



# Horndean Parish Council

## NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 21 MARCH 2022 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI  
Chief Officer

15 March 2022

### 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 21 February 2022.
7. To elect Cllr Teresa Attlee to the Land East of Horndean Development working party.
8. To receive a report from Lisa Clements, EHDC Community Development Officer in respect of the promotion of Horndean Heritage/QR Code via the Parish Councils website.
9. To receive and approve the Orders for Payment (List 11 attached).
10. To receive and note the monthly finance report.
11. To receive and consider the Meetings Schedule for 2022/2023.
12. To receive and consider the Health and Safety Policy Statement.
13. To receive and consider the consultation in respect of the proposed new boundary lines and constituency names.
14. To receive and consider the future cleaning of the Horndean War Memorial, and the possible restoration of inscriptions.
15. To receive and consider the two requests received in respect of mobile catering facilities being located on land within the ownership of the Parish Council.
16. To receive an update in respect of the purchase of curtains for Jubilee Hall.

17. To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the purchase of a Spring Toy at Deep Dell - £1,865.00 +VAT.
18. To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the Hazleton Common Management Plan.
19. To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the consultation regarding BOAT's and The Glover Report.
20. To note the next scheduled meeting of the Council on the 25 April 2022.
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 (Admissions to meetings) Act 1960).**
22. To approve the Confidential Minutes of the Council Meeting held on the 21 February 2022.
23. To receive the recommendation from the Staff Committee on the 07 March 2022, in respect of the ongoing employment of a member of staff.
24. To receive the recommendation from the Staff Committee on the 07 March 2022, in respect of any changes to staff salaries for 2022/23.
25. To receive the recommendation from the Staff Committee on the 07 March 2022, in respect of any changes to the Chief Officer's salary for 2022/23.

**District Councillor Report to HPC meeting on 21<sup>st</sup> March 2022**

Cllr D Evans, Horndean Kings and Blendworth ward

**23<sup>rd</sup> February**

The Cabinet member for Neighbourhood Quality has approved a scheme to install double yellow lines at various places around Merchistoun Road in an attempt reduce parking problems that become acute at school drop off and collect times. The process of implementation begins with local consultations. Details on the EHDC Website.

**25<sup>th</sup> February****East Hants launches new green corporate strategy**

East Hampshire District Council has launched its new corporate strategy and agreed its budget for the next financial year.

The council has re-emphasised its dedication to wellbeing and welfare as well as stepping up its game in relation to the green agenda and doing everything it can to tackle climate change.

To drive these ambitions a two per cent Council Tax increase has been agreed. This represents £139.13 at Band D, about 5p a week.

Cllr Richard Millard, Leader of EHDC, said: "This strategy sets out how we will focus on what really matters to our residents – based on insight and evidence.

"This budget puts aside £250,000 for Planning Services to help us deliver our greenest ever Local Plan which we hope will see developers building zero carbon homes.

"We are also investing £150,000 in planning enforcement to ensure developers stick to the rules and so that we have the teeth to see it through."

**2<sup>nd</sup> March****Come forward for Charity Walk for Peace funding**

The Charity Walk for Peace (CWFP) is calling for local community groups to work together and raise funds for charities and not-for-profit organisations.

The CWFP platform provides a wonderful way for small, local charities to engage with each other and raise valuable funds for projects on the CWFP platform.

The walk, which raises thousands of pounds for different charities every year, is being held in Whitehill & Bordon for the first time.

Local organisations and groups that provide a service to the community can apply to be one of this year's beneficiary for both grant-funded projects and volunteer support by **signing up by Friday 8 April**.

The charity walks are organised by the Ahmadiyya Muslim Elders Association (AMEA) together with East Hampshire District Council (EHDC). This year's walk is due to start and finish at Hogmore Inclosure on **Saturday 21 May**.

Cllr Julie Butler, EHDC Deputy Leader and Portfolio Holder for Welfare and Community Integration, said: "The Charity Walk for Peace has raised tens of thousands of pounds over the years for local charities and good causes.

#### **4<sup>th</sup> March**

##### **Street parties for HM The Queen's Platinum Jubilee**

East Hampshire District Council is offering its support to residents who wish to organise street parties to celebrate Her Majesty the Queen's Platinum Jubilee over the extended weekend of 2 to 5 June.

