



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE
HELD ON MONDAY 20 SEPTEMBER 2021 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

14 September 2021

AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 23 August 2021.
7. To receive and approve the Orders for Payment (List 5 attached).
8. To receive and note the monthly finance report.
9. To receive a report and agree the way forward in respect of the amount to be repaid to the Public Works Loan Board.
10. To receive and note the External Auditor Report for the year ended 2020/21.
11. To receive a report and consider the future management of Jubilee Hall.
12. To receive and agree a recommendation in respect of the Planning Application 58128/002 - 114 White Dirt Lane, Horndean.
13. To receive and consider a response to the Strategic Design Policy Consultation.
14. To agree the formation of a Working Party to discuss the land at Chalk Hill Road.
15. To receive the recommendation from the Grounds Committee on the 13 September 2021, in respect of the replacement handrail at Downs Park.
16. To receive the recommendation from the Grounds Committee on the 13 September 2021, in respect of the landscaping of Jubilee play area/replacement of post.

17. To note the next scheduled meeting of the Council on the 18 October 2021.
18. **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).**
19. To consider the way forward in respect of the ongoing placement of council/committee agendas on all parish notice boards.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 20.09.2021

AGENDA ITEM: 3

SUBJECT OF REPORT: COUNTY COUNCILLOR MRS M HARVEY REPORT

Dear Residents

I have been unable to do my usual drive around as I have just had a hip replacement, but I have been keeping up to date with my division.

The Havant Road development that has been a problem for sometime, is now being looked into thoroughly and I hope that all of the issues will be sorted out this time.

I am still trying to get lining done, but it seems that it is after potholes etc, but I will keep trying.

Parking and speeding seems to be the overriding issues throughout my division and I have asked for parking enforcement to attend and I have also spoken to our new police and crime commissioner about speeding, as it really is out of hand and the police seem to be hands off with it. She has told me that she will bring it up with the police and hopes to get some positive results. I am available always online and on the telephone (92 413858) and will be happy to speak to you.

Report prepared by: County Cllr Mrs M Harvey



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 23RD AUGUST 2021 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, J Lay P Little, D Prosser, B Raymond, Mrs E Tickell, R Veitch

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

PUBLIC ATTENDANCE: Three members of the public present.

HPC 071/21/22 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies of absence were received from Cllrs D Evans and Mrs I Weeks.

HPC 072/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 073/21/22 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

A report was circulated – no questions presented.

HPC 074/21/22 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No update received.

HPC 075/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

Three members of the public were present which included the Community Development Officer from EHDC.

HPC 076/21/22 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21 JUNE 2021 AND 26 JULY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 26 July 2021, be amended to reflect that Cllr D Alexander and Cllr P Beck were present, and that Cllr D Evans was absent and then signed as a true record. The Minutes of the Council meeting held on the 21 June 2021, be signed as a true record of the meeting.

Members agreed to consider the following agenda item earlier than scheduled due to the interest of the public in attendance.

HPC 077/21/22

TO RECEIVE AN UPDATE AS TO THE PROGRESS OF THE LANDSCAPING OF THE AUSTRALIAN WAR MEMORIAL SITE, AND CONSIDER THE WAY FORWARD

A discussion took place whereby the proposed landscaping plan was presented to Members by a member of the Children of the 1940's group.

It was **RESOLVED** to accept the plan in principle as follows:

