



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 06 NOVEMBER 2023 at 7.00 P.M. IN JUBILEE  
HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI  
Chief Officer

31 October 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 consider the co-option of Ron Smith to represent Catherington Ward and Keith Jenkins to represent Catherington Ward.
7. To approve the Minutes of the Council Meeting held on the 02 October 2023
8. To receive and approve the Orders for Payment (September attached).
9. To receive and note the monthly finance report.
10. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 30 September 2023.
11. To receive and note the External Auditor Report for the year ended 2022/23
12. To receive and consider the following grant application:
  - Horndean Technology Lunch Club - £250
13. To receive and consider the Status and Membership of Committees
14. To receive a verbal update in respect of the repairs to Jubilee play area
15. To receive and consider the quotations in respect of the repairs to Napier Hall flat roof
16. To receive a verbal update from Cllr Little in respect of the Speed Indicator Device, and agree the way forward.

17. To receive and consider the documentation received from SSEN, pertaining to the works to be undertaken on Hazleton Common.
18. To consider establishing a Horndean Green Trail and Heritage Network Advisory Committee
19. To consider involvement in a Horndean Neighbourhood Improvement Project and the establishment of a working party
20. To receive an update from Members representing the Parish Council within external organisations.
21. To receive an update from the Working Parties.
22. To note the next scheduled meeting of the Council being the 11 December 2023.
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 (Admissions to meetings) Act 1960).**
24. To approve the Confidential Minutes of the Council Meeting held on the 02 October 2023
25. To receive and consider the way forward in respect of the reduction of the trees implicated in damaging an adjacent wall.

Cllr David Evans. 1<sup>st</sup> November 2023

**Hedgerow removal to facilitate the approved highway accesses into the "Land East of Horndean" site:**

Bloor Homes have informed me that, beginning on 17th October:

“To help facilitate future highway works, preparations are underway to carry out approved hedgerow maintenance and removal, as illustrated on the attached plan.

In accordance with our licence from Natural England, as part of our species protection and management strategy, there is a requirement for this to be completed before the winter in the interests of avoiding hibernation season. Importantly, the hedgerow root system will be retained until spring to provide sufficient time for species to disperse and seek out alternative habitat.

In preparation for this work, approximately 1900 metres of new native hedgerow and associated trees have already been planted by Bloor Homes on the site, with further planting planned as part of future development phases."



**Access to Grant funds by organisations in Horndean Clanfield and Rowlands Castle Parishes.**

There are occasional murmurings on social media that communities in the north of the District are “favoured” over us “South of Butser” however, a quick look at the applications from across the District to the variety of funding streams available reveals that other areas simply put in more applications.

With the exception of S106 funds, which are linked to, and hence available to, the areas where a development has taken place, other Grant fund applications are considered on merit against the criteria set by the fund.



So, the key pieces of advice I offer to everyone is to plan well in advance for any project for which you may want to apply for funding, study the aims and criteria of the fund and get your evidence in place to match the criteria.

To assist with this, EHDC is holding a "Meet the Funders" Event in January



## Meet the funders!

**Community groups have the chance to talk directly with funding organisations and make the most of grant funding available**

[Apply now to Meet The Funders](#)



Community groups can get the inside track on funding for their projects through our **Meet the Funders** event at the Liphook Millennium Centre on **Wednesday 31 January 2024**.

At the event, local clubs and charities can have personalised face-to-face meetings with local and major national funding organisations like the National Lottery and The Arts Council to find out the best way of getting a grant for their group and how to maximise their funding applications.



Funding organisations at the event will be:

Crowdfunder UK  
The National Lottery  
Arts Council  
Hampshire and Isle of Wight Community Foundation  
Hampshire County Council  
Sport England  
EHDC (including Community Infrastructure Levy and Climate Change Action Fund)

The event kicks-off with a short talk from each funder, followed by personal pre-booked one-to-one appointments. Slots are allocated on a first come first served basis.

