



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 13 MARCH 2023 at 7.00 P.M. IN JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

07 March 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 receive a presentation from a representative of Scottish and Southern Electricity Networks, pertaining to the proposed works to be undertaken at Hazleton Common.
7. To approve the Minutes of the Council Meeting held on the 06 February 2023.
8. To receive and approve the Orders for Payment (List 11&12 attached).
9. To receive and note the monthly financial report.
10. To note pursuant to HPC Finance Regulations para 3.4, the expenditure incurred for emergency tree works undertaken at Catherington Down £1,700.
11. To receive an update in respect of the Land East of Horndean development,
12. To receive a verbal update from the Solar Energy working party, in respect of the planned project.
13. To receive a verbal update from the Jubilee Hall Replacement Heaters working party.
14. To receive a verbal update from the Green and Heritage Network Trail working party.
15. To receive a report and consider usage of the CIL Neighbourhood Portion fund in respect of the Green and Heritage Network Trail project.
16. To receive and consider the draft application in respect of CIL funding for the Green and Heritage Network Trail.

17. To note the invitation to Aubergenville in May 2023.
18. To note arrangements for the Annual Parish Meeting on 3rd April, 2023.
19. To note the next scheduled meeting of the Council on the 17 April 2023.
20. **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).**
21. To approve the Confidential Minutes of the Council Meeting held on the 06 February 2023.
22. To receive the recommendation from the Staff Committee on the 27 February 2023, in respect of the proposed increases to staff salaries for 2023/24.
23. To receive the recommendation from the Staff Committee on the 27 February 2023, in respect of the Chief Officer's salary for 2023/24.

MEETING WITH HORNDEAN PARISH COUNCIL – 13 MARCH 2023

MEETING DETAILS

Meeting Date & Time: Monday 13th March, 7pm start.

Meeting location: Jubilee Hall, Crouch Lane, Horndean, PO8 9SU.

Format: Full council meeting of Horndean Parish Council. 13 Members will be present.

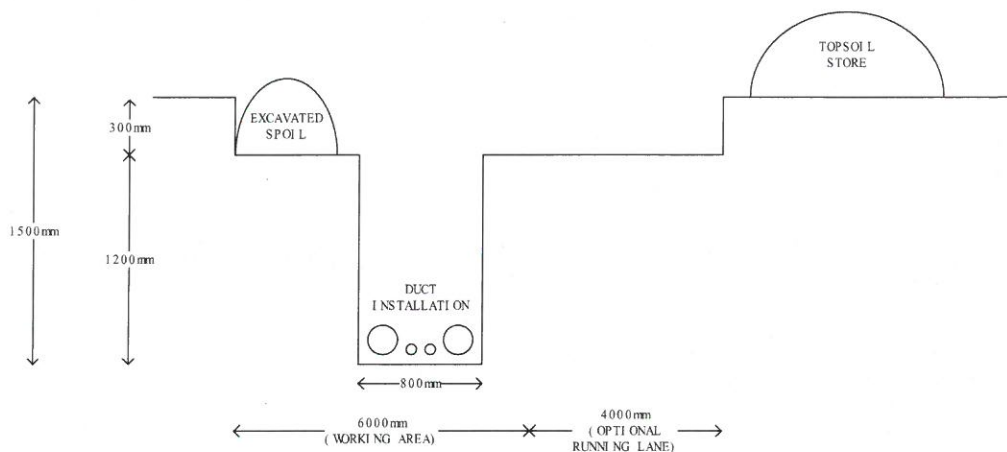
QUESTIONS RECEIVED FROM COUNCILLORS AND RESPONSES AS AT 6 MAR 23

Q1. Why have they (SSEN) chosen this route?

A1: Ultimately the choice of underground routes needs to be jointly agreed by both the landowner (in this case Horndean Parish Council) and SEPD/SSEN. The current route proposal by SSEN is indicative only and is based on an initial assessment by SEPD/SSEN taking into consideration various relevant factors in order to meet the overall requirement to by-pass the existing overhead lines.

Q2. What works will they be doing ie depth of trenches/ tunnelling, width of works, what materials will they be using, time to carry out works and fully reinstate the area?

A2: The exact details of the works will be largely based on the route selected and ground conditions. Before the works are carried out the details will be documented in the job specific risk assessment and method statement (RAMS), a copy of which can be made available to the council when plans are finalised. The intention at present is to undertake the works by excavation/open trench work. Once the cables have been laid, the trenches will be back-filled and the land reinstated. A typical layout for undergrounding 33kv cables in a trench is illustrated below:



Q3. What reinstatement measures will be carried out?

A3: Trench-work will be completely backfilled with approved materials with final reinstatements utilising stripped soil to final ground levels.

Q4.1. Confirmation that they are aware that this is a Local Nature Reserve and there are restrictions as to what can/ cannot be done in order to retain that status. What safeguards will they be putting into place.

