



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 09 JANUARY 2023 at 7.00 P.M. IN JUBILEE
HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

03 January 2023

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 12 December 2022.
7. To receive a short presentation from Alpaca Communications in respect of Denmead Solar Farm Application.
8. To receive and consider the response to Application 55562/005 – Discharge of Condition 33.
9. To receive an update in respect of the tendering process/project and contract management, of the replacement play equipment at Five Heads Recreation Ground.
10. To receive and consider the Financial Risk Assessment.
11. To note the next scheduled meeting of the Council on the 06 February 2023.
12. ***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).***
13. To approve the Confidential Minutes of the Council Meeting held on the 07 November 2022 and 12 December 2022.
14. To receive a written update in respect of the evaluation/contract award process pertaining to the Five Heads Recreation Ground project.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 12 DECEMBER 2022 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, P Beck, D Evans, A Forbes, J Lay, S Freeman, 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 154/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Little and Cllr Mrs I Weeks.

HPC 155/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 156/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

The queues of traffic at Catherington Lane traffic lights were discussed, with concerns raised regarding traffic fumes and pollution – Concerns to be emailed to County Cllr Mrs M Harvey.

Update to be requested regarding the upkeep of the roundabout near Morrisons.

HPC 157/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

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

HPC 158/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public were present.

HPC 159/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 07 NOVEMBER 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 07 November 2022 be signed as a true record of the meeting, following the removal of Cllr J Lay's name in the 2nd paragraph of minute HPC 150/22/23, due to him not being present at the meeting.

All agreed.

HPC 160/22/23

**TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT
(LIST 8 & 9 ATTACHED)**

The orders for payment (lists 8 & 9) were circulated and noted by members.

Clarification was sought regarding lines 14 and 15 – 2x payments to Gas Contracting Services. Chief Officer to update members in due course.

HPC 161/22/23

**TO RECEIVE A REPORT FROM CLLR FORBES AND THE RFO, IN RESPECT OF
THE FUTURE DEVELOPMENT FACILITIES EARMARKED RESERVE OF £79.905**

A report by Cllr Forbes and the RFO was circulated and a lengthy discussion took place. The Chief Officer said that both herself and the RFO did not advise that the Future Development Facilities Earmarked Reserve be moved to General Reserves.

It was **RESOLVED** that the Future Development Facilities Earmarked Reserve be left as is, with the disposal of funds being considered at a later date. This was proposed by Cllr D Evans, with a vote recorded as follows.

- 9 Members for.
- 3 Members against.

HPC 162/22/23

TO RECEIVE AND AGREE THE BUDGET 2023/24, AND TO SET THE PRECEPT

A report by the RFO was circulated and noted.

It was **RESOLVED** to accept the budget as per column A for 2023-24 with

- a Total Precept of £449,189.
- Tax Base of 5,098.93 (a reduction from 5,127.28 in 2022-23).

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

HPC 163/22/23

TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted by members.

HPC 164/22/23

**TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT (INTERIM) FOR
THE YEAR ENDING 2022/23**

The Internal Audit report (Interim) for 2022-23 from Auditing Solutions Ltd was circulated and noted, with Council declining to close the Lloyds Bank Account.

HPC 165/22/23

**TO RECEIVE AN UPDATE IN RESPECT OF THE TENDERING
PROCESS/PROJECT AND CONTRACT MANAGEMENT, OF THE
REPLACEMENT PLAY EQUIPMENT AT FIVE HEADS RECREATION GROUND**

Cllr Mrs Tickell gave a verbal update, confirming that 7 tenders had been received, with the score sheets being ready to use. She said that the Working Party would be meeting on 19 December to go through them, with all parties being notified of the decision on 23 December. The standstill period ends on 09 January 2023 and the contract will be awarded to the successful tenderer on 10 January 2023.

HPC 166/22/23

TO RECEIVE A VERBAL UPDATE FROM THE GREEN LOOP WORKING PARTY, IN RESPECT OF THE PLANNED PROJECT.

Cllr Mrs Tickell gave a verbal update. She said that the Working Party had met with the Communications Officer at EHDC and said they would be looking at meeting in January, with the Officers involved in the Bordon and Whitehill Green Loop. It was confirmed that the Working Party could now start the process for CIL Funding.