Application forms to take part in the day can be found on the EHDC website at [www.easthants.gov.uk/meet-funders](http://www.easthants.gov.uk/meet-funders)

Applications must be submitted no later than **Monday 13 November 2023**.

For more information contact EHDC Community Officer Callum Christie on [Callum.Christie@easthants.gov.uk](mailto:Callum.Christie@easthants.gov.uk)

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**District Councillor report from Cllr Hogan + Woodard - 5/11/23**

**Review of UK Parliamentary polling districts, polling places and polling stations 2023**

All local authorities are required to review their polling districts, polling places, and polling stations for Parliamentary Constituencies every five years.

The consultation period is from Monday 16 October to 5pm on Friday 24 November 2023.

If you'd like to comment on the existing arrangements or wish to propose alternative arrangements, please do so in writing by 5pm on Friday 24 November 2023.

East Hampshire District Council would welcome your comments on our initial proposals. They would also want to hear whether you think where you go to vote is in the right place. We're looking at things like location and accessibility.

More details: <https://www.easthants.gov.uk/elections/polling-places-review-2023>

**Meet the funders - Wednesday 31 January 2024 at the Liphook Millenium Centre**

Hear presentations and book a face-to-face consultation with major national and local funders:

East Hampshire District Council  
Sport England  
The National Lottery Community Fund  
Hampshire and Isle of Wight Community Foundation  
Arts Council  
Crowdfunder UK  
Hampshire County Council

We thought this maybe of interest re looking for funding of any HPC projects.

More details: <https://www.easthants.gov.uk/meet-funders>

Kind regards  
James

Cllr James Hogan  
Horndean Downs ward  
East Hampshire District Council  
07941337983





# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 02 OCTOBER 2023 AT 7.00 P.M.

**PRESENT:** Councillors J Lay (Chairman), T Attlee, P Beck, S Freeman, P Little, D Prosser, A Redding (following signing Acceptance of Office)

**IN ATTENDANCE:** Sarah Guy, Office Manager (Minute Taker), Matt Madill, Grounds Manager

**PUBLIC ATTENDANCE:** Nigel Smillie, Consents Officer at Savills  
District Councillors David Evans, James Hogan, Chris Hatter  
& 7 x members of public

### **HPC 139/23/24      TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received. All Councillors in attendance.

### **HPC 140/23/24      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

### **HPC 141/23/24      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received.

### **HPC 142/23/24      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A joint report by District Councillor J Hogan and District Councillor E Woodard and a report by District Councillor D Evans were received and noted.

The Chairman noted that the Rowlands Castle Neighbourhood Plan had been adopted by EHDC and stated that were HPC to have one, they would be eligible to receive 25% CIL funding from EHDC, rather than the current 15%. He suggested that the pros and cons of having one could be investigated.

The Chairman directed members to the paragraph in District Cllr D Evans Report regarding the "green open space" at Cypress Crescent; and echoed for people to get in touch with Cllr D Evans, should someone have any ideas for improving its community amenity value.

### **HPC 143/23/24      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

2x members of the public provided photographs from issues in East Horndean and gave a brief outline of what each photograph was showing. The issues photographed included overhanging brambles on

pavements, paint on roads, blocked pipes and areas of flooding, a damaged wall outside Nico's Bakery, damaged and dangerous paving, damaged bus shelters and noticeboards, graffiti and much more. It was suggested that the regeneration of Horndean be made a priority, with the precinct being "at the heart of the community". A suggestion was put forward for HPC to schedule a meeting, to work alongside those that wish to be involved with the view to producing a comprehensive list of areas/issues in Horndean, so that residents feel they have support when making a complaint to HCC & EHDC.

A report was circulated by a resident of Rowlands Castle Road, who spoke of pot holes on Rowlands Castle Road, issues with road markings in Horndean, unmarked pedestrian crossings, incomplete and narrow paving, excessive pooling of water, speeding cars and cars parking on pavements – he said "its an accident waiting to happen".