- Volunteers working on the site must be reported to the Chief Officer for insurance purposes – detailed confirmation requested from HPC's insurers, but to include name, work to be undertaken, date/time.
- Existing bench may be moved but to remain facing the footpath. The three additional benches as per the agreed specification to be secured by tarmac/concrete and angled towards the memorial. HPC agreed to maintain the benches which should be minimal given the 25yr lifespan.
- The provision of water to be investigated and provided by the group at no cost to the Parish Council
- The watering via standpipe or bowser of the newly planted hedge to be the responsibility of the group until growth is established
- The kerb stones are to be the responsibility of Hampshire County Council to include associated public liability – written confirmation to be provided by HCC.
- Second waste bin may be required which is a matter for EHDC in terms of provision/maintenance
- Information board to be installed at a later date and will be provided by the group
- Excavation licence to be obtained for the landscaping
- HCC to plant trees in possibly November 2022, which will be the responsibility of HCC
- The Parish Council will maintain the hedge providing the height does not exceed 2 feet (600mm), unless with prior consent of the Highway Authority. In any event the height must not exceed 1metre, in order to remain manageable for the Parish Council
- The landscaper will need to provide proof of Public Liability Insurance, Risk Assessment and Method Statement to the Chief Officer
- The position and function of the nearby drainage is to be investigated by the group with all necessary consents obtained from the water company, and provided to the Parish Council, given the locality of the proposed hedge/possibility of roots entering the drainage system.

HPC 078/21/22

TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)

The Orders for Payment (List 4) was circulated.

It was **RESOLVED** that the Orders for Payment (List 4 attached) be approved and duly signed. All agreed.

HPC 079/21/22

TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and duly noted.

HPC 080/21/22

**TO NOTE THE REPAIRS UNDERTAKEN IN RESPECT OF NAPIER HALL
NAMELY THE FLAT ROOF, PURSUANT TO HPC'S FINANCIAL REGULATIONS
– PARA 3.4**

The Chief Officer informed Members that a leak had appeared in the roof of the community hall. The cost of repairs being £1,200 exceeded her authorised expenditure, and therefore the provisions of Para 3.4 were implemented.

Members duly noted the expenditure.

HPC 081/21/22 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 AUGUST 2021, IN RESPECT OF THE INVESTMENT STRATEGY**

The amended version was circulated to Members and duly adopted.

HPC 082/21/22 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 AUGUST 2021 IN RESPECT OF THE FOLLOWING GRANT APPLICATION:**

- **Victim Support Hampshire and Isle of Wight - £200**

It was **RESOLVED** that Victim Support Hampshire and Isle of Wight be awarded £200, as per their grant request, pursuant to power Local Government Act 1972 S.137.

HPC 083/21/22 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 20 SEPTEMBER 2021**

The next scheduled meeting of the Council is noted as 20 September 2021. This meeting will be held in Jubilee Hall.

Public meeting closed at 8:10PM.

HPC 084/21/22 **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 were excused.

HPC 085/20/21 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 26 JULY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 26 July 2021, be signed as a true record of the meeting with one amendment, to include Cllr P Beck and Cllr D Alexander as being present.

Confidential meeting closed at 8:15PM.

