Reorganisation**

On 21 March 2025, all 15 local authority leaders in the Hampshire and Solent area submitted a joint interim proposal for Local Government Reorganisation (LGR) to the government.

Before receiving a government response to the interim proposal, East Hampshire District Council presented a report at its April council meeting. Councillors were asked to note that a two- or three-unitary model for mainland Hampshire appeared to offer the best balance of economic advantage, lower transition costs, geographic coherence, and long-term sustainability. EHDC also proposed the ‘long listing’ of options be based on economic, financial and cost data only, not all six government criteria.

However, concerns were raised regarding the robustness of the evidence presented in the report:

- The report only included five potential configurations for two or three unitaries.
- A four-unitary option was dismissed without detailed supporting analysis.
- Cost estimates were based on Hampshire County Council’s (HCC) budgets divided per capita, as no actual financial breakdown was available.

- The analysis leaned heavily on a PwC/County Councils Network report, which argues that creating more than three unitaries offers no long-term financial benefits—though this view is not universally shared and certainly not by the District Councils Network.

Due to the perceived weaknesses in the evidence, Liberal Democrat and Green councillors did not support the recommendation. Nevertheless, the motion passed.

Following the meeting Cllr Nick Adams-King announced HCC's departure from the main group of leaders and Cllr Richard Millard stated EHDC would work with HCC to develop a separate final proposal for submission. This indicates a likely split in approach with the main group of 13 local authorities appearing to favour a four-unitary structure with HCC and EHDC pursuing a two- or three-unitary alternative.

Community Engagement is an essential part of this process but whether this will be co-ordinated by the two groups or done separately we don't yet know. Councillors at EHDC are looking forward to being briefed!