The Chairman thanked those who spoke for their input, which had been noted by Council. The Chairman suggested that the regeneration of Horndean could be a candidate for an advisory committee and asked the members of the public to leave their contact details with the minute taker, so he could get in touch with them, to consider the way forward.

**HPC 144/23/24                      TO CONSIDER THE CO-OPTION OF ANDREW REDDING TO REPRESENT DOWNS WARD**

It was **RESOLVED** that Andrew Redding be co-opted as a member of Horndean Parish Council, representing Downs Ward. All agreed.

Andrew Redding signed the Declaration of Acceptance of Office form and joined HPC as a member, at the Council table, for the remainder of the meeting.

**HPC 145/23/24                      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 04 SEPTEMBER 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 04 September 2023 be signed as a true record of the meeting following the agreed amendment.

- Page 30, HPC 130/23/24, 2<sup>nd</sup> paragraph: add the word "executive" before the word power – "albeit the Committee would have no executive power".

All agreed.

**HPC 146/23/24                      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (AUGUST ATTACHED)**

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

**HPC 147/23/24                      TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

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

**HPC 148/23/24                      TO RECEIVE AND CONSIDER THE STRATEGY STATEMENT DOCUMENTS**

The Strategy Statement Documents were considered and the following recommendations were agreed, following some minor amendments



- The Strategy Statement in support of Key Priority 1 was adopted by Council
- The Strategy Statement in support of Key Priority 2 was adopted by Council
- The Strategy Statement in support of Key Priority 8 (previously listed as Key Priority 7) was adopted by Council.

This was proposed by Cllr Beck and seconded by Cllr Little. All agreed.

**HPC 149/22/23      TO RECEIVE AND AGREE THE APPLICATIONS FOR S106 FUNDING IN RESPECT OF HPC PROJECTS**

A report by the Chairman was circulated and it was **RESOLVED** that Council agreed the following recommendations

- The S106 bids are submitted for Jubilee Play Area and for Jubilee Heating, once appropriate information and supporting material is available.
- That work begins to further develop those bids for 2024, should we not secure funding in 2023.
- That work begins to specify our Community Facilities needs for Napier Hall and Jubilee Hall, so that we are ready to bid for the remaining S106 money in the Community Facilities pot in 2024.
- That bids be submitted to the Community Climate Action Fund for Jubilee Heating funding and for other Community Facilities improvements, where carbon Reduction can be demonstrated.

All agreed.

**HPC 150/23/24      TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPAIRS TO JUBILEE PLAY AREA**

2x quotations were circulated. The Chairman informed members that ROSPA had declared Jubilee Play Area as unsafe and said that the office was experiencing challenges in obtaining additional quotations.

A discussion took place, looking at the available quotations. The following was noted and agreed by Council.

- Timber should not be directly submerged in the ground.
- The work should come with a warranty.
- The zip wire to be considered a key piece of equipment, including the height of the mound, as it is very popular.
- The item to be deferred for the office to obtain additional quotations, with the view to re-instate/repair Jubilee Play Area, rather than removing current equipment and the mound.

**HPC 151/23/24      TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE REPAIRS TO THE CONE CLIMBER AT DOWNS PARK**

A quotation was circulated and a short discussion took place. The Grounds Manager provided an update to members, stating that ROSPA suggested that the cone climber equipment should be fully serviced, due to issues with the moving parts. The Grounds Manager said he suspects it could be a bearing issue.

It was **RESOLVED** that HPC proceed with instructing Vita Play to undertake a full inspection of the cone climber and replace the bearings, at a cost of £1,725 + VAT.