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Signed - The Chairman

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Date

Item 7

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 5 - 20-SEP-2021			BANK ENTRIES: 14 AUG - 10 SEP 2021
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: 14 AUG - 10 SEP 2021				
1	03/08/2021	British Gas	£365.83	£18.29	£384.12	Jubilee Office Electric: 2 May- 1 Aug
2	11/08/2021	Vodafone	£160.55	£32.11	£192.66	Mobiles: 1 - 31 Aug
3	31/07/2021	Veolia	£204.26	£40.85	£245.11	Waste Collection: July 2021
4	16/08/2021	SSE Gas	£1.67	£0.08	£1.75	Napier Gas: 27 May - 28 July
5	12/08/2021	Initial	£116.35	£23.27	£139.62	Napier Hall Waste Collection: 01/9/21 - 30/11/21
B.A.C.S.		BANK ENTRIES: 14 AUG - 10 SEP 2021				
6	13/08/2021	Working Planet	£199.00	£39.80	£238.80	Advert for Estate Warden (2nd listing)
7	12/08/2021	Screwfix	£5.82	£1.16	£6.98	2 x Flat Wood Bit 32mm
8	12/08/2021	Focus	£200.11	£40.02	£240.13	SwitchboardBoard,BroadBand,Payphone,Alarm
9	17/08/2021	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: July 2021
10	13/08/2021	Gartec	£379.00	£75.80	£454.80	Annual Lift Maintenance - Jubilee Buidling
11	17/08/2021	B & Q	£4.55	£0.91	£5.46	Jubilee Hall Guttering - Stopend, Angle
12	17/08/2021	Screwfix	£1.58	£0.31	£1.89	Jubilee Hall Guttering - Bracket
13	17/08/2021	AVS Fencing	£53.00	£10.60	£63.60	Repairs to Fence at Jubilee
14	17/08/2021	Countryside Jobs Service	£100.00	£20.00	£120.00	Advert for Estate Warden (2nd listing)
15	17/08/2021	Screwfix	£3.33	£0.67	£4.00	2 Packs of Cable Ties
16	20/08/2021	Horndean PC Employees	£13,190.68	£0.00	£13,190.68	Staff Salaries: August 2021
17	26/08/2021	Victim Support	£200.00	£0.00	£200.00	Grant
18	31/08/2021	Hampshire Pension Fund	£3,624.37	£0.00	£3,624.37	Pensions: August 2021
19	31/08/2021	HMRC	£3,116.21	£0.00	£3,116.21	PAYE/NI August 2021
20	01/09/2021	Staff Expenses	£13.23	£0.00	£13.23	Staff Expenses: August 2021
21	09/09/2021	Top Notch Signs	£124.95	£24.99	£149.94	10 x Alibond Board Signs (Dog signs)
22	21/08/2021	Fox Point Roofing	£1,200.00	£0.00	£1,200.00	Repair Roof Leak at Napier
23	24/08/2021	Glanvilles	£200.00	£40.00	£240.00	Professional Charges 10 July-24 Aug
24	20/08/2021	Screwfix	£37.49	£7.49	£44.98	Drill Bit Set/Mitre Saw Blade
25	23/08/2021	Viking	£20.55	£4.11	£24.66	Heavy Duty Floor Cleaner/Soap
26	01/08/2021	VisionICT	£215.00	£43.00	£258.00	Annual Website/Support Oct 21-Sep 22
27	23/08/2021	British Safety Council	£108.30	£21.66	£129.96	Online IOSH/Fire Warden Courses
DEBIT CARD		BANK ENTRIES: 14 AUG - 10 SEP 2021				
28	18/08/2021	Zafety Supplies	£15.24	£0.00	£15.24	Burn Gel Sachets, Box Wipes
29	03/09/2021	Wilkinson Garage Services	£55.00	£0.00	£55.00	MOT SN18 WBL
30	07/09/2021	Amazon	£6.00	£1.20	£7.20	3 x Radar Keys
31	07/09/2021	HM Land Registry	£6.00	£0.00	£6.00	Title Plan & Map
TOTAL EXPENDITURE			£23,935.07	£446.32	£24,381.39	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 5 - 20-SEP-2021			BANK ENTRIES: 14 AUG - 10 SEP 2021
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 14 AUG - 10 SEP 2021				
	various	Regular Hall Users	£1,663.77	£0.00	£1,663.77	Hire of Jubilee Hall
	various	Regular Hall Users	£1,107.31	£0.00	£1,107.31	Hire of Napier Hall
	various	Casual Hall Users	£384.35	£0.00	£384.35	Hire of Jubilee Hall
	various	Casual Hall Users	£39.84	£0.00	£39.84	Hire of Napier Hall
	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
	various	Casual Hall Users	-£100.00	£0.00	-£100.00	Deposits Refunded
	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
	31/08/2021	Cambridge & Counties	£182.33	£0.00	£182.33	Interest- August 2021
TOTAL INCOME			£3,752.60		£3,752.60	

SIGNED:	
SIGNED:	
DATE:	LIST 5 - 20-SEP-2021

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20 September 2021

SUBJECT OF REPORT: Finance Report

Hall Income

The budget was set at 30% of pre COVID income. The table below has been populated with actual figures as the year progresses.