A4.1: From the outset SSEN has been aware that Hazleton Common is a Local Nature Reserve and that there are restrictions as to what can and cannot be done in order to retain its status. SSEN's own full-time ecologist is a key member of the planning team to ensure that heritage, environmental and ecological issues, including necessary safeguards and constraints, are considered. Local knowledge is always valuable and therefore it would be appreciated if the council is prepared to share any related information and recommendations. With this on mind, it would be appreciated if the council could provide details of any known Land Management Schemes, sensitive areas or proposed developments which, where known, may impact upon access or works on the land, or any hazards that are known associated with accessing or working on the land.

Q4.2: What mitigation measures will they put into place in areas of temporary habitat loss?

A4.2: The amount of temporary habitat loss will depend on the location and type of works and the areas affected. Once the route has been jointly agreed, SSEN would welcome suggestions from the council for appropriate mitigation measures, such as the re-planting of suitable vegetation. These can then be discussed and, if agreed, incorporated in the works planning.

Q5.1: Once completed, will the reinstatement works mean that no one would know what has been done and the use and enjoyment of the Nature Reserve carries on as at present?

A5.1: The landscape will be improved by the removal of a visually intrusive overhead electrical line; this will be made possible by the laying of new underground cables. This work will therefore enhance the use and enjoyment of the Nature Reserve. On completion of works the affected area will be left to regenerate naturally, unless otherwise agreed with the landowner. It is expected that, after replanting and natural regeneration, within a year no sign of the works will be noticeable.

Q5.2: Are there long term implications or restrictions for the affected land?

A5.2: There are long term implications and restrictions for the affected land; they will be incorporated within the deed of easement. For example, this may mean that a 10m wide strip along the route of the cable will need to be kept clear of trees and shrubs to prevent them obstructing or interfering with the safe and efficient operation of the cables.

Q6: Why are they proceeding by way of Deed of Easement and not a wayleave agreement?

A6: Deeds of Easement provide SSEN/SEPD with increased security for equipment, as they acquire permanent rights to the land. This minimises any future problems with the location of equipment, ensuring SEPD/SSEN can keep its customers supplied with electricity into the future. The deed associated with this form of consent is registered in the Land Register and cannot be terminated.

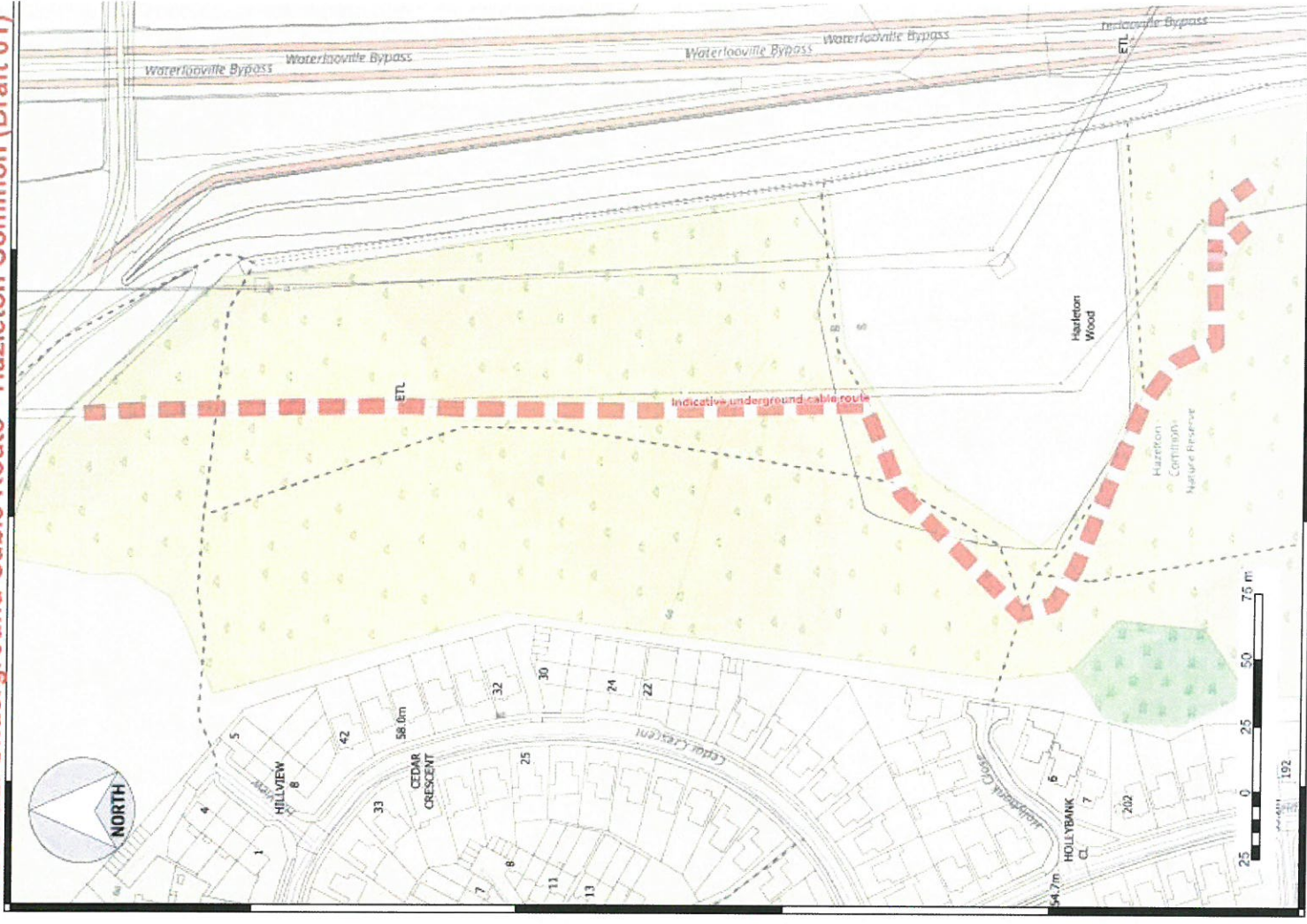
Q7: What is the consideration payable?