**HPC 152/23/24      TO RECEIVE AND CONSIDER THE CONTINUATION OF THE SECURITY PATROLS AT JUBILEE AND NAPIER HALLS**

A discussion took place and It was **RESOLVED** that the security patrols at Jubilee and Napier Hall be discontinued. This matter to be reconsidered in the spring. This was proposed by Cllr Beck and seconded by Cllr Prosser.

**HPC 153/23/24 TO RECEIVE A VERBAL UPDATE FROM CLLR LITTLE IN RESPECT OF THE OF THE SPEED INDICATOR ADVICE AND AGREE A WAY FORWARD**

Cllr Little outlined some options, including:

- HPC join up with the Speedwatch group.
- Funding to be put towards an additional set of equipment, instead of continuing with the SID Group.

It was **RESOLVED** that Council defer the item to allow Cllr Little time to liaise with the current Speedwatch team - to obtain details of updated Speedwatch equipment (the details he was given are relevant to the old equipment used) and to see if there would be enough operatives to warrant running another team.

**HPC 154/23/24 TO RECEIVE AND CONSIDER THE REQUEST FROM ALL SAINTS CHURCH, CATHERINGTON TO HOLD A CHRISTMAS CAROL SERVICE AT FIVE HEADS RECREATION GROUND**

A discussion took place and Council concluded that Five Heads Recreation Ground was not a suitable location, due to the ground sometimes becoming waterlogged, the potential for slippage due to limited lighting and the likelihood that cars would be difficult to park without inconveniencing residents.

It was **RESOLVED** that Council would be supportive of All Saints Church holding a Carol Service at Jubilee instead, as there is good lighting and car parking and hard standing is available in the event of poor weather. Council have requested that HPC liaise with All Saints Church to agree on arrangements, including the date and to ask them to avoid 12 December, which is when the Parish Council arranged Carol Event takes place in the Square.

**HPC 155/23/24 TO RECEIVE AND CONSIDER THE REQUEST FROM HORNDEAN HAWKS FOOTBALL CLUB, TO USE THE SPORTS CHANGING ROOM AT JUBILEE FOR THE STORAGE OF GOALPOSTS**

It was **RESOLVED** that Council agreed Horndean Hawks' request to use the sports changing room at Jubilee for the storage of goalposts, subject to the following terms

1. The Parish Council can withdraw the agreement at any time, should another user wish to use the changing room.
2. A charge of £5 per calendar month will apply - billing frequency to be determined by the Parish Council.
3. The Changing room must be maintained in good order and returned to the condition at the beginning of the arrangement, once the arrangement ceases.
4. A key to the changing room will be provided to Horndean Hawks and must be held securely.

**HPC 156/23/24 TO RECEIVE AND CONSIDER THE REVISED DOCUMENTATION RECEIVED FROM SSEN, PERTAINING TO THE WORKS TO BE UNDERTAKEN AT HAZLETON COMMON**

The revised documentation from SSEN, pertaining to the works to be undertaken at Hazleton Common was circulated.

The following was **RESOLVED** by Council

- Some minor amendments to the revised Wayleave Consent were made.
- They believed the legal costs would be minimal but were unable to give a figure (Cllr Lay suggested that some wording would be required for this part).
- They would prefer to see an independent Ecologist, who doesn't work for SSEN, whereby the Ecologist will provide an independent brief and be accompanied by the Grounds Manager, Cllr Freeman and/or Cllr Redding.



- The wording in the Access and Enabling Works document needed to be more specific in terms of access for scheduled works “over the summer months”. They would like the months listed.
- The document would be signed by 16th October, following a discussion with the Chief Officer.

**HPC 157/23/24****TO RECEIVE AND CONSIDER THE AMENDED GRANTS POLICY 2023/24**

Following a short discussion and some agreed amendments, it was **RESOLVED** that the Grants Policy 2023/24 be adopted by HPC. All agreed.