Information on insurance, food safety, noise and sustainability is available on the website, together with application forms for road closures, bunting hanging and funding that could be available.

Find out more information about hosting a street party.

##### **EHDC makes £1 million available for community groups**

East Hampshire District Council's £1 million community fund will be thrown open to applications from community groups from 1 April 2022.

Local organisations, clubs and charities can apply for grants from the council's Supporting Communities Fund to help them pay for one-off projects or continue their valuable community work.

The £1 million put aside by the council will be distributed among community organisations over the next three years.

The scheme launches on 1 April and is live for six weeks. Grants go up to a maximum of £25,000 in capital funding or £30,000 in revenue.

The council is aiming to achieve two outcomes using this fund:

- supporting positive mental health in residents, in particular young people
- reducing social isolation in residents, in particular older people

For more information people can visit <https://www.easthants.gov.uk/supporting-communities-fund>

#### **13<sup>th</sup> March**

##### **CIPFA report shows East Hampshire District Council can go it alone**

The two councils called in CIPFA, the Chartered Institute of Public Finance and Accountancy, to assess the likely financial implications of ending the 12-year partnership.

Its report, accepted by EHDC's Cabinet on Thursday 10 March, shows that the council has 'the financial resources available to enable the delivery of the proposed separation'.

Cllr Richard Millard, EHDC Leader, said: "The CIPFA report is a green light to tell us we can go ahead with the separation with Havant Borough Council and remain as a financially sustainable stand-alone council.





# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 21<sup>ST</sup> FEBRUARY 2022 AT 7.00 P.M.

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

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

**PUBLIC ATTENDANCE:** 1 Member of the public and County Councillor Mrs Marge Harvey was present.

**HPC 180/21/22** **TO RECEIVE AND APPROVE APOLOGIES**

No apologies were received.

**HPC 181/21/22** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 182/21/22** **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR  
MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

A report by County Councillor Mrs Marge Harvey was circulated and noted.

**HPC 183/21/22** **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS  
REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted.

**HPC 184/21/22** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public.

**HPC 185/21/22** **TO CONSIDER THE CO-OPTION OF TERESA ATTLEE TO REPRESENT  
BLENDWORTH AND KINGS WARD**

It was **RESOLVED** that Teresa Attlee be co-opted to represent Blendworth and Kings Ward for Horndean Parish Council. This was proposed by Cllr D Evans and seconded by Cllr Little.

**HPC 186/21/22** **TO ELECT CLLR FREEMAN TO THE LAND EAST OF HORNDEAN  
DEVELOPMENT WORKING PARTY**

It was **RESOLVED** that Cllr Freeman be elected to the LEOH Development Working Party. This was proposed by Cllr Veitch and seconded by Cllr Little.

**HPC 187/21/22                    TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 17<sup>TH</sup> JANUARY 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 17<sup>th</sup> January 2022 be signed as a true record of the meeting. All agreed.

**HPC 188/21/22                    TO RECEIVE A REPORT FROM LISA CLEMENTS, EHDC COMMUNITY DEVELOPMENT OFFICER IN RESPECT OF THE PROMOTION OF HORNDEAN HERITAGE/QR CODE VIA THE PARISH COUNCIL WEBSITE**

This item was deferred to the next Council meeting on 21st March 2022.

**HPC 189/21/22                    TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 10 ATTACHED)**

Updates were given regarding Item 21 (Rocket Computer Services- Annual Retainer-IT Contract) and item 22 (Forward Control- Sensor to main door). It was confirmed that Item 21 was the new IT provider for HPC, following the previous IT provider having left.

It was **RESOLVED** that the Orders for Payment (List 10 attached) be approved and duly signed. All agreed.

**HPC 190/21/22                    TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated. It was noted that the Tree Maintenance budget of £4k was very likely to be exceeded, with the possibility of using some/all of the £4k EMR, due to the recent storm damage.

**HPC 191/21/22                    TO RECEIVE AND CONSIDER THE VIREMENT OF £5,000 FOR THE PURCHASE OF A SPEED INDICATOR DEVICE (SID)**

A discussion took place and the operational issue with the current SID was noted.

It was **RESOLVED** that

- The virement of £5k be agreed- 2022/2023 – 2021/2022.
- HPC purchase 1 new SID unit- Cllr Little to specify.
- County Cllr Harvey will support the funding of the SID Unit.