Cllr Elaine Woodard  
Cllr James Hogan

Ref - HPC 063/25/26

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRY 14 MAY 2025		Details	
Ref	Date	Payee/Payer	Net	VAT	Total	
EXPENDITURE						
1	01/05/2025	Staff Expenses	£60.16	£2.00	£62.16	Coffe, Tea, Milk/Sand and Tyre Disposal
2	16/04/2025	British Gas : 603421231	£81.93	£4.09	£86.02	Jubilee Admin Electricity: 16 March - 15 April
3	06/05/2025	Lycamobile	£5.00	£0.00	£5.00	Jubilee Mobile SIM Card
4	29/04/2025	Aardvark Supplies Ltd	£84.67	£16.93	£101.60	Bin Liners, Toilet Rolls, Gloves, Floor Pads, Soap, Cloths
5	28/04/2025	Auditing Solutions	£510.00	£102.00	£612.00	Final Audit Service for 2024/25
6	03/04/2025	Elbe Play Ltd	£850.00	£170.00	£1,020.00	Replace Timber Rails on Rope Swing/Repair Ramp
7	29/04/2025	HALC	£210.00	£42.00	£252.00	LCPD Membership April 2025 - March 2026
8	04/04/2025	Peter J Hussey	£200.00	£0.00	£200.00	Pitch Power Survey of Five Heads and Jubilee Pitches
9	28/04/2025	Rocket Computer Services	£281.00	£56.20	£337.20	Router Plus Configuration
10	28/04/2025	Screwfix	£29.16	£5.83	£34.99	Drill Bits
11	29/04/2025	Screwfix	£86.23	£17.25	£103.48	A-Frame Step Ladder/Wing Nuts
12	30/04/2025	Screwfix	£39.98	£8.00	£47.98	Fencing Staples/Clouts
13	28/04/2025	SLCC	£505.00	£0.00	£505.00	Membership Fee 2025/26
14	08/05/2025	Aardvark Supplies	£4.00	£0.80	£4.80	4 x Bleach
15	07/05/2025	AVS Fencing	£86.20	£17.24	£103.44	Picket Gate for Lytch Gate Drive/Graft Spade
16	09/05/2025	Castle Water - 3177681	£7.40	£0.00	£7.40	Water: Trough DPW- 1-30 April 2025
17	07/05/2025	ROSPA Play Safety	£504.00	£100.80	£604.80	Annual Play Inspections
18	06/05/2025	Screwfix	£4.16	£0.83	£4.99	Wing Nuts x 10 Packs
19	07/05/2025	Screwfix	£84.61	£16.93	£101.54	Post Hole Diggers/Wood Glue
20	01/05/2025	Fuel genie	£94.63	£18.93	£113.56	Fuel: April 2025
21	14/05/2025	Amazon	£13.73	£2.75	£16.48	Hoover Bags for Napier Hall
22	16/05/2025	Castle Water - 2104210	£18.34	£0.00	£18.34	Water: Napier April 2025
23	05/04/2025	ICO	£47.00	£0.00	£47.00	Annual Data Protection Fee
24	19/05/2025	Lloyds Bank	£8.50	£0.00	£8.50	Bank Fees
25	06/05/2025	British Gas	£128.95	£6.44	£135.39	Jubilee Admin Electricity: 3 April - 20 May
26	20/05/2025	Horndean PC Employees	£16,675.13	£0.00	£16,675.13	Salaries: May 2025
27	12/05/2025	A1 Security Systems Ltd	£1,122.00	£224.40	£1,346.40	Install Intruder Alarm Plus 17 Fobs
28	14/05/2025	Focus	£284.88	£56.98	£341.86	Switchboard, Broadband, Payphone, Alarm - Apr 2025/June 2025
29	12/05/2025	Screwfix	£15.82	£3.17	£18.99	Pk 50 Timber Screws
30	15/05/2025	SSP Direct	£79.60	£15.92	£95.52	Jubilee Park Signage 'No Overnight Parking'
31	12/05/2025	Viking	£76.59	£15.32	£91.91	Files, Labels, White Book Folders
32	15/05/2025	Westcotec	£3,411.00	£682.20	£4,093.20	Speed Indicator and Fixings
33	06/05/2025	Castle Water - 2103873	£6.49	£0.00	£6.49	Trough - Hollybank 1-30 April
34	06/05/2025	British Gas Lite - 156695	£51.07	£2.55	£53.62	Napier Gas: 7 Mar - 6 May
35	12/05/2025	British Gas Lite - 154660	£97.50	£4.88	£102.38	Jubilee Hall Electric: 7 Apr - 12 May
36	12/05/2025	British Gas Lite - 242787	£74.22	£3.71	£77.93	Napier Hall Electric: 7 April - 12 May
37	13/05/2025	Vodafone	£72.32	£14.46	£86.78	Mobiles: May 2025
38	20/05/2025	AVS Fencing	£143.08	£28.62	£171.70	Hazleton Gate Replacement
39	09/05/2025	Castle Water - 3177681	£7.40	£0.00	£7.40	Trough at Dell Piece West- April 2025
40	21/05/2025	SLCC	£30.00	£6.00	£36.00	GDPR e course - Office Manager
41	21/05/2025	SLCC	£30.00	£6.00	£36.00	GDPR e course - Admin Officer
42	21/05/2025	SLCC	£30.00	£6.00	£36.00	GDPR e course - Admin Officer
43	08/05/2025	Tree Assist	£1,100.00	£220.00	£1,320.00	T1 Ash - Felled to Ground
44	30/04/2025	Veolia	£342.18	£68.44	£410.62	Waste Collection: April 2025
45	29/05/2025	Hampshire Pension Fund	£5,425.15	£0.00	£5,425.15	Pensions: May 2025
46	29/05/2025	HMRC	£5,173.14	£0.00	£5,173.14	PAYE/NI: May 2025
TOTAL EXPENDITURE			£38,192.22	£1,947.65	£40,139.87	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
47	various	Regular Hall Users	£1,988.25	£0.00	£1,988.25	Hire of Jubilee Hall - Regular
48	various	Regular Hall Users	£2,812.15	£0.00	£2,812.15	Hire of Napier Hall - Regular
49	various	Casual Hall Users	£175.67	£0.00	£175.67	Hire of Jubilee Hall - Casual
50	various	Casual Hall Users	£90.87	£0.00	£90.87	Hire of Napier Hall - Casual
51	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
52	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Refunded
53	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
54	30/04/2024	Cambridge & Counties	£788.33	£0.00	£788.33	Bank Interest
TOTAL INCOME			£5,980.27		£5,980.27	

SIGNED:	
SIGNED:	
DATE:	09-Jun-25

Ref - HPC 063/25/26