**HPC 158/23/24****TO RECEIVE AND AGREE A RESPONSE TO THE LETTER RECEIVED FROM HORNDEAN COMMUNITY ASSOCIATION**

The letter from HCA was circulated and the following response was agreed by Council, with a formal response to be sent to HCA by the Chief Officer. The Chairman made the following statement.

The HCA application was not helpfully reported. We will try to correct that now.

- HPC is keen to encourage closer working and cooperation between HPC and HCA, something that has proved difficult in the past.
- We now have a formal Parish Plan and Engagement Strategy in place for the first time and have designated a Cllr representative – Cllr Freeman.
- Cllr Freeman has already attended an HCA meeting and correspondence has taken place.
- HCA events are to be publicised on the HPC website.
- S137 of the 1972 Local Government Act empowers us to give small grants to organisations providing freely available and accessible service to the people of Horndean. The grants given meet that criteria.
- Individual Councils overlay S137 with their own policies – we have updated ours under the previous item this evening.
- We do not feel that tree maintenance very clearly offers a freely available service to Horndean residents. I understand that there may also be questions about accessibility.
- We would ask HCA to look at the grants policy and consider whether other things may be eligible. If so, grant funding is still available this year. Obviously subject to the normal criteria; 1 bid per Anum; a clear delivery plan; clear financial information; etc.
- In the context of £1,000 grants for the maintenance of churchyards, it is worth noting that HPC already cover the cost of 15 grass cuts a year at Merchistoun Hall at a cost of over £900, which could be considered an equivalent.
- The position of our grass cutting will be reviewed when our Grounds maintenance contract is reviewed, as we must do, as it is public money. It may be more appropriate to pass the responsibility to HCA in future, in which case, it may be a suitable candidate for grant funding.

**HPC 159/23/24****TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS**

**Havant Thicket Reservoir:** A report by Cllr Attlee was circulated and noted by members (as attached).

**Aquind:** Cllr Little stated that he was in contact with Winchester and Denmead regarding Aquind.

**School liaison update:** Cllr Freeman said he had met with Maria Ackland, Headteacher at Horndean C of E Junior School. He said that Maria is an avid cyclist and walker and has expressed an interest in the Green Trail and Heritage Network Advisory Committee, when up and running. Cllr Freeman said he will speak with Horndean Community and Catherington Schools next.

**HPC 160/23/24****TO RECEIVE AN UPDATE FROM THE WORKING PARTIES**

The following was noted

- **Parish Plan Working Party:** A meeting is scheduled for later in the week.
- **Green Trail and Heritage Network:** A meeting is scheduled for two weeks' time.

**HPC 161/23/24                    TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 02 NOVEMBER 2023**

The next scheduled meeting of the Council was noted as 06 November 2023. This meeting will be held in Jubilee Hall.

**HPC 162/23/24                    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** to exclude the public from the meeting. Members of the public left the meeting.

*Public Meeting closed at 21:00pm*

**HPC 163/23/24                    TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 04 SEPTEMBER 2023**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 04 September 2023 be signed as a true record of the meeting. All agreed.

**HPC 164/23/24                    TO RECEIVE AND CONSIDER THE LEGAL ADVICE PERTAINING TO A REQUEST TO CONNECT A PROPERTY IN LITH AVENUE TO THE MAINS WATER**

Advice from HPC's Solicitor was circulated.

It was **RESOLVED** that Council proceed with instructing their Solicitor to prepare a deed of easement, as per the recommendation, with the period of notice being listed as 1 month. All agreed.

**HPC 165/23/24                    TO RECEIVE AND CONSIDER THE DOCUMENTATION RECEIVED IN RESPECT OF ALLEGED PROPERTY DAMAGE, RELATING TO TREES WITHIN THE OWNERSHIP OF THE PARISH COUNCIL**

Advice from HPC's Insurance Company was circulated, in respect of alleged property damage, relating to trees within the ownership of HPC.

It was **RESOLVED** that Council proceed with instructing their insurance company to appoint a Loss Adjuster.