**HPC 192/21/22                    TO RECEIVE AND CONSIDER THE COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING APPLICATION, IN RESPECT OF THE REPLACEMENT OF FIVE HEADS PLAY AREA, AND THE CONTRIBUTION OF £20,000 CIL NEIGHBOURHOOD PORTION**

The CIL funding application was circulated and a discussion took place. It was noted that 5 companies had been approached for quotations, with only 2 responding – 1 quotation received and awaiting 1.

It was **RESOLVED** that

- The application to apply for CIL funding of £20k, neighbourhood portion, in respect of the replacement of Five Heads Play Area be submitted.

- HPC apply to District Cllr Blossom Gottlieb for funding of £999 towards the project.

This was proposed by Cllr Mrs Tickell and seconded by Cllr Beck. The Chairman thanked Cllr Mrs Tickell and Cllr Little for the work they had put in.

**HPC 193/21/22      TO RECEIVE AND CONSIDER THE MEETINGS SCHEDULE**

The meeting schedule for 2022-2023 was circulated and it was **RESOLVED** to amend the schedule by ensuring there is 4 weeks between each Council meeting, where possible.

**HPC 194/21/22      TO RECEIVE A REPORT IN RESPECT OF THE PURCHASE OF CURTAINS FOR JUBILEE HALL, AND AGREE THE WAY FORWARD**

Quotations were circulated and it was **RESOLVED** to

- Proceed with the quotation from Direct Fabrics for the purchase of the Greenwich Copper Curtains with Acoustic Lining and Curtain Poles, at a total cost of £3,059.50 + VAT.
- Proceed with the quotation from Denmead DIY to install and hang the Curtain Poles and Curtains, at a total cost of £240.00 Excl. VAT.

**HPC 195/21/22      TO RECEIVE AND CONSIDER FEEDBACK PERTAINING TO THE HORNDEAN INFRASTRUCTURE DELIVERY PLAN**

It was **RESOLVED** that this agenda item be moved to the confidential section of the meeting, as EHDC were not expecting the Plan to be made public at this time.

**HPC 196/21/22      TO RECEIVE AND CONSIDER THE BRIEFING AND DRAFT MOTION IN RESPECT OF THE CAMPAIGN FOR LOWER SPEED LIMITS – 20MPH ZONES**

Information regarding the 20's Plenty for Us proposal was circulated and a discussion took place.

It was **RESOLVED** that Horndean Parish Council did not wish to support the proposal being made to HCC to set 20mph as the normal speed limit, and 30mph as the exception, in residential streets and in town and village centres.

**HPC 197/21/22      TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 07 FEBRUARY 2022, IN RESPECT OF THE FOLLOWING GRANT APPLICATION:**

- **HORNDEAN FOOTBALL CLUB - £645**

It was **RESOLVED** that a grant be awarded to Horndean Football Club in the amount of £645 to purchase CCTV, Local Government Act 1972 S.137, subject to receipt of the formal quotation for the works to be undertaken.

**HPC 198/21/22      TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 21<sup>ST</sup> MARCH 2022.**

The next scheduled meeting of the Council is noted as 21<sup>st</sup> March 2022. This meeting will be held in Jubilee Hall.

HPC 199/21/22      **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.**

It was **RESOLVED** that the public be excluded for the confidential part of the meeting.

*Meeting closed at 19:57pm.*

HPC 200/21/22      **TO RECEIVE AND CONSIDER FEEDBACK PERTAINING TO THE HORNDEAN INFRASTRUCTURE DELIVERY PLAN**

The Horndean draft Infrastructure Delivery Plan was circulated and a discussion took place. It was **RESOLVED** that Cllr Tickell provide feedback to EHDC with the relevant and agreed amendments.

HPC 201/21/22      **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 17<sup>TH</sup> JANUARY 2022**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 17<sup>th</sup> January 2022 be signed as a true record of the meeting. All agreed.

HPC 202/21/22      **TO NOTE THE CORRESPONDENCE RECEIVED PERTAINING TO PLOTS OF LAND WITHIN CATHERINGTON LITH**

A verbal update by the Chief Officer was noted.

