



# Horndean Parish Council

## NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 05 SEPTEMBER 2022 at 7.00 P.M. IN JUBILEE  
HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI  
Chief Officer

30 August 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 15 August 2022.
7. To receive a report and consider the option to opt-out of the Smaller Authorities Audit (SAAA) Arrangements – central procurement external auditor scheme.
8. To consider the future funding in respect of the ongoing engagement of a security company currently undertaking daily patrols.
9. To receive and consider the quotation received in respect of the potential CIL project – Hazleton Common footpath improvements, and agree the way forward.
10. To receive and consider the quotations received in respect of the tendering process/project and contract management, of the replacement play equipment at Five Heads Recreation Ground
11. To receive and consider the quotations received in respect of the independent staff salary review, and agree the way forward.
12. To note the next scheduled meeting of the Council on the 03 October 2022.



# HORNDEAN PARISH COUNCIL

Item 6

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 15<sup>TH</sup> AUGUST 2022 AT 7.00 P.M.

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

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

**PUBLIC ATTENDANCE:** No members of the public were present.

**HPC 084/22/23** **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Mrs I Weeks.

**HPC 085/22/23** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 086/22/23** **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

**HPC 087/22/23** **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No update received.

**HPC 088/22/23** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public were present.

**HPC 089/22/23** **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20 JUNE 2022 AND 18 JULY 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 20 June 2022 and 18 July 2022 be signed as a true record of the meeting with the following amendments

- 20 June 2022: Remove Cllr Beck from present Cllrs list, as apologies were given.
- 18 July 2022: Minute HPC 077/22/23 - change the word "agreed" to "amended" at end of sentence.

**HPC 090/22/23    TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 5 ATTACHED)**

Item 33 – Discussion regarding the use of a property name appearing on the Orders for Payment. Council requested that going forward, properties are not identified within the document.

It was **RESOLVED** that the Orders for Payment (List 5 attached) be approved and duly signed.

**HPC 091/22/23                TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated and noted by Members.

The RFO pointed out that the Vandalism table showing the total cost incurred from vandalism was added up incorrectly; and didn't include the cost of the installation of cameras at a cost of £2,200. He also made reference to the Gas and Electricity, stating that the variable rate assumes an even higher increase in the tariff's cap in October, than the stated 65% increase recorded in the report.

**HPC 092/22/23                TO CONSIDER THE FUTURE FUNDING IN RESPECT OF THE ONGOING ENGAGEMENT OF A SECURITY COMPANY TO UNDERTAKE DAILY PATROLS**

A discussion took place and it was **RESOLVED** to

- Continue with the security company undertaking daily patrols.
- The engagement of the security company to be reviewed at the next Council meeting on 5 September 2022.

This was proposed by Cllr Forbes and seconded by Cllr Veitch. All agreed.

**HPC 093/22/23                TO NOTE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING – FINAL DECISION, FOR THE REFURBISHMENT OF FIVE HEADS RECREATION PLAYGROUND, AND CONSIDER THE WAY FORWARD**

Cllr Tickell said she was pleased that HPC had received the CIL funding they applied for and said the first step would be the tender process.

The Chief Officer said there were two options for the tender process, one being for HPC to engage a play area company to undertake the tender on their behalf or one being for HPC to undertake the tender themselves, which would involve drawing up a specification, advertising on a tender website and then drawing up a contract for the winning company thereafter.

A discussion took place regarding the tender process options.

It was **RESOLVED** to employ Groundworks to manage the refurbishment of Five Heads Recreation playground project, including the tender process, following approval of requested quotation.

This was proposed by Cllr Beck. All agreed.

**HPC 094/22/23                TO RECEIVE AND CONSIDER THE ENQUIRY RECEIVED PERTAINING TO LAND ACQUISITION**

It was **RESOLVED** that the land acquisition request for Dell Piece West be declined.



