



# **HORNDEAN PARISH COUNCIL**

## **MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 08 FEBRUARY 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS**

**PRESENT:** Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, P Beck, D Evans, P Little, B Raymond, Mrs E Tickell, R Veitch, I Weeks

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Meeting Facilitator); Sarah Guy, Operations Officer (Minute Taker); Simon Ritson, Responsible Finance Officer

**PUBLIC ATTENDANCE:** County Councillor Mrs Marge Harvey

**HPC 144/20/21      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Lay and D Prosser.

**HPC 145/20/21      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 146/20/21      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was read out by The Chairman.

**HPC 147/20/21      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. Cllr Beck asked for an update regarding the encroachment at Blendworth. Cllr D Evans confirmed that the process was underway and said EHDC were attending Court to enforce an injunction. He said he would keep Council up to date with any progress.

**HPC 148/20/21      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. No questions were asked. County Cllr Mrs Marge Harvey exited the meeting (7.12pm).

**HPC 149/20/21                    TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 18 JANUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 18 January 2021 be signed as a true record of the meeting.

This was proposed by Cllr Beck and seconded by Cllr Veitch.

**HPC 150/20/21                    TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 7 ATTACHED)**

Cllr D Evans informed Members that money was due to be refunded from the Forestry Commission, in relation to line 21 for tree guards and tree stakes.

It was **RESOLVED** that the Orders for Payment (List 7 attached) be approved and duly signed. All agreed.

**HPC 151/20/21                    TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CAMBRIDGE & COUNTIES AS AT THE 31 DECEMBER 2020**

It was **RESOLVED** that the bank reconciliation as at 31<sup>st</sup> December 2020 be approved and duly signed. All agreed.

**HPC 152/20/21                    TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted.

**HPC 153/20/21                    TO RECEIVE AND REVIEW THE FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was circulated and the Chief Officer confirmed that no amendments had been made from last year, with the Chairman stating that it had been accepted by the Auditor last year. The RFO stated that the Auditor had commended HPC on the document.

It was **RESOLVED** that the Financial Risk Assessment be reviewed at some point during a Finance and General Purposes Committee meeting, but was adopted at this stage for year end.

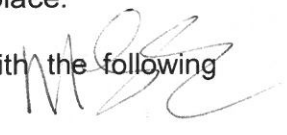
**HPC 154/20/21                    TO RECEIVE AND CONSIDER THE HEALTH & SAFETY POLICY STATEMENT**

It was **RESOLVED** that the Health & Safety Policy Statement be adopted. All agreed.

**HPC 155/20/21                    TO RECEIVE AND CONSIDER THE DRAFT MEETINGS SCHEDULE 2021/2022**

The draft Meetings Schedule for 2021/2022 was circulated and a discussion took place.

It was **RESOLVED** that the Meetings Schedule for 2021/2022 be adopted with the following amendments:



- Budget workshop colour to be changed to make it more visible.
- Spelling of “particularly” to be amended and spelt correctly.
- The November date of the 14<sup>th</sup> for Remembrance Day event to be moved into the correct position on the schedule, instead of being between the dates of the 1<sup>st</sup> and 8<sup>th</sup>.
- Wording in yellow highlighted text to be moved into the first sentence of text.

**HPC 156/20/21      TO RECEIVE A REPORT AND CONSIDER THE SIGNAGE IN RESPECT OF THE NEW PARISH OFFICE**

A report by the Operations Officer was circulated and a discussion took place. The general consensus was that a sign directly written onto the glass would be the preferred option, dependant on the costing.

It was **RESOLVED** for the Chief Officer to go back to the Sign Writer with the following request:

- A ballpark figure to be requested for a sign written directly onto the glass, as well as a vinyl sticker sign, both with the HPC logo and “Horndean Parish Council” wording.
- An idea to be given regarding the difference in pricing, looking at the following font colours- gold, green and white.

**HPC 157/20/21      TO CONSIDER ANY APPROPRIATE CIL SPENDING PROJECTS FOR INCLUSION WITHIN THE LIST BEING PREPARED BY EHDC**

Cllr D Evans said that he had tried to obtain money to improve Five Heads Recreation Ground. It was **RESOLVED** that Members were happy for Cllr D Evans and Cllr Little to draft a list of ideas, with the Chief Officer providing them with the original application.

**HPC 158/20/21      TO RECEIVE AND NOTE THE COVID-19 RISK ASSESSMENT**

A copy of the COVID-19 Risk Assessment was circulated and a discussion took place.

It was **RESOLVED** that

- The title of the document be amended to Hazard Control Policy.
- The end 3 columns be completed/filled in, otherwise removed.

**HPC 159/20/21      TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE HANDING BACK OF TYFIELD HOUSE AND LUCKYLITE**

The Chief Officer informed Members that Tyfield House had been repainted (interior) and the carpet cleaned and was ready to hand back on 11<sup>th</sup> February 2021. She said that Lucky Lite had been painted and handed back.

**HPC 160/20/21      TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 JANUARY 2021, IN RESPECT OF THE QUOTATION FOR THE REMOVAL OF TREES AT JUBILEE SUFFERING FROM ELM DISEASE**

The recommendation from the Grounds Committee Meeting on the 25 January 2021 was circulated and it was **RESOLVED** to follow the recommendation as follows:

- Accept quotation 1 for the removal of trees at Jubilee suffering from Elm Disease

- Remove only the trees we know belong to HPC and inform owners of the other trees not belonging to HPC.

**HPC 161/20/21 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 15 MARCH 2021**

The next scheduled meeting of the Council is noted as 15 March 2021, presumably virtual.

**HPC 162/20/21 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.**

No members of the public or press were present.

Recording of meeting ended at 8.05pm.

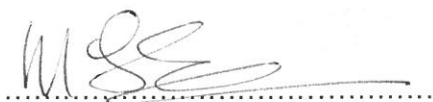
**HPC 163/20/21 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 14 DECEMBER 2020, AND THE 18 JANUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 14 December 2020 and 18 January 2021 be signed as a true record of the meeting.

**HPC 164/20/21 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 JANUARY 2021, IN RESPECT OF OBTAINING LEGAL ADVICE REGARDING A BOUNDARY DISPUTE WITHIN CATHERINGTON LITH**

It was **RESOLVED** for HPC to review periodically.

Meeting concluded & recording ended at 8.20pm.



Signed - The Chairman

18/3/2021

Date

Virtual Meeting