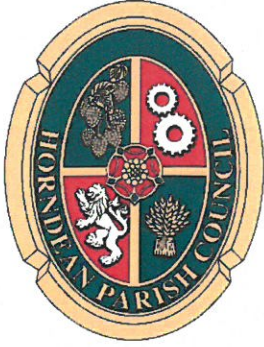
A7: The consideration payable will need to be discussed and agreed during the negotiation of the easement's Heads of Terms. Factors considered include the easement's extent, the impact on the use of the land and any "betterment" arising.

Potential Underground Cable Route - Hazleton Common (Draft 01)



Potential Underground Cable Route - Hazleton Common (Draft 01)





HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 06 FEBRUARY 2023 AT 7.00 P.M.

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

IN ATTENDANCE: Sarah Guy, Office Manager (Minute Taker), Simon Ritson, Responsible Finance Officer

PUBLIC ATTENDANCE: No members of the public present.

HPC 188/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

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

HPC 189/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 190/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No report received.

HPC 191/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No report received.

HPC 192/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public present.

HPC 193/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 09 JANUARY 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 09 January 2023 be signed as a true record of the meeting.

All agreed.

HPC 194/22/23 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (List 10 attached)

The orders for payment (list 10) was circulated and noted by members.

HPC 195/22/23 TO RECEIVE AND NOTE THE MONTHLY FINANCIAL REPORT

A report by the RFO was circulated and noted.

HPC 196/22/23 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, CAMBRIDGE AND COUNTIES AS AT 31 DECEMBER 2022

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 31 December 2022.

HPC 197/22/23 TO RECEIVE AND CONSIDER THE MEETING SCHEDULE FOR 2023/2024

It was **RESOLVED** that the meeting schedule for 2023/2024 be agreed.

HPC 198/22/23 TO RECEIVE A VERBAL UPDATE FROM THE SOLAR ENERGY WORKING PARTY, IN RESPECT OF THE PLANNED PROJECT

An update was given by Cllr Teresa Attlee- please see attached. The Chairman said that S106 funding could be looked into.

HPC 199/22/23 TO RECEIVE A VERBAL UPDATE FROM THE JUBILEE HALL REPLACEMENT HEATERS WORKING PARTY

Cllr Forbes gave a verbal update. He said the working party had met 3 weeks previously and advised the Chief Officer had received quotations for various different heaters, with an important requirement being for the heaters to be controlled remotely, using Wi-Fi. He advised that they were still doing some investigation regarding modern storage heaters being a lot more economical than they have been in the past.

HPC 200/22/23 TO RECEIVE A VERBAL UPDATE FROM THE GREEN AND HERITAGE NETWORK WORKING PARTY, IN RESPECT OF THE PLANNED PROJECT

A verbal update was given by Cllr Lay, who informed members that a new name had been given to the project, which would now be known as Horndean Green Trail and Heritage network. He advised that the CIL application had been drafted, with a sum of 25k being applied for in due course. A further working party meeting had been scheduled for the end of the week.

HPC 201/22/23 TO RECEIVE AND CONSIDER THE HEALTH AND SAFETY POLICY STATEMENT

It was **RESOLVED** that the Health and Safety Policy Statement be agreed.

HPC 202/22/23 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 13 MARCH 2023

The next scheduled meeting of the Council was noted as the 13 March 2023. This meeting will be held in Jubilee Hall.