HPC 095/22/23

**TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

Cllr Attlee updated members, saying that Bloor Homes had now gone live with their online questionnaire regarding the community building and said letters had been sent out to residents, one of which she had received. She gave an example of some of the questions asked within the questionnaire:

- What do you want to use the building for/what use/purpose?
- What facilities do you use already?
- Any gaps in the community or any existing facilities you would like to use, which are oversubscribed?
- How important is the design and sustainability of the building?

It was noted that only Cllr Attlee had received a letter regarding the consultation, out of the 13 Cllrs present at the Council meeting.

HPC 096/22/23

**TO RECEIVE AND AGREE THE REVISED JOB DESCRIPTION/PERSON SPECIFICATION – ESTATE WARDEN**

It was **RESOLVED** that the revised job description/person specification for the Estate Warden position be agreed.

HPC 097/22/23

**TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE INDEPENDENT STAFF SALARY REVIEW**

It was **RESOLVED** that this agenda item be deferred due to waiting on quotations.

HPC 098/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF THE DESIGNATION OF A COMMUNITY ASSET**

Cllr Tickell gave an update, explaining that the owners of the land where Horndean Football Club Pitches are located are thinking of selling the land. The Chief Officer said she had spoken with the Community Officer at EHDC and said the process would be acceptable to undertake as a Parish Council.

It was **RESOLVED** that HPC apply for the land to be made a designated asset, on behalf of Horndean Football Club. All agreed.

HPC 099/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF THE REDUCTION OF THE HEDGE AT FIVE HEADS RECREATION GROUND**

It was **RESOLVED** to proceed with the hedge reduction at Five Heads Recreation Ground, as per quotation 1, total cost £2,500 + VAT. All agreed.

HPC 100/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 11 JULY 2022, IN RESPECT OF POTENTIAL CIL PROJECTS – HAZLETON COMMON FOOTPATH IMPROVEMENTS AND A MULTI-USE GAMES AREA AT JUBILEE**

It was **RESOLVED** to

- Proceed with the Hazleton Common footpath improvements CIL Project and obtain quotations for the work.
- Put on hold the MUGA at Jubilee CIL Project, due to budget constraints.

HPC 101/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 01 AUGUST 2022, IN RESPECT OF QUANTIFYING STAFF TIME PERTAINING TO VANDALISM**

A discussion took place and it was **RESOLVED** that office staff, including the Countryside Team, record any time spent on reporting, repairs, resident complaints etc., which pertain to anti-social behaviour/vandalism. The Chief Officer will devise a reporting system for this be undertaken.

HPC 102/22/23

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 01 AUGUST 2022, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS:**

- **ALL SAINTS CHURCH, CATHERINGTON - £1,000**

It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000 (as per their grant request to help maintain the grounds of the parish church yard), pursuant to Local Government Act 1972 S.137.

- **1<sup>ST</sup> HORNDEAN SCOUT GROUP - £500**

It was **RESOLVED** that 1<sup>st</sup> Horndean Scout Group be awarded £500 (as per their grant request to purchase 4x additional Vango Beta 350XL tents), pursuant to Local Government Act 1972 S.137.

- **LIFE EDUCATION WESSEX – FURTHER INFORMATION REQUESTED - £700**

It was **RESOLVED** that the grant request from Life Education Wessex for £700 for the provision of an educator and resources be declined, due to their being no financial need. This was proposed by Cllr Veitch and seconded by Cllr Forbes. All agreed.

HPC 103/22/23

**TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 05 SEPTEMBER 2022**

The next scheduled meeting of the Council is noted as 05 September 2022. This meeting will be held in Jubilee Hall.

HPC 104/22/23

**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.

*Public Meeting closed at 21:02pm.*

HPC 105/22/23

**TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 20 JUNE 2022 AND 18 JULY 2022**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 20 June 2022 and 18 July 2022 be signed as a true record of the meeting.