*Confidential meeting closed at 20:21pm.*

.....  
Signed - The Chairman

.....  
Date



PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 10 - 21 MAR -2022			BANK ENTRIES: FEBRUARY 2022	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
<b>DIRECT DEBITS</b>							
<b>BANK ENTRIES: FEBRUARY 2022</b>							
1	24/01/2022	SSE	-£404.97	-£20.25	-£425.22	Refund on Napier Hall Electric: 26/06/21/12/21	
2	13/01/2022	United Kingdom Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (Part 3 of 50)	
3	01/02/2022	Fuelgenie	£145.04	£29.00	£174.04	Fuel: January 2022	
4	02/02/2022	British Gas	£337.39	£16.86	£354.25	Jubilee Office Gas: 01/12/21-30/01/22	
5	02/02/2022	British Gas	£408.05	£20.40	£428.45	Jubilee Admin Electric: 02/11/21-01/02/22	
6	09/02/2022	Vodafone	£160.55	£32.11	£192.66	Mobiles: February 2022	
7	31/01/2022	Veolia	£204.26	£40.85	£245.11	Waste Collection: January 2022	
8	17/01/2022	Veolia	£12.50	£2.50	£15.00	Duty of Care: December 2021	
<b>B.A.C.S.</b>							
<b>BANK ENTRIES: FEBRUARY 2022</b>							
9	25/01/2022	SLCC	£90.00	£18.00	£108.00	Training For Executive Officer	
10	31/01/2022	Nature Sign Design	£1,460.00	£292.00	£1,752.00	3 Signs for Catherington Down	
11	31/01/2022	Aardvark Supplies Ltd	£113.95	£22.79	£136.74	Janitorial Supplies	
12	04/02/2022	ACAS	£175.00	£0.00	£175.00	Management Training for Office Manager	
13	31/01/2022	Aquad	£242.40	£48.48	£290.88	Annual Rental of Water Cooler 2022	
14	30/01/2022	Beaver Tool Hire	£226.28	£45.26	£271.54	Flail Mower Hire	
15	08/02/2022	Staff Expenses:	£35.61	£0.00	£35.61	Expenses: January 2022	
16	02/02/2022	PDP	£1,722.50	£344.50	£2,067.00	Jubilee Extension: Final Invoice	
17	02/02/2022	Positive ID	£12.50	£2.50	£15.00	2 Safety Lanyards/ID Cards	
18	24/01/2022	Screwfix	£8.33	£1.66	£9.99	Drill Bit	
19	27/01/2022	Southern Fire Protection	£9.00	£1.80	£10.80	Health & Safety Signs for Jubilee	
20	27/01/2022	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Napier, Jubilee and Office exterior Clean	
21	28/01/2022	Viking	£42.52	£8.50	£51.02	Stationery	
22	14/01/2022	Viking	£33.97	£6.79	£40.76	Wall Clock - Jubilee Admin	
23	31/01/2022	Green Fox	£576.76	£115.35	£692.11	Jubilee Hall Cleaning: January 2022	
24	10/02/2022	Screwfix	£38.32	£7.66	£45.98	2 x Tarpaulin Sheets-for Green Waste/Hedgerow Cuttings	
25	08/02/2022	Screwfix	£24.89	£4.98	£29.86	Screws, Nuts and Clamps-Interpretation Board at Cath Down	
26	07/02/2022	Screwfix	£26.57	£5.31	£31.88	Safety Gloves	
27	11/02/2022	Screwfix	£87.47	£17.49	£104.96	Orbit Sander and Disc	
28	10/02/2022	Focus	£160.27	£32.05	£192.32	Switchboard,Broadband,Payphone,Alarm: March 2022	
29	10/02/2022	Initial	£123.33	£24.67	£148.00	Napier Hall Waste Collection: 01/03/22 - 31/05/22	
30	01/01/2022	Mackarness & Lunt	£90.00	£18.00	£108.00	Deeds Storage 2021	
31	31/01/2022	Speltham	£21,026.28	£4,205.26	£25,231.54	Final Invoice - Jubilee Hall Extension	
32	18/02/2022	HPC Employees	£15,685.75	£0.00	£15,685.75	Salaries: February 2022	
33	17/02/2022	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: January 2022	
34	25/02/2022	Forward Control	-£948.00	£0.00	-£948.00	Refund for overcharge (invoice 7347)	
35	28/02/2022	Hampshire Pension Fund	£4,058.48	£0.00	£4,058.48	Pensions: February 2022	
36	28/02/2022	HM Revenue & Customs	£2,278.83	£0.00	£2,278.83	PAYE/NI: February 2022	
<b>DEBIT CARD</b>							
<b>BANK ENTRIES: FEBRUARY 2022</b>							
37	01/02/2022	Amazon	£21.64	£4.34	£25.98	Plastic Outdoor Mugs for Volunteers	
38	02/02/2022	Amazon	£6.66	£1.33	£7.99	Karcher Hoover Bags-Jubilee Office Vacuum Cleaner	
39	07/02/2022	L & S Engineers	£156.20	£31.24	£187.44	Stihl Gearhead for Broken Strimmer	
40	18/02/2022	Timpsons	£108.00	£0.00	£108.00	Napier Hall Keys Cut	
41	18/02/2022	Dickies	£40.67	£7.33	£48.00	1 Overall for Countryside Team	
42	22/02/2022	Landlife Wallflowers	£87.09	£17.41	£104.50	2 Bags Snowdrop bulbs	
43	28/02/2022	Direct Fabrics	£227.50	£45.50	£273.00	Curtain Poles - Jubilee Hall	
<b>TOTAL EXPENDITURE</b>			<b>£62,258.92</b>	<b>£5,451.68</b>	<b>£67,710.60</b>		
<b>RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS</b>			<b>LIST 10 - 21 MAR -2022</b>			<b>BANK ENTRIES: FEBRUARY 2022</b>	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
<b>RECEIPTS</b>							
<b>BANK ENTRIES: FEBRUARY 2022</b>							
44	various	Regular Hall Users	£1,485.59	£0.00	£1,485.59	Hire of Jubilee Hall	
45	various	Regular Hall Users	£1,900.31	£0.00	£1,900.31	Hire of Napier Hall	
46	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Jubilee Hall	
47	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Napier Hall	
48	various	Casual Hall Users	£0.00	£0.00	£0.00	Deposits Received	
49	various	Casual Hall Users	-£100.00	£0.00	-£100.00	Deposits Refunded	
50	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches	
51	28/02/2022	Cambridge & Counties Bank	£137.90	£0.00	£137.90	Bank Interest: February 2022	
52	14/02/2022	Private Donation	£75.00	£0.00	£75.00	Donation for Tree Planting	
<b>TOTAL INCOME</b>			<b>£3,673.80</b>		<b>£3,673.80</b>		

