

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 11 JUNE 2018 AT 7.00 P.M.

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

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

PUBLIC ATTENDANCE: 1 member of the press was present. County Cllr Mrs Marge Harvey attended the meeting at the point of agenda item 15 being discussed.

HPC 051/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge, Miss J Murray and R Veitch.

No apologies were received from Councillors R Sowden, and Mrs I Weeks.

HPC 052/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 053/18/19 **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. It was agreed that questions would be taken at the point of Cllr Mrs Marge Harvey arriving.

HPC 054/18/19 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No reports were submitted. Cllr Mrs E Tickell gave an update, stating that the managing agents were not fulfilling their responsibility with weed clearance but gave assurance that Linden Homes were chasing the agents.

HPC 055/18/19 **PUBLIC SESSION**

The meeting was duly opened to the public.

HPC 056/18/19 **TO APPROVE THE MINUTES OF ANNUAL THE COUNCIL MEETING HELD ON 21 MAY 2018**

It was **RESOLVED** that the minutes of the Annual Council meeting held on 21 May 2018 be duly signed as a true record of the meeting. This was proposed by Cllr Beck.

HPC 057/18/19 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 3 ATTACHED)**

The Orders for Payment was circulated. It was **RESOLVED** that the Orders for Payment (List 3 attached) be approved and duly signed.

It was agreed that the total payment of £3,794.40 to JDC Outdoor Services (line 44) for repair of track way of Lith Lane, due to pot holes, be taken out of earmarked reserves.

The payment cost of £63.95 + VAT to Top Notch Signs for signage at Jubilee and Napier Hall stating "No Smoking & No Vaping" was queried, stating it seemed expensive. It was clarified by the Office Manager that the signs consisted of 4 in total. Cllr Mrs Z I Pearson suggested that if we required an additional quotation in the future, we could contact a company called Splay Display, who are very reasonably priced.

HPC 058/18/19 **TO AGREE TO AMEND THE MINUTE, HPC 197/17/18 – COUNCIL MEETING 15 JANUARY 2018, TO STATE: THE TOTAL PRECEPT SET FOR 2018/19 BEING £366,168, THEREFORE THE BAND D CHARGES REMAIN UNCHANGED AT £72.04**

It was **RESOLVED** to amend the minute, HPC 197/17/18 – Council meeting 15 January 2018 to state: The total precept for 2018/19 being £366,168, therefore the Band D charges remain unchanged at £72.04. This was amended due to it previously only being noted and not recorded within the minute.

HPC 059/18/19 **TO RECEIVE AND CONSIDER THE RECOMMENDATION WITHIN THE EXTERNAL AUDITORS REPORT 2016/17, IN RESPECT OF THE CERTIFICATION OF DOCUMENTATION AS BEING TRUE COPIES**

It was **RESOLVED** that

- The recommendation within the External Auditors Report 2016/17, in respect of the certification of documentation as being true copies be agreed.
- Copies of minutes be certified by the Chief Officer.

HPC 060/18/19 **TO RECEIVE AND CONSIDER THE INTERNAL AUDITORS REPORT FOR THE YEAR ENDED 2017/18**

The Internal Auditors report was circulated and noted by Members.

The Chairman pointed out the 2nd paragraph on page 2, under the heading "Overall Conclusion" which commended the Chief Officer and RFO for the "exemplary manner in which the Statement of Accounts and supporting documents were presented during our review of the year and for the assistance of their team which made the process of the FY 2017-18 Internal Audit reviews extremely smooth."

The RFO confirmed that there was nothing new within the report, in terms of recommendations.

HPC 061/18/19 **TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2017/18**

- **(A) SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2017/18**

It was **RESOLVED** that the Annual Governance Statement be approved and duly signed. This was proposed by Cllr Forbes and seconded by Cllr Beck.

- **(B) SECTION 2 – ACCOUNTING STATEMENTS 2017/18**

It was **RESOLVED** that the Annual Accounting Statement be approved and duly signed. This was proposed by Cllr Alexander and seconded by Cllr Beck.

HPC 062/18/19 **TO RECEIVE AND CONSIDER THE INTERNAL AUDITORS REPORT FOR THE YEAR ENDED 2017/18**

This agenda item was listed as a duplication in error.

HPC 063/18/19 **TO NOTE THE ENGAGEMENT OF PDP ARCHITECTS, IN RESPECT OF THE COMMUNITY BUILDING WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT**

The engagement of PDP Architects, in respect of the Community Building within the Land East of Horndean Development was noted by Members.

HPC 064/18/19

TO RECEIVE AND CONSIDER THE DESIGN BRIEF, IN RESPECT OF THE COMMUNITY BUILDING WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT

The design brief, version 7.4 was circulated and noted by Members. The Chairman said that she had hoped it would be a more final document but stated that the development panel had raised some queries and refinements and said that there were some queries raised by Bloor Homes, which would need some consideration from the Working Party. She invited Members to comment or make suggestions for adding to the document.

Cllr Wren suggested that there was no mention of the warranty of the building below damp proof course and said that it would be worth investigating.

HPC 065/18/19

TO RECEIVE AND CONSIDER THE BUSINESS PLAN, IN RESPECT OF THE COMMUNITY BUILDING WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT

The Chairman clarified that HPC were still awaiting the revised and updated version of the Business plan. It was agreed that once the updated version had been received, it would be sent to Members and would be added to the agenda for discussion at the next Council meeting.

HPC 053/18/19

(Minute Ref as above)

TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS

County Cllr Mrs Marge Harvey entered the meeting and questions were asked.