*Confidential meeting closed at 21:04pm.*

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Signed - The Chairman

.....  
Date



## HORNDEAN PARISH COUNCIL

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**COUNCIL MEETING : 5 September 2022**

**SUBJECT OF REPORT:** Option to opt out of the Smaller Authorities Audit (SAAA) central external auditor appointment arrangements

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;

- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

*Report Prepared by Simon Ritson, Responsible Finance Officer, August 22nd 2022*

## **COUNCIL AGENDA**

**05 September 2022**

## **AGENDA ITEM: 9**

### **SUBJECT OF REPORT: CIL Project Hazleton Footpath**

#### **BACKGROUND**

At the meeting of the Council on the 11 July 2022, Members agreed to seek quotations in order to further the footpath improvements at Hazleton Common.

One quotation has been received:

Southside - £10,450

Northside - £2,797

Total        £13,247

Applications for CIL funding can be submitted in February 2023, and therefore a bid would need to be prepared.

Alternatively, as the quotation is less costly than envisaged the project could be funded by the CIL Neighbourhood Portion – sufficient funding is available. It is of note that within the application process, there is an expectation for the Neighbour Portion to be utilised in the first instance.

#### **RECOMMENDATION**

Members may wish to consider progressing the project with the funds already allocated to the CIL EMR, as opposed to the timescale of approximately 12 months for the bidding process to be completed.

Report prepared by:



Carla Baverstock-Jones  
Chief Officer



## **HORNDEAN PARISH COUNCIL**

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**AGENDA ITEM : 9**

**11th July 2022**

**SUBJECT TITLE:** CIL Project Quotes

**PURPOSE OF REPORT:** At the last Grounds Meeting the idea of CIL funded projects was discussed. Council ranked the ideas in order and I have sourced initial quotes for the top two projects to give an idea of estimated costs to carry out the works.

The 1<sup>st</sup> suggestion was Footpath Improvements at Hazleton

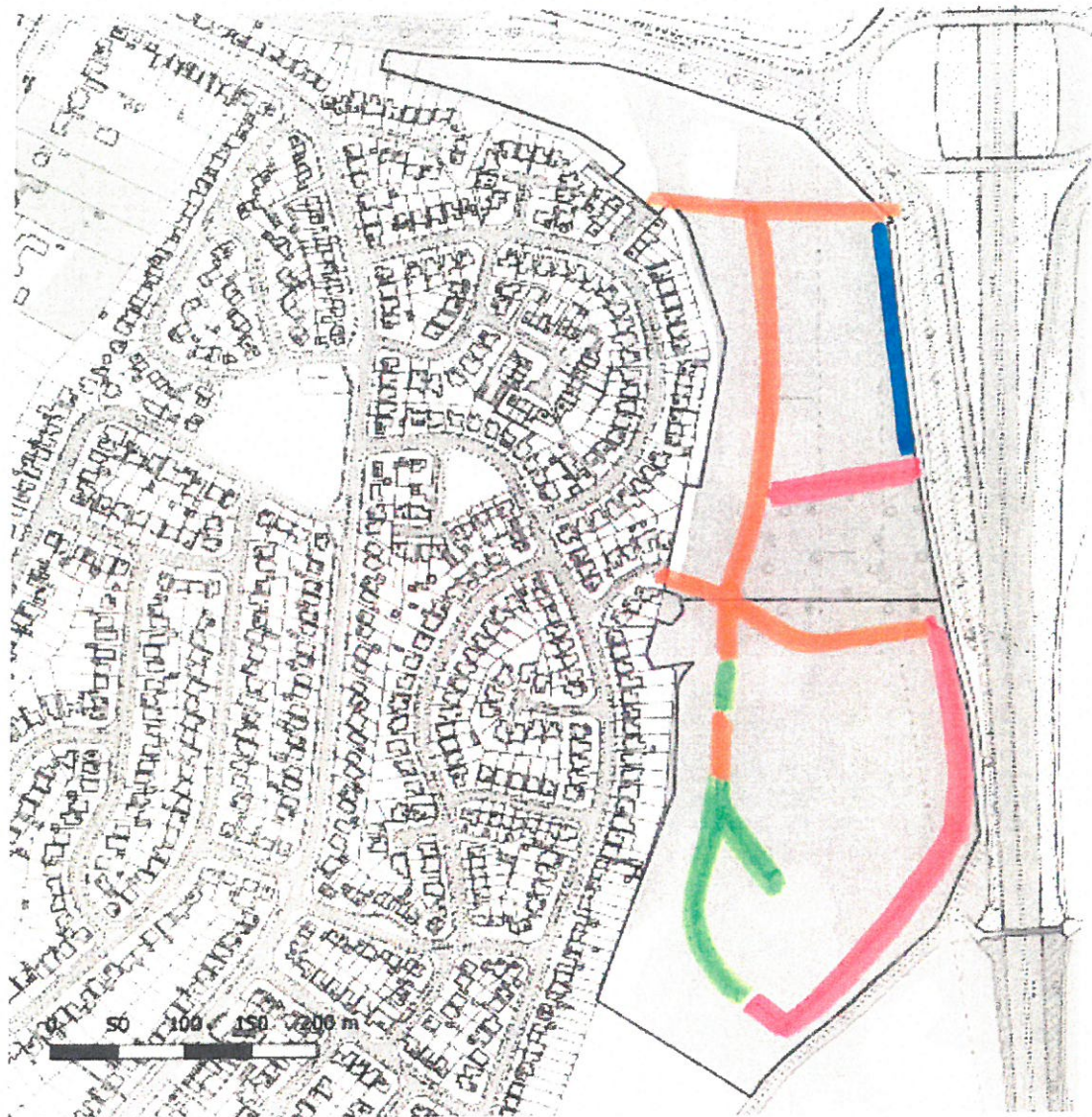
The 2<sup>nd</sup> Suggestion was a MUGA (Multi use games area)