**HPC 166/23/24                    TO RECEIVE AND CONSIDER THE WAY FORWARD IN RESPECT OF THE REDUCTION OF THE TREES IMPLICATED IN DAMAGING AN ADJACENT WALL**

Information was circulated and a discussion took place.

It was **RESOLVED** that Council await the return of the Chief Officer before further action is taken.



HPC 167/23/24

**TO RECEIVE AND CONSIDER THE OUTSTANDING ISSUES IN RESPECT OF  
FIVE HEADS PLAY AREA PROJECT, AND INSTRUCT THE CHIEF OFFICER  
ACCORDINGLY**

A discussion took place and it was **RESOLVED** that half the balance will be paid on completion and half the balance will be paid one-month following completion

*The meeting concluded at 21:15 pm*

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Signed - The Chairman

.....

Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS				List 7	06 NOVEMBER 2023	BANK ENTRIES: SEPTEMBER 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>DIRECT DEBITS</b>		<b>BANK ENTRIES: SEPTEMBER 2023</b>				
1	10/08/2023	Rentokil Initial	£149.23	£29.84	£179.07	Napier Hall Waste Collection: 01/09/2023 - 30/11/2023
2	01/09/2023	Fuelgenie	£55.50	£11.10	£66.60	Fuel: August
3	04/09/2023	British Gas (156695)	£15.47	£0.77	£16.24	Napier Gas: 7 Aug - 4 Sept
4	07/09/2023	British Gas (603423926)	£75.81	£3.79	£79.60	Jubilee Admin Gas: 1 June - 31 Aug
5	12/09/2023	Vodafone	£76.28	£15.25	£91.53	Mobiles: September 2023
6	31/08/2023	Veolia	£335.08	£67.02	£402.10	Waste Collection: Aug 2023
7	14/09/2023	British Gas (242787)	£64.32	£3.22	£67.54	Napier Electric: 11 August-11 Sept
<b>B.A.C.S.</b>		<b>BANK ENTRIES: SEPTEMBER 2023</b>				
8	01/09/2023	Staff Expenses	£28.23	£0.00	£28.23	Staff Expenses: August 2023
9	01/09/2023	Staff Expenses	£10.00	£2.00	£12.00	Ball Valves for Toilets at Napier hall
10	25/08/2023	NBB Recycled Furniture	£2,480.00	£496.00	£2,976.00	Benches/Picnic Table-Five Heads, Jubilee
11	07/09/2023	Sept Countryside Vehicle Fuel (Staff Expense)	£113.72	£0.00	£113.72	Fuel-September
12	31/08/2023	Aadvark Supplies Ltd	£123.85	£24.78	£148.63	Various Janitorial supplies
13	28/08/2023	Goldcrest	£560.00	£112.00	£672.00	Mobile Patrols 14/8 - 28/8/2023
14	31/08/2023	Beaver Tool Hire	£453.76	£90.75	£544.51	Heras fencing for Jubilee Play Park
15	23/08/2023	Castle Water - 3164036	£496.78	£99.36	£596.14	Jubilee Admin/Hall Water 1 Dec 2021 - 30 June 2023
16	17/08/2023	Cathedral Leasing	£224.25	£44.85	£269.10	Jubilee Waste Collection: Quarterly
17	06/09/2023	AVS Fencing	£24.82	£4.97	£29.79	Handling Charge
18	25/07/2023	B & Q	£60.10	£12.02	£72.12	4 x Concrete Bags/4 x Heavy Duty Straps
19	20/08/2023	AH Fabrications	£330.00	£0.00	£330.00	Welding to Gates at Jubilee/Deep Dell
20	31/08/2023	Denmead DIY	£102.17	£0.00	£102.17	Shelf for CEO Office/Paint around Repaired Wall Socket in Jubilee