HPC 167/22/23

TO RECEIVE A VERBAL UPDATE FROM THE SOLAR ENERGY WORKING PARTY, IN RESPECT OF THE PLANNED PROJECT.

Cllr Attlee provided an update, saying that the current system is old and in need of replacing. She said the Working Party had met 3 times and will next be looking at a spec to put to suppliers for Jubilee Hall and the Office, so quotations can be obtained and funding investigated. Cllr Attlee updated members on consumption of electricity in Jubilee Hall and electricity and gas in the office. The Working Party will be looking at what is required and will be inputting data into the solar generation calculator to look at the number of panels that may be required to help mitigate actual cost.

HPC 168/22/23

TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 21 NOVEMBER 2022, IN RESPECT OF REPAIRS TO PLAY EQUIPMENT AT DEEP DELL PLAY AREA

It was **RESOLVED** to proceed with repairs to play equipment at Deep Dell Play Area as per the recommendation from the Grounds Committee, as follows.

- Work to be carried out by Scandor Landscape Contractors Ltd, at a total cost of £878.40 + VAT.
- Reinstatement of moving side panel on the baby Mammoth play equipment. The moving panel will be disconnected and then reinstated to make the equipment stable and safe again.
- The support post will be refixed into the ground if needed and then all sections will be re-fixed back onto the new support.
- Preliminaries: Provide all Health & Safety, site security and the cost off all plant/equipment hire for the duration of the phase.

HPC 169/22/23

TO ELECT A MEMBER TO THE JUBILEE HALL WORKING PARTY, IN ORDER TO ASCERTAIN THE MOST COST EFFECTIVE AND APPROPRIATE FORM OF HEATING.

It was **RESOLVED** that Cllr Beck be elected as a member of the Jubilee Hall Working Party, in order to ascertain the most cost effective and appropriate form of heating.

HPC 170/22/23

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 12 DECEMBER 2022

The next scheduled meeting of the Council was noted as 12 December 2022. This meeting will be held in Jubilee Hall.

HPC 171/22/23

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

None present.

Public Meeting closed at 20:32pm

HPC 172/22/23

TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 06 DECEMBER 2022, IN RESPECT OF THE STAFF SALARY REVIEW

It was **RESOLVED** that staff salaries remain as is, and will be reviewed at the usual time in April 2023.

HPC 173/22/23

TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 21 NOVEMBER 2022, IN RESPECT OF THE BOUNDARY ISSUES WITHIN CATHERINGTON LITH

It was **RESOLVED** that legal advice be sought.

Confidential Meeting closed at 20:38pm

.....
Signed - The Chairman

.....
Date

Hem 8

PLANNING MATTER COMPLIANCE WITH CONDITIONS LAND EAST OF HORNDEAN 55562/005**DISCHARGE OF CONDITION 33 (DESIGN CODE)****Background**

Outline planning permission was granted to Bloor Homes on 23 December 2022 subject to Condition 33 that requires the submission of a site-wide Design Code to be approved by EHDC planning. A revised Design Code has now been submitted dated 22 November 2022.

The Design Code must include principles for a) the built form of character areas, informed by local character e.g., relating to materials, building heights, roofscapes and parking principles etc; b) principles for the detailed design of vehicular access from the Rowlands Castle Rd and Horndean Rd; and c) principles for hard and soft landscaping.

The aim is to ensure a satisfactory design for the development in the interests of the character and appearance of the area.

Refer to agent covering letter 22 Nov, agent letter 7 Dec and Design Code 22 November, in the planning portal.

HPC Consultee Comments

Column 1 in the table below lists the six comments made by HPC in September 2021 and seeks to identify these within the Appendix A "Consultee Tracker" (attached to the letter dated 7 December 2022 from White Peak planning on behalf of Bloor). To make it easier for cross reference purposes, we have added numbers against each box on the Tracker (col 2 below). The Tracker reference leads to the paragraph or page number in the updated Design Code (col 3). Col 4 simply includes any relevant comments.

Conclusion

Points 3 and 5 below appear to be unresolved. Can Councillors please confirm if these points still require further clarification.

Please send any comments by 5 January if you can.