SIGNED:	
SIGNED:	
DATE:	LIST 10 - 21 MAR -2022





## HORNDEAN PARISH COUNCIL

**COUNCIL MEETING : 21 March 2022**

**SUBJECT OF REPORT: Finance Report**

### Income and Expenditure

Since the last Finance Report for the Council Meeting held on the 21<sup>st</sup> February, there are the following items to note.

- The final payments to Spelthams (£21,026) and PDP (£1,723) that were held back for 12 months following the completion of the Jubilee extension have been made in February.

### 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 February income has mirrored January and has not yet returned to the September to November 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	2,058	1,810	1,853	1,486	1,902	1,775	0	17,203
	YTD VAR	537	-437	-1,041	-834	-894	-1,328	-1,080	-1,123	-756	-1,172	-1,045	730	
Jubilee Hall	BGT	698	698	698	698	698	698	698	698	698	698	698	692	8,370
	ACT	144	1,032	1,785	1,908	1,847	2,186	2,248	2,037	654	1,486	1,615	0	16,942
	YTD VAR	554	-334	-1,087	-1,210	-1,149	-1,488	-1,550	-1,339	44	-788	-917	692	
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	1,422	17,130
	ACT	337	2,199	3,556	3,472	3,471	4,244	4,058	3,890	2,140	3,388	3,390	0	34,145
	YTD VAR	1,091	-771	-2,128	-2,044	-2,043	-2,816	-2,630	-2,462	-712	-1,960	-1,962	1,422	
	CUM. YTD VAR	1,091	320	-1,808	-3,852	-5,895	-8,711	-11,341	-13,803	-14,515	-16,475	-18,437		
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%	84.6%	74.4%	76.2%	61.1%	78.2%	72.9%		
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%	29.8%	
	ACT %	6.2%	44.4%	76.8%	82.1%	79.4%	94.0%	96.7%	87.6%	28.1%	63.9%	69.5%		
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%	29.9%	
	ACT %	7.1%	46.2%	74.7%	73.0%	72.9%	89.2%	85.3%	81.8%	45.0%	71.2%	71.2%		

### Management Accounts – February 2022

#### Income & Expenditure

The February accounts have been closed and the summary income and expenditure can be seen below.