HPC 203/22/23 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 19:42pm

HPC 204/22/23 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 09 JANUARY 2023

It was **RESOLVED** that the confidential minutes of the Council meeting held on 09 January 2023 be signed as a true record of the meeting.

HPC 205/22/23 TO RECEIVE AND CONSIDER THE REQUEST FOR WORKS TO BE UNDERTAKEN TO CONNECT A PROPERTY IN LITH AVENUE TO THE MAIN WATER SYSTEM

A resident request was circulated and considered by members. It was agreed that the Council would need additional information before a decision could be made.

HPC 206/22/23 TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 23 JANUARY 2023, IN RESPECT OF THE FLEXIBLE WORKING REQUEST

The recommendation from the Staff Committee was circulated and an update was provided by Cllr Veitch, Staff Chairman.

It was **RESOLVED** that the new hours be agreed, as per the received flexible working request, commencing from September 2023. All agreed.

Confidential Meeting closed at 19:55pm

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 12	13 MARCH 2022		BANK ENTRIES: FEBRUARY 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: FEBRUARY 2023			
1	13/01/2023	UK Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (part 4 of 50)
2	01/02/2023	Fuelgenie	£156.38	£31.27	£187.65	Fuel: January 2023
3	02/02/2023	British Gas 603421231	£464.53	£23.22	£487.75	Jubilee Admin Electric: 31/10/22-01/02/22
4	02/02/2023	British Gas 603423926	£632.95	£31.64	£664.59	Jubilee Admin Gas: 01/11/22 - 31/01/2023
5	06/02/2023	British Gas Lite 156695	£274.59	£54.92	£329.51	Napier Gas: 04/01/23-06/02/23
6	13/02/2023	British Gas Lite 154660	£366.97	£73.39	£440.36	Jubilee Hall Electric: 09/01/23-06/02/23
7	13/02/2023	Vodafone	£66.68	£13.33	£80.01	Mobiles: February 2023
8	14/02/2023	British Gas Lite 242787	£339.05	£16.95	£356.00	Napier Electric: 14/10/22-14/2/22
9	31/01/2023	Veolia	£234.94	£46.99	£281.93	Waste Collection: January 2023
B.A.C.S.			BANK ENTRIES: FEBRUARY 2023			
10	30/01/2023	Aardvark Supplies Ltd	£88.78	£17.76	£106.54	Janitorial Supplies
11	31/01/2023	Aquaid	£246.40	£49.28	£295.68	Annual Rental - Water Dispenser
12	09/01/2023	CIA	£42.50	£8.50	£51.00	Master Key - Countryside padlock
13	09/01/2023	CIA	£11.45	£2.29	£13.74	Key Fob, Silicone Lubricant
14	25/01/2023	CIA	£142.32	£28.46	£170.78	High Security Padlock for The Granary
15	28/01/2023	Green Fox	£567.40	£113.48	£680.88	Monthly Cleaning inc Window Frames - Jubilee Hall
16	27/01/2023	HAGS	£487.50	£97.50	£585.00	Replacement Bearings-Roundabout at Deep Dell
17	26/01/2023	Playdale Playgrounds Ltd	£217.59	£43.52	£261.11	Spinner repairs at Downs Park
18	31/01/2023	Staff Expenses	£30.68	£0.00	£30.68	Expenses: January 2023
19	30/01/2023	Viking	£26.71	£5.34	£32.05	Pouches/Dividers
20	19/01/2023	Wel Medical	£245.75	£49.15	£294.90	Pads for IPAD AED Device (Defib Replacement Pads)
21	02/02/2023	Forward Control	£168.00	£33.60	£201.60	Fault on laser Beam in Jubilee Hall
22	20/09/2023	PJM Electrical	£91.62	£18.32	£109.93	Faulty Light Sensor in Jubilee Office reception
23	28/10/2023	PJM Electrical	£108.55	£21.71	£130.26	Countryside Workshop Faulty Light
24	11/12/2022	Stephen Weeks (EMF)	£220.00	£0.00	£220.00	Jubilee Park Basketball Mesh repair
25	19/02/2023	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges 10 December - 09 January
26	20/02/2023	HPC Employees	£15,254.69	£0.00	£15,254.69	Salaries: February 2023
27	09/01/2023	Ultra Pure window Cleaning	£75.00	£0.00	£75.00	Exterior Windows, Office and Both Halls
28	07/02/2023	A1 Security Centre	£240.00	£48.00	£288.00	To Supply and Fit Fire Exit Panic Bar/External Override Unit (Napier)
29	13/02/2023	AVS Fencing	£27.40	£5.48	£32.88	Gate Closer Spring/Bolt Latch
30	06/02/2023	Blendworth Tree Surgeons	£400.00	£80.00	£480.00	Pump Lane-Dead Wooding of Oak trees
31	10/02/2023	Focus	£181.50	£36.30	£217.80	Switchboard, BroadBand, Payphone, Alarm Jan 23/Feb 2023
32	26/01/2023	Gas Contracting Services	£65.00	£13.00	£78.00	Boiler reset/System Check for Leakage
33	03/02/2023	Glanvilles	£530.00	£106.00	£636.00	Professional Charges - Dispute at Cath Lith
34	01/02/2023	Mackarness & Lunt	£90.00	£18.00	£108.00	Deeds Storage Charge 2022
35	14/02/2023	Screwfix	£5.32	£1.06	£6.38	Roofing Bolts for Parish Bench Repairs
36	14/02/2023	Screwfix	£23.14	£4.63	£27.77	Nuts/Bolts- Basketball Backboard (Downs Park)
37	14/02/2023	Screwfix	£4.83	£0.96	£5.79	Rawbolts for Bench Repairs
38	17/01/2023	Titchfield Tree Services	£700.00	£140.00	£840.00	Refund on Invoice J22028 paid on 24.1.23 (Duplicate payment)
39	23/02/2023	FMG Repair Services	£150.00	£210.05	£360.05	Excess Liability on Vehicle Repair HY65 UVJ
40	28/02/2023	HMRC	£3,534.72	£0.00	£3,534.72	PAYE/NI: February 2023
41	28/02/2023	Hampshire Pensions	£4,709.09	£0.00	£4,709.09	Pensions: February 2023
DEBIT CARD			BANK ENTRIES: FEBRUARY 2023			
42	22/02/2023	Horndean Tyres	£7.50	£1.50	£9.00	Fly Tipped Tyres Disposal
43	25/02/2023	JD Sports(Go Outdoor)	£51.62	£10.33	£61.95	Waterproof Trousers
44	27/02/2023	Halfords	£127.08	£25.41	£152.49	Battery for HY65 UVJ
TOTAL EXPENDITURE			£43,280.56	£1,201.33	£44,481.88	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			List 12	13 MARCH 2022		BANK ENTRIES: FEBRUARY 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: FEBRUARY 2023			
45	various	Regular Hall Users	£1,800.57	£0.00	£1,800.57	Hire of Jubilee Hall - Regular
46	various	Regular Hall Users	£2,003.55	£0.00	£2,003.55	Hire of Napier Hall - Regular
47	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
48	various	Casual Hall Users	£100.00	£0.00	£100.00	Deposits Refunded
49	various	Football Teams	£183.75	£0.00	£183.75	Hire of Football Pitches
50	various	East Hampshire District Council	£2,500.00	£0.00	£2,500.00	Councillor Grants re Green Loop
51	28/02/2023	Cambridge & Counties	£472.26	£0.00	£472.26	Bank Interest
52	21/02/2023	Highwood Homes	£2,000.00	£0.00	£2,000.00	Other Grant re Green Loop
53	various	Private Payments	£4.08	£0.00	£4.08	Miscellaneous Income
TOTAL INCOME			£9,064.21		£9,064.21	