Cllr Teresa Attlee

	HPC Comments 29 Sept 2021	Appendix A Consultee Tracker Reference	Design Code Para or Page Number	HPC New Comments December 2022
1	The requested Site Layout Plan, floor plans and all elevations are missing from the pack submitted.	#17 Site Layout #18 Site Layout	Masterplan Development Section pages 16-21	Condition 33 does not require details of floor plans and elevations at this stage in the Design Code.
2	Only six house types are shown on the illustration, but many more styles are listed on the Accommodation Schedule. Flint should be included as part of the local vernacular.	#22 Local Context Analysis #29 Use of Flint as Building Material Character of Development #31 Character of the Development #35 Local Character & Materials #63 Community Hub	Local Context Section pages 10-15 Character Areas Section 50-64	Both brick and flint detailing are proposed within the Horndean Neighbourhood and Rowlands Rise Character Areas (see illustration of five Character Areas on page 40) and details in pages 50-64. Flint is not included in the Community Hub.
3	Whilst the relocation of the Local Centre is an improvement it is unclear as to where lorries will unload, and visitors will park. Such issues are of great concern to HPC	#41 Parking Standards #42 On-plot and Visitor Parking	Movement and Parking pages 29-36 Refuse Strategy page 38 Community Hub pages 53-57	Parking shown next to the Convenience Store but no specific evidence of areas for unloading. A nursery is proposed in this area so safety will be an issue (pages 53-57)
4	The phasing plan does not show open spaces, play areas or road layout. Are these shown on the missing site layout plan?	#53 Formal & Informal Public Open Space #55 Hoggin Footpaths #61 Crossing Points & Connections # 73 Planning Policy #86 General Comments	Movement and Parking page 30 shows road layout Landscape Design pages 24-27 Framework Plan page 21	There are three types of landscape Character Areas shown on page 25 i) Wildlife and Woodland ii) Countryside Fringe; and iii) Community Park. The southern Locally Equipped Area for Play (LEAP) and skate park are located south of the Community Building shown on the Framework Plan at page 21.

				<p>Play facilities and play areas are mentioned on page 4.</p> <p>Formal and informal areas for play, sport, and informal recreation such as walking, cycling, and jogging mentioned on page 22</p>
5	<p>The styles of dwellings illustrated have very steep unattractive roofs (apart from the one with a hipped roof). These look out of proportion and are not pleasing to the eye.</p>	#72 Character of New Development	Character Areas	<p>EHDC had commented in October 2021 they would have liked to see more information on street scenes to address criteria in CP 29 (d) and (e).</p> <p>The steep roofs still appear in the proposed Design Code.</p>
6	<p>Is there a plan showing where the various house styles and flats are to be sited?</p>		<p>Perimeter Block Form at page 17 shows three built frontage types across the entire site. The plan includes building heights and gaps between buildings. Pages 21, 59 and 63 show various overviews of site layouts.</p>	

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**Date: 09 January 2023****AGENDA ITEM: 9**

SUBJECT OF REPORT: To receive an update in respect of the tendering process/project and contract management, of the replacement play equipment at Five Heads Recreation Ground.

Councillors are aware that there is a specific process to be followed under the Public Contracts Regulations 2015. EHDC has been involved with the process and has been kept fully informed.

All tenders had to be received by the Chief Officer by the 9th December 2022. The tenders then had to be read and evaluated. The decision as to which tender would be accepted was made on the 23rd December 2023. Notification of the decision made was sent out on that date to the winning tenderer and to the unsuccessful tenderers. Feedback was also provided to all parties.

The standstill period then started and this will expire on the 9th January 2023. This enables any party to the tender process to challenge the decision made. If no challenge is made and Full Council gives final approval, then the contract will be awarded to the winning tenderer on the 10th January 2023. Notice of the award will be published on the Contractfinders website.

The next significant date is the 3rd March 2023 when work will start on site for the removal of the existing playground and the installation of the new playground. The installation is required to be completed by the 31st March.

There will be a formal opening ceremony. Further updates on this and progress on the build will be provided at future meetings.