As can be seen August has continued the trend of overachievement against the target. Income is now nearly £6k above the year to date target.

As introduced last month I have included month on month % for each hall (and combined). As can be seen for the last 3 months income levels have been running at nearly 75% of pre-COVID levels.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	730	730	730	730	730	730	730	730	730	730	730	730	8,760
	ACT	193	1,167	1,771	1,564	1,624	0	0	0	0	0	0	0	6,319
	YTD VAR	537	-437	-1,041	-834	-894	730	730	730	730	730	730	730	
Jubilee Hall	BGT	698	698	698	698	698	698	698	698	698	698	698	698	8,370
	ACT	144	1,032	1,785	1,908	1,847	0	0	0	0	0	0	0	6,716
	YTD VAR	554	-335	-1,088	-1,211	-1,150	698	698	698	698	698	698	698	
Combined Halls	BGT	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	17,130
	ACT	337	2,199	3,556	3,472	3,471	0	0	0	0	0	0	0	13,035
	YTD VAR	1,091	-772	-2,129	-2,045	-2,044	1,428	1,428	1,428	1,428	1,428	1,428	1,428	
Total Income	CUM. YTD VAR	1,091	319	-1,810	-3,854	-5,898								
Napier Hall %	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	
	ACT %	7.9%	48.0%	72.8%	64.3%	66.7%								
Jubilee Hall %	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	
	ACT %	6.2%	44.4%	76.8%	82.1%	79.4%								
Combined Halls %	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	
	ACT %	7.1%	46.2%	74.7%	73.0%	72.9%								

Management Accounts – August 2021

The August accounts have been closed and the summary income and expenditure headlines are as follows:

As can be seen from the previous table, hall income, which was set at 30% of pre COVID levels, has started to return and year to date income is above the target by £5.9k. Expenditure is running considerably below budget due mainly staff vacancies in the countryside team since the start of the year.

Overall the Council is showing a year to date underspend of £33.2k at the end of September.

Accounts to 31/08/2021	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	194,514	194,187	-327		72,141	75,953	3,812	Staff Vacancies since July
Grants	0	0	0		2,200	2,200	0	
Napier Hall	6,319	3,650	-2,669	Hall Income returning	8,393	9,755	1,362	B/F Credit balance - estimated bills in 2020-1
Jubilee Hall	6,716	3,490	-3,226	Hall Income returning	9,985	9,296	-689	
Jubilee Hall - Admin	0	0	0		18,880	20,886	2,006	Rates bill lower than expected
Countryside Sites	1,107	750	-357		372	415	43	
Amenity Sites	788	875	87		3,322	4,177	855	
Open Spaces	0	0	0		45,533	64,807	19,274	Staff Vacancies since Apr 1 (£15.2k)
GRAND TOTAL	209,444	202,952	-6,492		160,826	187,489	26,663	

Balance Sheet and Reserves as at 31st August 2021

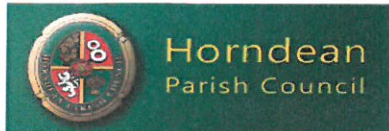
Horndean Parish Council Balance Sheet to the end of August 2021		Notes
Current Assets	£££	
Debtors - Sales Ledger	3,086	
Debtors - Non Sales Ledger	2,169	Rural Payments Agency claim
Debtors - VAT Control A/C	2,435	VAT to be reclaimed at the end of Q2
Prepayments	36	
Co-op No. 1 Account	95,425	
Cambridge & Counties Account	239,770	
Lloyds Bank Current Account	39,710	
Total Current Assets	382,631	
Current Liabilities		
Accruals	6,300	
Hall Income Deposits	1,400	
Receipts in Advance	151	
Total Current Liabilities	7,851	
Total Assets Less Current Liabilities	374,780	