SIGNED:	
SIGNED:	
DATE:	13 MARCH 2022

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 11	13 MARCH 2022		BANK ENTRIES: JANUARY 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: JANUARY 2023			
1	01/01/2023	Grenke Leasing	£111.90	£22.38	£134.28	Photocopier Rental: 01/01/23 to 31/03/2023
2	10/12/2022	PHS Group	£229.54	£45.91	£275.45	Jubilee Waste Collection: 14/01/23-13/04/23
3	03/01/2023	Fuelgenie	£101.98	£20.40	£122.38	Fuel: December 2023
4	01/01/2023	Elite Charity Solutions	£236.93	£47.38	£284.31	Photocopier Usage: 01/10/22-31/12/22
5	05/01/2023	British Gas - 156695	£294.81	£58.96	£353.77	Napier Gas: 28/11/22-04/01/23
6	09/01/2023	British Gas - 154660	£279.64	£55.93	£335.57	Jubilee Hall Electric: 12/12/22-09/01/23
7	11/01/2023	Vodafone	£66.68	£13.33	£80.01	Mobiles: January 2023
8	31/12/2022	Veolia	£205.54	£41.11	£246.65	Waste Collection: December 2022
B.A.C.S.			BANK ENTRIES: JANUARY 2023			
9	29/12/2022	Aardvark Supplies Ltd	£35.72	£7.14	£42.86	Janitorial Supplies
10	19/12/2022	B & Q	£5.42	£1.08	£6.50	Screenwash
11	15/12/2022	Blendworth Tree Surgeons	£400.00	£80.00	£480.00	Tree Cut Down at Cath Lith
12	15/12/2022	Blendworth Tree Surgeons	£600.00	£120.00	£720.00	Snapped Branch at Yoells Copse
13	07/12/2022	EHDC	£88.25	£0.00	£88.25	Printing of 300 Carol Service Sheets
14	12/12/2022	Focus	£185.15	£37.03	£222.18	Switchboard, BroadBand, Payphone, Alarm
15	22/12/2022	Ildverde	£1,511.64	£302.33	£1,813.97	Emptying of 19 Bins - Oct - Dec 2022
16	04/06/2022	Keydell	£29.15	£5.83	£34.98	Stable Manure/Root Grow
17	14/12/2022	Keydell	£18.30	£3.66	£21.96	Rose Feed/ Rose Clear/ Spray Bottles
18	14/12/2022	Keydell	£31.86	£6.37	£38.23	Patio brushes/Lawn Seed
19	14/12/2022	Keydell	£29.37	£5.88	£35.25	3 x Top Soil/ Lawn Seed
20	14/12/2022	Keydell	£7.49	£1.50	£8.99	Lawn Feed, Weed and Moss Killer-Village Square
21	14/12/2022	Keydell	£18.32	£3.67	£21.99	3 x Top Soil/ Hozelock
22	14/12/2022	Keydell	£6.66	£1.33	£7.99	1 x Bay White Stone - Memorial
23	14/12/2022	Keydell	£6.66	£1.33	£7.99	1 x Classic White Chippings - Memorial
24	31/12/2022	Staff Expenses	£28.73	£0.00	£28.73	Staff Expenses: December 2022
25	14/12/2022	SLCC	£60.00	£12.00	£72.00	Clerk Training: Themed Summit - 22.3.23
26	15/12/2022	Sound Advice Installations	£595.50	£119.10	£714.60	Carol Service Sound, PA Hire & Coloured Lights
27	02/12/2022	Viking	£53.26	£10.65	£63.91	Stationery
28	14/12/2022	Watling & Hirst	£220.00	£44.00	£264.00	Payroll Quarter 3 (Oct-Dec 2022)
29	14/12/2022	G W Shelter Solutions	£135.00	£27.00	£162.00	Deepclean of 3 Bus Shelters
30	04/12/2022	AH Fabrications	£160.00	£0.00	£160.00	Weld Repair to bench in Kingsmede Field
31	03/01/2023	Southern Fire Protection	£62.00	£12.40	£74.40	2 x Vehicle Fire Extinguishers Annual Service
32	10/01/2023	Carol Service Donation	£264.53	£0.00	£264.53	Donation to Horndean Baptist Church Foodbank
33	09/01/2023	Denmead DIY	£45.00	£0.00	£45.00	Repair leaks under sink at Jubilee Office
34	11/12/2022	Fitness Sports	£186.75	£37.35	£224.10	Euro Rectangular Backboard - Downs Park
35	01/11/2022	Forward Control	£295.00	£59.00	£354.00	Annual Charge for Intruder Alarm at Jubilee Office
36	07/12/2022	Sean Mason Electrical	£165.00	£33.00	£198.00	PAT Testing Jubilee Hall, Workshop, Napier
37	09/01/2023	B & Q	£37.50	£7.50	£45.00	Plyboard - Fencing
38	03/01/2023	CIA Ltd	£69.00	£13.80	£82.80	Urgent Lock repair at Napier Hall
39	28/12/2022	Green Fox	£611.76	£122.35	£734.11	Monthly Cleaning of Hall & Window Frames
