# BDGE3HORNDEAN PARISH COUNCIL

**MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 15th MARCH 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, Mrs E Tickell, R Veitch, D Prosser

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

**PUBLIC** County Councillor Mrs Marge Harvey

**ATTENDANCE**: 5 representatives from Highwood

2 representatives from Inspired Village Group.

No members of the public or press were present.

**HPC 165/20/21** **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllrs J Lay, B Raymond and Mrs I Weeks.

**HPC 166/20/21** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 167/20/21 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated prior to the meeting. There were no questions from members for Cllr Mrs Harvey.

Cllr Mrs Harvey informed members of an email from a resident in regards to developments on Rowlands Castle Road, which she will forward on to members.

**HPC 168/20/21 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. There were no questions from members for District Councillors.

**HPC 169/20/21** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. The Chairman welcomed the representatives from Highwood and Inspired Village Group.

**HPC 170/20/21** **TO RECEIVE A PRESENTATION FROM HIGHWOOD IN RESPECT OF THE PLANNED CARE VILLAGE AND CARE HOME BEING PART OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Planning Director of Highwood presented the overall design concept and drawings for the proposed Care Village. He then handed over to Inspired Village Group who presented the proposed amenities, layouts and expected benefits to residents.

A brief time was allowed for questions.

*The representatives from Highwood and Inspired Village Group exited the meeting following their presentation (7:37pm)*

*County Cllr Mrs Marge Harvey exited the meeting (7:37pm).*

**HPC 171/20/21** **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 8th FEBRUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 8th February 2021 be signed as a true record of the meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell.

**HPC 172/20/21** **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

Cllr D Evans queried the expenditure in regard to the felling of the trees at Yeolls Copse. It was confirmed that the cost covered the removal of several trees.

It was **RESOLVED** that the Orders for Payment (List 8 attached) be approved and duly signed. All agreed.

**HPC 173/20/21 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated prior to the meeting and duly noted.

**HPC 174/20/21 TO RECEIVE A REPORT IN RESPECT OF THE QUOTATIONS PERTAINING TO THE PARISH OFFICE SIGNAGE**

A report by the Operations Officer was circulated prior to the meeting. A brief discussion took place.

It was proposed by Cllr Mrs L Evans that a formal decision be held off until such time that the HPC badge could be digitally reproduced.

The office is to investigate and return a report to the next scheduled Council meeting on 19th April 2021.

*Cllr Veitch exited the meeting due to technical difficulties. (20:07pm)*

**HPC 175/20/21 TO RECEIVE AND CONSIDER THE APPLICATION FOR CIL FUNDING TO REPLACE THE PLAY EQUIPMENT AT FIVE HEADS RECREATION GROUND**

Cllr Mrs L Evans thanked Cllrs Mrs E Tickell, P Little and D Evans for their efforts in preparing the application. A brief discussion took place.

It is noted that the Application for CIL Funding in regards to Five Heads Recreation Ground will be submitted to EHDC on 17th March 2021.

**HPC 176/20/21** **TO CONSIDER THE RESCHEDULING OF HPC’S ANNUAL MEETING TO A DATE WITHIN THE FIRST WEEK OF MAY 2021**

A brief discussion took place.

It was **RESOLVED** that the scheduled Annual Meeting will be moved from 24th May 2021 to either the 4th or 5th May 2021 in order for the meeting to be held virtually. Date to be confirmed in due course by the Chief Officer depending on staff availability.

This was proposed by Cllr D Evans and seconded by Cllr A Forbes. All agreed.

**HPC 177/20/21 TO CONSIDER THE STRUCTURE OF THE STAFF COMMITTEE**

The Chairman expressed a concern that the Staff Committee is down to 4 members and that it is imperative to bring the number up to the required 7. Cllrs D Prosser, A Forbes and P Little volunteered to join the Staff Committee at the Annual Meeting when the Committees are elected.

**HPC 178/20/21 TO CONFIRM THE PROCESS OF DELEGATED POWERS IN THE ABSENCE OF FORMAL MEETINGS OF THE PARISH COUNCIL**

A brief discussion took place.

The Chief Officer reminded Members that the legislation allowing for virtual meetings will expire on 7th May 2021. Cllr D Evans proposed that Council reverts to the Delegated powers put in place at the start of the pandemic, should the need arise. This was seconded by Cllr A Forbes.

It was **RESOLVED** to revert to delegated powers after the 7th May 2021 until face to face meetings can resume. All agreed.

**HPC 179/20/21 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 19th APRIL 2021**

The next scheduled meeting of the Council is noted as 19th April 2021. This meeting will be held virtually.

**HPC 180/20/21 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 8.21pm.*

**HPC 181/20/21 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 8th FEBRUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 8th February 2021 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

**HPC 182/20/21** **TO RECEIVE A REPORT IN RESPECT OF A CONTRACTUAL DISPUTE AND AGREE THE WAY FORWARD**

A report by the Operations Officer was circulated prior to the meeting. A brief discussion took place.

It was **RESOLVED** that the Chief Officer will advise the provider that the contract us unfair and that no further payments will be made in terms of termination fees. All agreed.

*Cheree Garvey & Sarah Guy exited the meeting. (8:42pm)*

**HPC 183/20/21** **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2021/22**

Members considered the recommendation of the Staff Committee, and resolved that the proposed

salary increase of 1% - 2% be awarded to staff commencing 01 April 2021.

*Carla Baverstock-Jones exited the meeting (8:50pm)*

**HPC 183/20/21** **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF THE CHIEF OFFICER’S APPRAISAL**

The Chief Officers appraisal will be undertaken following the Easter break.

**HPC 183/20/21** **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF ANY PROPOSED CHANGES TO THE CHIEF OFFICER’S SALARY FOR 2021/22**

The recommendation of the Staff Committee was considered, and Council resolved not to approve the proposal in its entirety, and therefore agreed a reduced award.

Meeting concluded & recording ended at 9:00pm.

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Signed - The Chairman

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Date