Horndean Parish Council Reserves	B/F	APR	MAY	JUN	JUL	AUG	Notes
Represented By :-							
Current Year Fund		154,483	134,231	101,327	76,450	42,361	
General Funds	94,191	94,192	117,551	131,929	132,434	132,484	
Total General Funds	94,191	248,675	251,782	233,256	208,884	174,845	
IT Equipment EMR	6,000	6,000	2,500	2,500	2,500	2,500	
Vehicle Replacement EMR	382	382	4,495	4,495	4,495	4,495	
Jubilee Hall Improvements EMR	0	0	10,000	10,000	10,000	10,000	
Napier Hall Improvements EMR	13,043	13,043	1,000	1,000	1,000	1,000	
The Granary Maintenance EMR	6,000	6,000	2,000	2,000	2,000	2,000	
Lith Avenue/Lane EMR	3,838	3,838	3,000	3,000	3,000	3,000	
Jubilee Hall Project EMR	125,483	125,483	119,283	110,304	109,799	109,799	Final balance may be returned to PWL in 2021-22
New Playground Fund EMR	7,000	7,000	7,000	7,000	7,000	7,000	
Grounds Equipment EMR	4,517	4,517	2,500	2,500	2,500	2,500	
Legal Costs EMR	10,000	10,000	4,000	4,000	4,000	4,000	
Election EMR	5,522	5,522	2,000	2,000	2,000	2,000	
Fencing EMR	5,000	5,000	4,000	4,000	4,000	4,000	
Tree Maintenance EMR	0	0	4,000	4,000	4,000	4,000	
LychGate Repairs EMR	1,500	1,500	1,500	1,500	1,500	1,500	
South Downs National Park EMR	6,569	6,569	6,569	6,569	6,569	6,569	Must be spent on Tree Carvings as per Grant
Community Infrastructure Levy EMR	32,973	32,973	38,871	33,472	33,472	33,422	Must be spent on CIL projects
Land East of Horndean EMR	6,650	6,650	1,900	1,900	1,900	1,900	
Wagtail Road EMR	3,750	3,750	250	250	250	250	
Total Earmarked Reserves	238,227	238,227	214,868	200,490	199,985	199,935	
Total Equity	332,418	486,902	466,650	433,746	408,869	374,780	

Community Infrastructure Levy

The table below shows the summary position as at 31st August 2021.

Community Infrastructure Levy Summary			
INCOME			
£££	Banked	Elapse Date	Balance
£7,567.47	02/07/2018	02/07/2023	£0.00
£6,855.19	13/05/2019	13/05/2024	£1,657.50
£6,576.95	07/10/2020	07/10/2025	£6,576.95
£4,885.47	29/05/2020	29/05/2025	£4,885.47
£14,404.42	22/10/2020	22/10/2025	£14,404.42
£5,897.82	18/05/2021	18/05/2026	£5,897.82
£46,187.32			£33,422.16
EXPENDITURE			
£££	Spent	Description	
£2,082.00	March 2021	120 Trees - Cath Lith	
£5,234.61	March 2021	Toddler Double Swing Set	
£600.00	June 2021	Carvings - Yoells Copse	
£4,798.56	June 2021	Boardwalks - Hazelton Common	
£49.99	August 2021	Tools for Boardwalks - Hazelton Common	
£12,765.16			
£33,422.16		Balance at 31-08-21	



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20 September 2021

SUBJECT OF REPORT: Public Works Loan Board

Recap

Horndean Parish Council received £279,722 from East Hampshire District Council in the form of s106 funds
 Horndean Parish Council contributed £202,984 from Earmarked Reserves
 Horndean Parish Council applied for, and received, a £500,000 loan from the Public Works Board.

Total Funds = £982,705

Expenditure to date

As at the end of August 2021, £872,906 had been spent and a further £23,965 is forecast to be spent, making a total of £896,871. The majority of this forecast are the final payments to Spelthams and PDP a year after completion.