40	14/12/2023	Stephen Weeks(East Meon Forge)	£260.00	£0.00	£260.00	Repairs to Bent Railings at Downs Park
41	05/01/2023	M D Payne Roofing	£180.00	£36.00	£216.00	Replace Missing Tiles on Napier Hall Roof
42	09/01/2023	AVS (Lawsons)	£103.83	£20.77	£124.60	3 x Posts and 9 x Rails
43	16/01/2023	Portsmouth Water	£85.00	£17.00	£102.00	Water Supply Application - Water Trough at Dell Piece West
44	17/01/2023	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: 10 Nov - 09 Dec
45	22/12/2022	Wicksteed	£613.20	£122.64	£735.84	Repair to Lychgate Swing/Swing Inspection - Downs Park
46	12/01/2023	St John Ambulance	£96.00	£19.20	£115.20	First Aid/Medical Cover - Carol Service
47	12/01/2023	CPRE	£60.00	£0.00	£60.00	Annual Membership
48	12/01/2023	SLCC	£15.00	£3.00	£18.00	Clerk Training: Event Fee-Managing Local Council Elections (2.3.23)
49	12/01/2023	Focus	£176.41	£35.28	£211.69	Switchboard, BroadBand, Payphone, Alarm Dec 22/Jan 2023
50	16/01/2023	Oak Leaf Garden Services	£890.00	£0.00	£890.00	New Fencing at Yoells Copse
51	20/01/2023	HPC Employees	£15,324.52	£0.00	£15,324.52	Staff Salaries: January 2023
52	23/01/2023	Denmead DIY	£219.60	£0.00	£219.60	Repair to Napier Hall Main Door to stop leak
53	24/01/2023	F R Jones	£23.29	£4.66	£27.95	Refund on 2 x Rollomatic Chainsaw Guides
54	20/01/2023	Arbor Venture Training	£720.00	£0.00	£720.00	4 x basic Tree Survey and Inspection Courses
55	19/01/2023	AVS Fencing	£20.51	£4.10	£24.61	Post for gate at Hillview Hazleton
56	17/01/2023	Titchfield Tree Services	£700.00	£140.00	£840.00	Pollarding of Field Maples at Wells Copse
57	17/01/2023	Titchfield Tree Services	£675.00	£135.00	£810.00	Felling of Oak Tree - Hollybank Close
58	17/01/2023	Titchfield Tree Services	£250.00	£50.00	£300.00	Emergency Works - Dell Piece West
59	24/01/2023	AVS Fencing	£9.80	£1.96	£11.76	Brenton Padbolt for Granary Door
60	20/01/2023	Cartridgesave	£69.49	£13.90	£83.39	Toner Cartridges
61	24/01/2023	Screwfix	£10.73	£2.15	£12.88	Dewalt Bit Box and Goldscrews
62	31/01/2023	HMRC	£3,542.23	£0.00	£3,542.23	PAYE/Ni: January 2023
63	31/01/2023	Hampshire Pension Fund	£4,793.17	£0.00	£4,793.17	Pensions: January 2023
DEBIT CARD			BANK ENTRIES: JANUARY 2023			
64	05/01/2023	Amazon	£37.59	£7.52	£45.11	Spear & Jackson Manure Drag
65	09/01/2023	The Joint Contracts Tribunal	£48.33	£9.67	£58.00	Minor Works Building Contract
66	10/01/2023	Battery Station	£9.92	£1.98	£11.90	12 Batteries for Dorgards at Jubilee Office
67	19/01/2023	Post office Ltd	£8.95	£0.00	£8.95	Special Delivery Postage-Five Heads Rec Area Contract
TOTAL EXPENDITURE			£36,393.03	£1,996.21	£38,389.24	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			List 11	13 MARCH 2022		BANK ENTRIES: JANUARY 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: JANUARY 2023			
68	various	Regular Hall Users	£1,159.31	£0.00	£1,159.31	Hire of Jubilee Hall - Regular
69	various	Regular Hall Users	£1,387.44	£0.00	£1,387.44	Hire of Napier Hall - Regular
70	various	Casual Hall Users	£133.14	£0.00	£133.14	Hire of Napier Hall - Casual
71	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
72	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Refunded
73	various	Football Teams	£183.75	£0.00	£183.75	Hire of Football Pitches
74	31/01/2023	Cambridge & Counties	£481.36	£0.00	£481.36	Bank Interest
75	26/01/2023	HMRC	£10,173.32	£0.00	£10,173.32	VAT Reclaim
76	09/01/2023	Private Payments	£6.80	£0.00	£6.80	Miscellaneous Income
TOTAL INCOME			£13,625.12		£13,625.12	