Hall income, which was set at 30% of pre COVID levels is above the year to date target by £18.4k.

Expenditure continues to run below budget due mainly to staff vacancies in the countryside team since the beginning of the year.

Overall, the Council is showing a year to date favourable variance of £70.6k to the end of February although it should be noted that there will be a large expenditure on Tree Felling in March (>£4k) and so the year end outturn variance is likely to fall back to between £60k and £65k.

Accounts to 28/02/22	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	386,911	385,099	-1,812		163,715	174,243	10,528	New staff configuration
Grants	0	0	0		2,200	2,200	0	
Napier Hall	17,203	8,030	-9,173	Hall Income returning	19,796	18,681	-1,115	
Jubilee Hall	16,941	7,678	-9,263	Hall Income returning	21,490	18,889	-2,601	
Jubilee Hall - Admin	0	0	0		35,691	37,859	2,168	Rates bill lower than expected
Countryside Sites	17,668	11,729	-5,939	SDNP Grant, Private Donation	4,778	913	-3,865	
Amenity Sites	1,838	1,925	87		5,298	8,163	2,865	
Open Spaces	0	0	0		123,954	160,479	36,525	Staff Vacancies since Apr 1 (£33.5k)
<b>GRAND TOTAL</b>	<b>440,561</b>	<b>414,461</b>	<b>-26,100</b>		<b>376,922</b>	<b>421,427</b>	<b>44,505</b>	

### Balance Sheet

As can be seen in the table below, General Reserves stood at £189.9k, with a further £168.9k in Earmarked Reserves (EMR).

Horndean Parish Council Balance Sheet to the end of February 2022		Horndean Parish Council Reserves		FEB	Notes
<b>Current Assets</b>		<b>Represented By :-</b>			
Debtors - Sales Ledger	£££ 3,346	Current Year Fund		26,307	
Debtors - Non Sales Ledger	0	General Funds		163,559	
Prepayments	38	<b>Total General Funds</b>		<b>189,866</b>	
Debtors - VAT Control A/C	6,546	IT Equipment EMR		2,500	
Co-op No. 1 Account	73,988	Vehicle Replacement EMR		4,495	
Cambridge & Counties Account	240,777	Jubilee Hall Improvements EMR		10,000	
Lloyds Bank Current Account	39,668	Napier Hall Improvements EMR		1,000	
<b>Total Current Assets</b>	<b>364,361</b>	The Granary Maintenance EMR		2,000	
<b>Current Liabilities</b>		Lith Avenue/Lane EMR		3,000	
Creditors	0	Jubilee Hall Project EMR		79,905	Balance to be reclassified and EMR closed
Accruals	5,636	New Playground Fund EMR		7,000	
Hall Income Deposits	0	Grounds Equipment EMR		2,500	
Receipts in Advance	0	Legal Costs EMR		4,000	
<b>Total Current Liabilities</b>	<b>5,636</b>	Election EMR		2,000	
<b>Total Assets Less Current Liabilities</b>	<b>358,725</b>	Fencing EMR		4,000	
		Tree Maintenance EMR		4,000	
		LychGate Repairs EMR		1,500	
		South Downs National Park EMR		69	
		Community Infrastructure Levy EMR		38,990	Must be spent on CIL projects
		Land East of Horndean EMR		1,900	
		<b>Total Earmarked Reserves</b>		<b>168,859</b>	
		<b>Total Equity</b>		<b>358,725</b>	



# Horndean Parish Council Schedule of Meetings 2022-2023

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL		ANNUAL PARISH MEETING
	FINANCE & GENERAL PURPOSE		ANNUAL MEETING
	GROUNDS		EVENTS
	PLANNING & PUBLIC SERVICES		BANK HOLIDAY