I have sought quotes for both these works and they are attached to this report.

Footpath Improvements: The worst area at Hazleton and probably the most walked is the Southern Side. I have also received a quote for some works on the Northern side – see map

**REPORT PREPARED BY:**

**Matthew Madill**



- SUGGESTED NEW PATH WORKS
- CURRENT TYPE 1 PATH
- BOARDWALK PATH
- POTENTIAL EXTRA (NOT QUOTED)  
FOR

## COUNCIL AGENDA

05 September 2022

### AGENDA ITEM: 10

#### SUBJECT OF REPORT: Tendering and Project Management – Five Heads Play Area

#### BACKGROUND

At the meeting of the Council on the 15 August 2022, it was agreed to obtain quotations for the services of procurement, tendering, and project management of the replacement play equipment at Five Heads Recreation Ground.

The original company, which provided this service over several of our sites, appears not now to engage in projects of this nature.

Members may wish to consider the following quotation:

**Quote 1: Procurement and Tendering - £1,950 + Project/Contract Management £2,500 = £4,450**

**Quote 2: Procurement and Tendering - £1,340 + VAT.**

The alternative option is for the process to be undertaken in-house, should Members wish to embark upon this process, it is of note that it consists of several stages, which need to be undertaken in a diligent and prescribed manner pursuant to The Public Contract Regulations 2015.

Contractors can scrutinise and challenge the decision if they are so minded; therefore, the process must adhere to the requirements of local authority procurement, and be able to demonstrate the same.

In terms of project management, this will require regular on site attendance to oversee installation, ensuring compliance with the contractual obligations and the agreed specifications.

#### RECOMMENDATION

Members may wish to consider the options available:

- The entire process to be undertaken by Members and staff including project management, notwithstanding a degree of construction knowledge/acumen will be required
- Works to be completed externally as per the above quotations
- Partially manage the project insofar as procurement to be outsourced, with the construction phase retained in-house.

Report prepared by:  
Carla Baverstock-Jones - Chief Officer