Cllr Forbes asked for further details regarding the refuge in Lovedean Lane. It was confirmed that it would be located opposite the Memorial Village Hall and that HCC were currently awaiting S106 monies.

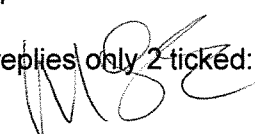
Cllr Mrs E Tickell asked for an update from HCC regarding the weeds and the outstanding repair works to the drains outside of the Gales Park Estate. Cllr Mrs Marge Harvey confirmed that they were awaiting a time scale for the works to be done.

HPC 066/18/19

TO RECEIVE A VERBAL UPDATE AND AGREE THE WAY FORWARD IN RESPECT OF THE CRICKET PITCH/PAVILION WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT

The Chairman clarified the following points

- Investigations to date show that these facilities were unlikely to be "cost neutral". Indeed they would be a burden to the Parish.
- To facilitate the decision as to whether or not the Parish should take ownership of the Pitch and Pavilion the following actions were proposed:
 1. Establish if there is a likelihood of a cricket team being established in Horndean. Current indications are that there is no group currently with the aspiration to form a Horndean Club.
 2. Finalise work on the running costs associated with the facility - Sport England suggest between 10K and 40k for pitch and outfield.
 3. Then ask residents if they are happy to support the facility financially.
- The pavilion and pitch are to be provided via the S106 agreement on LEOH.
- Extensive investigation shows local clubs would be willing to use but not to pay a sufficient rental to make the facility cost neutral to the Parish.
- The proposed pavilion is not large enough for regular letting for other purposes.
- It is also somewhat remote from the village.
- In the 2016 Questionnaire about the proposed cricket facilities of the 24 replies only 2 ticked:
- "I would be interested in playing here" with "sometimes."
- No-one indicated "often" or "regularly"



Cllr Alexander stated that the annual maintenance for the upkeep of the Cricket Pitch would be more than 10% of the precept.

The Chairman clarified that if HPC did not want to proceed in taking over the management of the Cricket Pitch/Pavilion, that it would be down to the developers to source a Management Company to manage it.

HPC 067/18/19 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE EXTENSION TO JUBILEE HALL**

The Chief Officer gave a verbal update and stated that the Architects are compiling the Planning Application to be sent to EHDC for consideration and she said that a number of surveys had been carried out on the surrounding area and things were moving forward. She said she would inform Members accordingly with any further updates.

HPC 068/18/19 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 14 MAY 2018, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:**

- **HORNDEAN & BLENDWORTH CHURCH CENTRE - £2,600**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award Horndean & Blendworth Church Centre with a grant of £2,600 as per their grant request for the repair to the drive and pot holes in the car park, which is used by members of the public, in addition to those hiring the hall.

- **COMBINED HAEMATOLOGY & ONCOLOGY WARDS - QA HOSPITAL - £1,351.70**

It was **RESOLVED** to follow the recommendation of the Finance and General Purposes Committee and award the Combined Haematology & Oncology Wards at QA Hospital with a grant of £1,351.70 as per their grant request, for the purchase of a reclining chair for patients' undergoing treatment for Cancer/Leukaemia.

HPC 069/18/19 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 14 MAY 2018, IN RESPECT OF THE REVISED STANDING ORDERS**

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

- The Chief Officer clarify if the points typed in bold within the NALC Model Standing Orders are mandatory.
- The Chief Officer provide Members with further information on dispensation.
- Members read through the revised Standing Orders and come to some conclusion before the next Council meeting.

HPC 070/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 04 JUNE 2018, IN RESPECT OF THE MATERNITY PAY POLICY**

It was **RESOLVED** to follow the recommendation of the Staff Committee, whereby the rate of pay would be in accordance with Statutory Maternity Pay, as staff are subject to locally agreed contracts and Members were not minded to follow NJC provisions.

This was proposed by Cllr Beck and seconded by Cllr Mrs E Tickell



HPC 071/18/19 **TO RECEIVE AN UPDATE IN RESPECT OF HPC'S INSURANCE COVER, RELATING TO CLAIMS ARISING FROM DATA PROTECTION BREACHES – GENERAL DATA PROTECTION REGULATION**

The Chief Officer stated that she had contacted the insurance company, who confirmed that the insurance policy includes cover for claims arising from any data protection breaches resulting in loss of personal details.

HPC 072/18/19 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 23 JULY 2018**

Noted.

HPC 073/18/19 **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.

The public part of the meeting closed at 8.18pm.

HPC 074/18/19 **TO RECEIVE AND CONSIDER THE WAYLEAVE AGREEMENT, IN RESPECT OF THE SUPPLY OF ELECTRICITY TO A DWELLING**

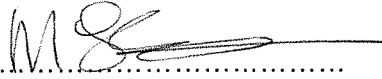
It was **RESOLVED** to

- Accept the Wayleave Agreement, in respect of the supply of electricity to a dwelling.
- Complete a covering letter, to request that the surface be reinstated after Scottish and Southern Energy Networks (SSEN) have completed their works.

HPC 075/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 04 JUNE 2018, IN RESPECT OF THE RECRUITMENT OF AN ADDITIONAL MEMBER OF STAFF**

It was **RESOLVED** that the recommendation from the Staff Committee be agreed and the member of staff on returning from maternity leave, on a part-time basis, to do so as an assistant to the Chief Officer and for a new permanent full-time Manager to be recruited.

Meeting ended 8.25pm.


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Chairman
23/7/18
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Dated