Report prepared by: Cllr Mrs Elaine Tickell

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on:

9th January 2023

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity (S)	Severe	3	6	9	Unacceptable : Further Mitigation Required
	Moderate	2	4	6	Acceptable : Monitoring Required
	Minor	1	2	3	No Problem Identified : Risks Managed

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council." Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or processes. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Ref.	Subject	Risks Identified			L	S	R	Management/control of risks	Review/Assess/Revise
1	Councillors & Staff	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, Inappropriate actions by Councillors or staff, Councillor numbers falling below quorums	1	2	2			Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
2	Members Interest	a) Conflict of Interests	1	1	1			a) Members declare any interest in an agenda item at the start of the Council Meeting.	Existing procedure adequate. Members have responsibility to update their forms
		b) Register of Members Interests out of date or incomplete						b) Register of Members Interest forms should be reviewed regularly by Councillors and updated as necessary.	
3	Business	Risk of Council not being able to continue its business due to unexpected circumstances.	1	2	2			Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP) .	Existing procedures adequate.
4	Precept	a) Precept inadequate	1	2	2			a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept.	Existing procedures adequate.
		b) Precept not applied for	1	2	2			b) This figure is submitted by the RFO in writing to EHDC.	
		c) Precept not received	1	2	2			c) The Clerk informs Council when the monies are received	
5	Financial Records	a) Inadequate Records	1	1	1			Records are kept on Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to.	Existing procedures adequate.
		b) Inaccurate Records							
6	VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate	1	1	1			The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedures adequate.

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Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
7	Banking	a) Inadequate Checks	1	1	1	a) to e) The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts. f) Diversification of funds across multiple financial institutions.	Existing procedures adequate.
		b) Bank errors	1	1	1		
		c) Loss of cheques/cash	1	1	1		
		d) unnecessary charges	1	1	1		
		e) loss of signatories	1	1	1		
		f) collapse of financial institution	1	1	1		
8	Cash	Loss through theft or dishonesty	1	1	1	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedures adequate.
9	Reporting & Auditing	a) Lack of information and communication	1	1	1	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting	Existing procedures adequate.
		b) Compliance				b) Council has appointed an Internal Auditor and audits are carried out regularly	
10	Costs, expenses and debts	a) Incorrect invoicing	1	1	1	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors c) Overdue debts are pursued by the Council	Existing procedures adequate.
		b) Cheques incorrect	1	1	1		
		c) Debts outstanding	1	1	1		
11	Grants Receivable	Receipts of Grant	1	1	1	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedures adequate.
12	Grants and Support Payable	Power to pay. Authorisation of Council to pay	1	1	1	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate.
13	Payroll	a) Remunerations calculated and paid incorrectly	1	1	1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
		b) Tax, NI or pensions calculated and paid incorrectly					
14	Election costs	Risk of an election cost	2	1	2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
15	Annual Return	Completion & Submission within time limits	1	2	2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	Minutes/Agendas/Notices and Statutory Documents	a) Accuracy and legality	1	1	1	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting.	Existing procedures adequate. Members to adhere to Code of Conduct
		b) Business conduct	1	1	1	b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	
17	Insurance	Adequacy and cost	1	2	2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	Data Protection	Non Compliance with GDPR	1	2	2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.
19	Freedom of Information Act	Non Compliance with Law	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.
20	Assets	a) Loss or damage	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures	Existing procedures adequate.
		b) Risk/damage to third parties or their property	1	1	1	b) Insurance covers third party risks. Playground equipment is inspected for safety weekly.	
		c) Inaccurate register of assets	1	1	1	c) Acquisitions and disposals of assets are recorded in the Asset Register	
		d) Poor performance of property or amenities	1	1	1	d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action	
		e) Potential loss of income	1	1	1	e) Fees and charges are reviewed annually	
21	Notice Boards	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
22	Street Furniture	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.
23	Meeting Location	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.
24	Council records, paper	Loss through a) theft b) fire or c) damage	1	1	1	The Parish Council historical records are archived with Hampshire County Council. Current records are at Jubilee Hall (Admin) which is protected by fire alarms	Existing procedures adequate.
25	Council records, electronic	Loss through a) theft b) fire or c) damage d) corruption of computer files	1	1	1	Access to Jubilee Hall (Admin) is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
26	Countryside Team Activity	a) Staff are injured while working b) members of the public injured by staff carrying out work c) members of public or their property injured/damaged as a result of faulty work by HPC staff	1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures adequate.
27	Legal Powers	Illegal activity or payments	1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	Website	Website function lost, passwords lost	2	1	2	Website administrator is a member of staff. Passwords held by the Office.	Existing procedures adequate.
29	Work Commissioned by Council	a) Insufficient quotations required b) Work commissioned incorrectly c) Work goes over budget d) Conflicts of interest	1	1	1	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.