May 2022					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	
		16			

June 2022					
Mon	Mon	Mon	Mon		
6	13	20	27		

July 2022					
Mon	Mon	Mon	Mon		
4	11	18	25		

|  | | | | | |  | | | | | |  | | | | | |

August 2022					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

September 2022					
Mon	Mon	Mon	Mon		
5	12	19	26		

October 2022					
Mon	Mon	Mon	Mon	Mon	
3	10	17	24	31	

November 2022					
Mon	Sun	Mon	Mon	Mon	
7	13	14	21	28	
			21		

December 2022					
Mon	Mon	Tue	Mon	Mon	
5	12	13	19	26	
5					

January 2023					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	

|  | | | | | |  | | | | | |  | | | | | |

February 2023					
Mon	Mon	Mon	Mon		
6	13	20	27		

March 2023					
Mon	Mon	Mon	Mon		
6	13	20	27		

April 2023					
Mon	Mon	Mon	Mon		
3	10	17	24		

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL

(Unless otherwise stated on HPC Website. Times may vary particularly when 2 meetings are held on the same day)

## Events:

Remembrance Day - 13th November 2022  
Carol Service - 13th December 2022

## Office Closure Dates:

28th December 2022  
29th December 2022  
30th December 2022

## Bank Holiday Dates

Early May Bank Holiday - 2nd May 2022  
Spring Bank Holiday - 2nd June 2022  
Platinum Jubilee Bank Holiday - 3rd June 2022  
Summer Bank Holiday - 29th August 2022  
Boxing Day - 26th December 2022  
Christmas Day Holiday - 27th December 2022  
New Year's Day Bank Holiday - 2nd January 2023  
Good Friday - 7th April 2023  
Easter Monday - 10th April 2023

## BUDGET WORKSHOP

26th September 2022

Adopted 08.02.2021



## HEALTH AND SAFETY POLICY STATEMENT



Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, they will be minimised by substitution or reduction, the use of physical isolation controls, strict adherence to safe systems of work, and as a last resort the use of personal protective equipment.
- Maintain the discipline listed above by regular monitoring, review and enforcement.
- Ensure safe handling and use of substances

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Chairman**  
**Members of the Parish Council**

Signed: \_\_\_\_\_  
**Chief Officer**

Dated: \_\_\_\_\_

**HORNDEAN PARISH COUNCIL**

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**COUNCIL AGENDA****Date: 21 March 2022****AGENDA ITEM: 17**

**SUBJECT OF REPORT:** To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the purchase of a Sprint Toy at Deep Dell - £1,865.00 + VAT

**G 060/21/22**

**TO RECEIVE AN ADDITIONAL QUOTATION IN RESPECT OF THE REPLACEMENT SPRING TOY AT DEEP DELL PARK. THE MATTER WAS PREVIOUSLY CONSIDERED AT THE MEETING OF THE GROUNDS COMMITTEE ON THE 10<sup>TH</sup> JANUARY 2022**

It was agreed to recommend to council to proceed with Quote 3 – all agreed

## HORNDEAN PARISH COUNCIL

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### COUNCIL AGENDA

Date: 21 March 2022

### AGENDA ITEM: 18

**SUBJECT OF REPORT:** To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the Hazleton Common Management Plan

**G 061/21/22      TO RECEIVE AND CONSIDER THE HAZLETON COMMON MANAGEMENT PLAN.**

A brief discussion took place and it was agreed to recommend to Council to accept the Hazleton Common Management plan, bar the two noted errors.

P32c

## HORNDEAN PARISH COUNCIL

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### COUNCIL AGENDA

Date: 21 March 2022

### AGENDA ITEM: 19

**SUBJECT OF REPORT:** To receive the recommendation from the Grounds Committee on the 14 March 2022, in respect of the consultation regarding BOAT's and The Glover Report

**G 063/21/22**

#### **TO CONSIDER A RESPONSE TO THE CONSULTATION REGARDING BOAT'S AND THE GLOVER REPORT**

It was agreed to recommend to Council that the response to the consultation be submitted – All agreed.



Report to Grounds Committee on a proposed Parish Council Response to the Glover Review on Protected Landscapes.

DEFRA is currently consulting on the above. Insofar as Horndean Parish Council is concerned, I do not think that we have the expertise to answer the full consultation but we could usefully respond to some of the questions dealing with BOAT's (Byways Open to All Traffic).