SIGNED:	
SIGNED:	
DATE:	13 MARCH 2022

HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 13 MARCH 2022

SUBJECT OF REPORT: Finance Report

Income

Since the last Finance Report, Horndean Parish Council have received £2,500 in Councillor Grants from East Hampshire District Council and a further £2,000 from Highwood Homes for the 'Green Loop' Project. These funds have been transferred into an Earmarked Reserve for future use.

Hall Income

The budget was set at 80% of pre COVID income. The table below has been populated with actual figures for April to January. The cumulative % has increased back over 75% which is the target set in the 2023-24 budget.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,943	23,360
	ACT	1,686	2,312	1,983	2,189	1,417	2,177	2,129	2,267	1,676	2,195			20,031
	YTD VAR	261	-365	-36	-242	530	-230	-182	-320	271	-248	1,947	1,943	
Jubilee Hall	BGT	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	22,320
	ACT	1,680	1,833	1,498	1,552	1,443	1,615	1,613	1,740	1,076	1,814			15,864
	YTD VAR	180	27	362	308	417	245	247	120	784	46	1,860	1,860	
Combined Halls	BGT	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,803	45,680
	ACT	3,366	4,145	3,481	3,741	2,860	3,792	3,742	4,007	2,752	4,009	0	0	35,895
	YTD VAR	441	-338	326	66	947	15	65	-200	1,055	-202	3,807	3,803	
	CUM. YTD VAR	441	103	429	495	1,442	510	1,507	310	2,562	108	6,369	3,911	
Napier Hall %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	79.8%	
	ACT %	69.3%	95.0%	81.5%	90.0%	58.2%	89.5%	87.5%	93.2%	68.9%	90.2%	0.0%	0.0%	
Jubilee Hall %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	
	ACT %	72.3%	78.8%	64.4%	66.8%	62.1%	69.5%	69.4%	74.8%	46.3%	78.0%	0.0%	0.0%	
Combined Halls %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	79.9%	
	ACT %	70.7%	87.1%	73.2%	78.6%	60.1%	79.7%	78.6%	84.2%	57.8%	84.3%			
	CUM. ACT%	70.7%	78.9%	77.0%	77.4%	73.9%	74.9%	75.4%	76.5%	74.5%	75.4%			