Therefore, the forecast balance remaining is currently £85,834.

UPDATED TO:			31 August 2021								
Ref	JUBILEE HALL DEVELOPMENT	BUDGET (£££)	2017-18	2018-19	2019-20	2020-21	2021-22		TOTAL		
			ACT	ACT	ACT	ACT	ACT	FCAST	ACT	FCAST	TOTAL
1	Contract Price - Spelthams	£763,455			266,708	475,003	0	21,742	741,711	21,742	763,453
2	Contingency (10%) on Tender Price	£76,345			13,809	12,290	0	0	26,099	0	26,099
3	Total Forecast PDP Architecture Costs	£61,825		18,005	29,258	11,440	0	2,223	58,702	2,223	60,925
4	Total Forecast Non PDP Costs	£10,633	1,774	8,860	3,429	16,648	6,705	0	37,416	0	37,416
5	Duplication of Costs during transition (3 months)	£8,984			0	0	8,979	0	8,979	0	8,979
6	Contingency (5% of rows 1-3)	£45,080			0	0	0	0	0	0	0
	TOTAL CHARGE TO PROJECT ESTIMATE	£966,323	1,774	26,864	313,203	515,381	15,684	23,965	872,906	23,965	896,871
	CUMULATIVE CHARGE TO DATE/FORECAST		1,774	28,638	341,841	857,222	872,906	896,871			
7	s106 approved by East Hampshire District Council	£279,722	FORECAST EXPENDITURE OUTSTANDING: SPELTHAMS Turfing beneath scaffolding 2,054.98 Balance of Contract held back for 12 months 19,687.43 PDP Balance of Contract held back for 12 months 1,722.50 KSP Consultancy (final payment) 500.00 TOTAL FORECAST 23,964.91								
8	Horndean PC EMR Reserves	£177,983									
9	Additional Transfer from General Reserves	£25,000									
	TOTAL FUNDS AVAILABLE	£482,705									
10	Public Works Loan Drawn Down	£500,000									
	TOTAL FUNDS	£982,705									
	TOTAL FORECAST EXPENDITURE	£896,871									
	FORECAST BALANCE REMAINING	£85,834									

Possible Repayment

The maximum £500,000 was borrowed in August 2020 as, at that stage, building works were still in progress and the full cost of the project was uncertain.

A loan can be part paid anytime from 1 year after it is received until the repayment date.

The first year has now elapsed so I have asked for the revised costs under two scenarios, i) repaying £80,000, ii) repaying £50,000.

Early repayments triggers a penalty payment and then reduced interest payments for the remainder of the term. Below is a table showing the impact of those two scenarios.

PUBLIC WORKS LOAN BOARD - Possible Repayments						
Date	Payment No.	Status Quo	Repay £80k	Repay £50k	Saving v Status Quo	
Feb-21	1	13,265.33	13,265.33	13,265.33	0.00	0.00
Aug-21	2	13,265.33	13,265.33	13,265.33	-17,432.09	-10,895.05
Feb-22	3	13,265.33	10,742.76	11,538.35	2,522.57	1,726.98
Aug-22	4	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-23	5	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-23	6	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-24	7	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-24	8	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-25	9	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-25	10	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-26	11	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-26	12	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-27	13	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-27	14	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-28	15	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-28	16	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-29	17	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-29	18	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-30	19	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-30	20	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-31	21	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-31	22	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-32	23	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-32	24	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-33	25	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-33	26	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-34	27	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-34	28	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-35	29	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-35	30	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-36	31	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-36	32	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-37	33	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-37	34	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-38	35	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-38	36	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-39	37	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-39	38	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-40	39	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-40	40	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-41	41	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-41	42	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-42	43	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-42	44	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-43	45	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-43	46	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-44	47	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-44	48	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Feb-45	49	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Aug-45	50	13,265.33	11,077.61	11,898.01	2,187.72	1,367.32
Total Repayment		663,266.50	557,921.06	597,275.28	87,913.35	55,096.17
Penalty		0.00	17,432.09	10,895.05		
Grand Total		663,266.50	575,353.15	608,170.33		
Saving Over Term		0.00	87,913.35	55,096.17		
Total Payment to PWLB		0.00	97,432.09	60,895.05		
Projected Reserve Balance		85,834.00	-11,598.09	24,938.95		