For some time now, HPC in conjunction with local residents has been trying to get HCC to issue a Traffic Regulation Order regulating the use of Old Lane, Catherington which is BOAT 39. The preference would be for it to be closed to vehicles and bikes but another option would be for it to be closed to vehicular and bike traffic over the winter period.

It is an ancient drovers track connecting Horndean and Catherington. It is the main pedestrian track between the two areas and is the means of walking to Catherington Infants School.

It is a single track path lying on a steep hillside with no passing places. There are four blind corners. In order for any bike or vehicle to gain traction on the path, it is necessary for them to move at speed. This has safety implications for non vehicle users but it also adversely affects the track surface which is churned up and then washed into Southdown Rd when it rains. HCC has to frequently come out to clean the road and clear the drains which get blocked by the displaced debris.

The noise and fumes from the vehicular and bike usage impact on the adjoining houses.

Safety for non vehicular users of Old Lane is a very real issue as there is nowhere to go when a vehicle or bike is approaching at speed. This results in discouraging use of the track particularly by those with young families, walkers with dogs and the vulnerable and disabled.

The damage to the surface means that it discourages runners who risk injury in the ruts and on the slippery surface.

Below is the draft response to the relevant questions to assist with discussion in the meeting and a decision being made.

14. Yes.

Reason:- There are a number of BOAT's in Horndean Parish. BOAT 46 runs adjacent to James Copse and is currently closed to all vehicular traffic to enable the surface to recover. BOAT 39 is Old Lane, Catherington which is similarly adversely impacted by use by vehicles and scrambler bikes. In addition, it has serious safety issues for non vehicular users and the noise and fumes from such use impacts upon the adjacent housing. Hampshire County Council is the responsible highway authority but it is severely constrained by the process accompanying procedures such as Traffic Regulation Orders. It needs additional powers that recognise the fact that all other users of BOAT's are deterred from using them because of safety concerns. There is also the environmental impact on the local area due to the substantial damage caused to the track surface.

15. Tick all four.

Under other:- Boat 39 is an ancient drovers track connecting Horndean and Catherington. It should form part of a protected landscape although it is not in a National Park but adjacent to an urban area and a semi rural area.

In particular, in relation to BOAT 39:-

15.1. Four x four users and scrambler bikes often travel large distances to use the Lane.

15.2. The Lane lies on a steep incline up the side of a hill. The vehicular and bike users seem to prefer adverse weather conditions to use the Lane. This is in breach of the Countryside Codes but it means that there is little traction on the track surface which is then churned up and damaged. The noise and fumes arising from such use adversely impacts adjacent householders. Damage is often caused to gates and fencing alongside the Lane. The dislodged surface is then washed down the hillside into Southdown Rd. Hampshire County Council has to regularly clean the road and clear the drains as a result.

15.3. There are four blind bends. The steep incline means that both vehicles and bikes have to speed to go up the Lane. Coming down, they need good brakes to maintain control. It is a damaged surface and they often slide out of control. In both cases, this is dangerous to other users of the Lane who have nowhere to go on a narrow, single track Lane.

15.4. The fear of meeting fast, motorised vehicles discourages the use of the local Rights of Way network where those on foot should take priority. Those with young families, with dogs, runners, those less agile, those who are disabled or with mobility problems and vulnerable users such as the blind are discouraged from using the Lane.

15.6. This BOAT is the official pedestrian route between Horndean and Catherington to enable children to attend the Infants School in Catherington.

16. Tick Yes- everywhere.

Reason:- BOAT's should be looked at on an individual basis with the starting point being that they all require protection irrespective of whether they are in a National Park or in an area of outstanding natural beauty. BOAT 39 connects a rural and an urban area. It is an ancient drovers track and should be protected for its own sake in addition to protecting the safety of non vehicular users and preventing adverse environmental impact arising from vehicular and bike use.

17. There are no business users of BOAT 39. Residential use, if any, is very limited and could be covered by the use of collapsible bollards that would then be reinstated after use.

25. The importance of restricting the use of BOAT's to vehicular and scrambler bikes is very important on safety, environmental and historical grounds as stated above. Consideration should be on a case by case basis. The relevant authorities with decision making powers should be given additional, effective powers and their funding should be increased to ensure that they are able to implement the process effectively.