Management Accounts – January 2023

Income & Expenditure

The position at the end of January 2023 showed an **unfavourable** variance, after adjusting for earmarked reserve movements, of £5,916.

This breaks down to

1. An unfavourable variance against our income target of £2,465
2. An unfavourable variance against our expenditure budget of £3,451

Accounts to 31/01/23	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	398,575	397,021	-1,554		170,254	158,300	-11,954	Professional Fees (£6.1k), IT (£4.5k)
Grants	0	0	0		4,450	4,450	0	
Napier Hall	20,031	19,470	-561		19,643	19,380	-263	
Jubilee Hall	15,865	18,600	2,735		16,142	17,989	1,847	
Jubilee Hall - Admin	0	0	0		29,924	22,816	-7,108	Security (£3.8k), Repairs & Maintenance (£2.2k)
Countryside Sites	8,875	11,729	2,854		1,248	830	-418	
Amenity Sites	2,759	1,750	-1,009	Councillor Grant (£1k)	14,400	8,557	-5,843	Play Equipment (£8.0k)
Open Spaces	0	0	0		120,189	140,476	20,287	Staff Vacancies £21.2k, Trees (£4.2k)
GRAND TOTAL	446,105	448,570	2,465		376,250	372,799	-3,451	

Balance Sheet and Reserves

Horndean Parish Council Balance Sheet to the end of January 2023		Horndean Parish Council Reserves		JAN
Current Assets	£££	Represented By :-		
Debtors - Sales Ledger	3,820	General Funds	211,886	
Prepayments	103	IT Equipment EMR	0	
Debtors - VAT Control A/C	1,996	Vehicle Replacement EMR	10,000	
Co-op No. 1 Account	105,312	Jubilee Hall Improvements EMR	7,800	
Cambridge & Counties Account	244,249	Napier Hall Improvements EMR	2,000	
Lloyds Bank Current Account	39,591	The Granary Maintenance EMR	2,000	
Total Current Assets	395,071	Lith Avenue/Lane EMR	3,000	
Current Liabilities		New Playground Fund EMR	7,000	
Accruals	6,485	Grounds Equipment EMR	2,500	
Hall Income Deposits	400	Legal Costs EMR	4,000	
Receipts in Advance	0	Election EMR	2,000	
Total Current Liabilities	6,885	Fencing EMR	4,000	
Total Assets Less Current Liabilities	388,186	Tree Maintenance EMR	4,000	
		LychGate Repairs EMR	2,000	
		Community Infrastructure Levy EMR	39,196	
		Land East of Horndean EMR	1,900	
		Five Heads Rec Playground EMR	5,000	
		Future Development Facilities EMR	79,905	
		Total Earmarked Reserves	176,301	
		Total Equity	388,186	

Report Prepared by Simon Ritson, Responsible Finance Officer, March 6th 2023

HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 13 March 2023

SUBJECT OF REPORT: Neighbourhood Portion CIL funding Bid

Horndean Green Trail and Heritage Network

A Working Party, consisting of Cllrs Lay, Tickell and Freeman, was established late in 2022 to consider the introduction of a “Green Loop” around Horndean Parish and its environs, to develop the concept, to begin to seek funding partners and to prepare bids for funding to relevant parties.

The Working Party has now met on 5 occasions and has conducted other work alongside those meetings.

Following a verbal update to the 06 February 2023 Parish Council, a formal bid to the East Hampshire District Council Community Infrastructure Levy Fund has been prepared and is being presented to this meeting for approval as another Agenda item.

The purpose of this paper is to bid for funding from Horndean Parish Council to cover some of the costs of Phase 1 of the Project - the Feasibility/Scoping Study - full details of which appear in the related paper.

The Funding pro forma for the EHDC CIL bid includes a section listing other funding. This paper is seeking £2,000 from the Neighbourhood Portion CIL Fund held by Horndean Parish Council to be allocated to Phase 1 of this Project, so that sum may be included in the bid.

Recommendation: That Horndean Parish Council allocate £2,000 from the Neighbourhood Portion CIL Fund to support Phase 1 of the Horndean Green Trail and Heritage Network Project.