As can be seen, repaying £80,000 would trigger a penalty payment of £17,432, an overall saving over the term of £87,913 but the total repayment would be in excess of the forecast balance remaining in the reserve.

Repaying £50,000 would trigger a penalty payment of £10,895, an overall saving over the term of £55,096 and the total repayment would leave c£25,000 remaining in the reserve.

The pink shading indicates the time frame needed for the penalty payment to be recuperated by the reduced repayments.

These figures are as at August 19th 2021 and are therefore only indicative. The actual costs will be dependent on the prevailing interest rates at the time the repayment is made should Council choose to do so.

Report Prepared by Simon Ritson, Responsible Finance Officer, August 23rd 2021

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

HORNDEN PARISH COUNCIL – HA0136

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

04/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

COUNCIL AGENDA

Date: 20 September 2021

AGENDA ITEM: ||

SUBJECT OF REPORT: Future Management of Jubilee Hall

BACKGROUND

Members will be aware that a member of the caretaking staff covering Jubilee Hall retired on the 31 August 2021. The position has been advertised over the past 2 months but to no avail, applications have not been forthcoming.

The current situation is as follows:

- The remaining caretaker works 14 hours over 7 days per alternate weeks
- Administrative staff cover the opening and closing of the hall during office hours, and similarly on various occasions during the evening
- The remaining caretaker is temporarily undertaking additional opening/closing during the weekends/evenings
- A cleaning contractor attends 2/3 times per alternate weeks.

As the above is, a short-term arrangement put in place to ensure the hall remains operational consideration needs to be given to the way forward.

It is apparent that recruitment of new staff is particularly difficult across several sectors at present. The replacement of the caretaker presents with a variety of issues given the manner in which the position is shared, and the requirement to open and close throughout the day/evening and weekends.

I have explored several options, as it has become apparent that the manner in which the halls are hired/serviced may not be sustainable, and restructuring is required.

To this end, Members may wish to consider the following feasible alternative:

- Hirers to be provided with keys to the hall collected/returned to the Parish Office, if outside of normal working hours via the key safe or post box
- Key deposit payable
- Hall cleaned 2/3 times weekly undertaken by a contract cleaner
- Setting of the intruder alarm overnight presents an issue, as it is not an option for the hirer to set the alarm on vacating the hall. Members may wish to assist if it is essential for the alarm to be activated, notwithstanding the presence of CCTV, and the adjoining Parish Office is separately alarmed. It is of note that Napier Hall is without any security devices.


It is regrettable that we are no longer able to continue to offer the level of service to which our hirers have become accustomed. However, in the absence of successful recruitment, there appears to be limited options available if the hall is to remain open and available to the community.

RECOMMENDATION

The replacement of caretaking staff has historically provided limited interest as it is perhaps a role that is quite restrictive, insofar as the need to be available to open/close at various times. It is for this reason that it may be prudent to plan the restructuring phase sooner rather than later, which would in time apply to both halls in its entirety.

At the time of writing this report a cost comparison is not available as quotations are yet to be received – addendum to follow.

Report prepared by:

A handwritten signature in black ink, appearing to read 'C. B. Jones', written in a cursive style.

Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 20.09.2021

AGENDA ITEM: 12

SUBJECT OF REPORT: 58128/002- 114 White Dirt Lane, Horndean, Waterlooville PO8 0TW Detached Garage, Car Port and Front Entrance Porch

Size Layout & density: 114 White Dirt Lane build was approved after an appeal in 2008 (36384/015). In February 2021 a non-material amendment was filed to 36384/015 indicating that the proposed rear garage was not built and the front garage planned was actually turned into an office space and WC. This request is for a repositioned rear garage on the opposite side to the original with a car port occupying the ground in front of the garage at the side of the house. The new garage will be tight against a two storey annex that was also built in a space originally described as "turning space" for the original planned garage. The proposal is also for a small porch at the front.

Design, appearance and materials: Both Garage and Car Port have a pitched roof. From the drawings the Garage will not be visible from the Neighbouring property No.120 due to a difference in ground levels and a high boundary wall. However the Car Port roof is taller (no explanation) and will be visible albeit No.120 has a drive to the same side and no windows overlooking the car port.

Street Scene: Slight change for Car Port and porch but White Dirt Lane is non-uniform in appearance.

Overall Highway safety: No change.

Noise and Disturbance from completed development: No change.

Parking: No change. The Porch will use some of the existing parking space but there is plenty more because the original planned planting was also not done.

Overlooking and loss of privacy: None.

Traffic generation: No change.

Environmental: No impact.

Conclusions: The recommendation is No Objection, but it should be questioned whether the car port roof needs to be higher than the garage and a new planting scheme should be provided.

RECOMMENDATION: NO OBJECTION.

Cllr D Prosser
08.09.2021

Report

Property:

Planning Application Number:	58128/002
Proposal:	Detached Garage, Car Port and Front Entrance Porch
Property Address:	114 White Dirt Lane, Horndean, Waterlooville PO8 0TW

Observations:

Size Layout & density:	114 White Dirt Lane build was approved after an appeal in 2008 (36384/015). In February 2021 a non-material amendment was filed to 36384/015 indicating that the proposed rear garage was not built and the front garage planned was actually turned into an office space and WC. This request is for a repositioned rear garage on the opposite side to the original with a car port occupying the ground in front of the garage at the side of the house. The new garage will be tight against a two storey annex that was also built in a space originally described as "turning space" for the original planned garage. The proposal is also for a small porch at the front.
Design, appearance and materials:	Both Garage and Car Port have a pitched roof. From the drawings the Garage will not be visible from the Neighbouring property No.120 due to a difference in ground levels and a high boundary wall. However the Car Port roof is taller (no explanation) and will be visible albeit No.120 has a drive to the same side and no windows overlooking the car port
Street Scene:	Slight change for Car Port and porch but White Dirt Lane is non-uniform in appearance.
Overall Highway safety:	No Change
Noise and Disturbance from completed development:	No Change
Parking:	No change. The Porch will use some of the existing parking space but there is plenty more because the original planned planting was also not done
Overlooking and loss of privacy:	None
Traffic generation:	No Change
Environmental:	No Impact
Conclusions:	The recommendation is No Objection, but it should be questioned whether the car port roof needs to be higher than the garage and a new planting scheme should be provided.
RECOMMENDATION:	NO OBJECTION/OBJECTION

AGENDA ITEM: 15

SUBJECT OF REPORT:

To receive the recommendation from the Grounds Committee on the 13 September 2021, in respect of the replacement handrail at Downs Park

It was **RESOLVED** to recommend to Council to proceed with quotation 1- total amount £2,335 for the replacement of the handrail at Downs Park. This is to be allocated from the Fencing budget.

SUBJECT OF REPORT:

To receive the recommendation from the Grounds Committee on the 13 September 2021, in respect of the replacement of the landscaping of Jubilee Play Area/replacement of post

It was **RESOLVED** to recommend to Council

- To proceed with the replacement of the post, total amount £795.80.
- For the Landscaping of Jubilee Play Area to be discussed at the budget meeting and for the Grounds Manager to obtain a sample of Wet Pour from contractors.