21	04/09/2023	The Christmas Decorators	£612.50	£122.50	£735.00	Installation of Christmas Tree (50% Deposit)
22	12/08/2023	Zurich Insurance	£5,480.97	£0.00	£5,480.97	Insurance: 01/10/23-30/9/2024
23	07/09/2023	ACAS	£30.00	£0.00	£30.00	Code of Practice Flexible Working Event
24	12/09/2023	ACAS	£90.00	£0.00	£90.00	Employment Law Update Digital event
25	07/09/2023	AVS Fencing	£87.40	£17.48	£104.88	4 x Machine Rounded Fence Posts
26	08/09/2023	Cartridgesave	£111.56	£22.32	£133.88	3 x Cartridges
27	06/09/2023	Engelbert Strauss	£743.30	£148.66	£891.96	Countryside Team/Volunteers Uniform
28	14/09/2023	Focus	£212.45	£42.49	£254.94	Switchboard, Broadband, Payphone, Alarm - August/October 2023
29	22/09/2023	Gartec UK	£555.00	£111.00	£666.00	Lift Annual Service Contract 01/10/23-30/09/24
30	31/07/2023	Goldcrest	£240.00	£48.00	£288.00	Mobile Patrols: 17/7 - 31/7/2023
31	11/09/2023	Goldcrest	£600.00	£120.00	£720.00	Mobile Patrols: 28/8 - 11/9/2023
32	13/09/2023	PPL/PRS	£1,262.66	£252.53	£1,515.19	Annual Music Licence
33	07/09/2023	Screwfix	£7.83	£1.56	£9.39	Lock Nuts
34	03/08/2023	Southern Fire Protection	£413.87	£82.74	£496.61	Napier Hall - Maintenance Work from Annual Service
35	31/08/2023	Southern Plumbers	£1,200.00	£0.00	£1,200.00	Install Thermostatic Valves at Napier Hall (Legionella Risk)
36	11/09/2023	Southern Plumbers	£120.00	£0.00	£120.00	Adjust water temperature in Jubilee Hall
37	15/09/2023	Watling & Hirst	£230.00	£46.00	£276.00	Payroll Charges: Q2
38	13/09/2023	WEFIX	£373.00	£74.60	£447.60	Install 4 x White UPVC Reinforced Panels
39	13/09/2023	Sovereign Design Play Systems	£199.00	£39.80	£238.80	One Off Inspection of Jubilee Park
40	18/09/2023	The Cumbria Clock Company	£195.00	£39.00	£234.00	Annual Service of Holy Trinity Clock
41	19/09/2023	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges
42	20/09/2023	Horndean PC Employees	£15,120.17	£0.00	£15,120.17	Staff Salaries: September 2023
43	18/09/2023	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Jubilee/Napier Hall Windows Cleaned
44	17/08/2023	Zurich Insurance	£1,201.25	£0.00	£1,201.25	Countryside Vehicle Insurance: 01/10/23-30/9/24
45	22/09/2023	Zurich Insurance	£1,834.34	£0.00	£1,834.34	Insurance 1/10/23-30/9/24 (Part 2, see Line 22)
46	27/09/2023	Norse South East	£17,861.42	£3,572.28	£21,433.70	Grass Cutting 2023
47	29/09/2023	Hampshire Pension Fund	£4,724.16	£0.00	£4,724.16	Pensions: September 2023
48	29/09/2023	HM Revenue & Customs	£3,700.62	£0.00	£3,700.62	PAYE/Ni: September 2023
49	24/06/2023	Microsoft	£1,764.00	£352.80	£2,116.80	Annual Cover - 2nd June 2023 - 1st June 2024
50	22/09/2023	Screwfix	£10.08	£2.01	£12.09	Heavy Duty Hasp & Staple - Cath Pond Car Park
<b>DEBIT CARD</b>		<b>BANK ENTRIES: SEPTEMBER 2023</b>				
51	08/09/2023	Amazon	£6.81	£1.36	£8.18	Light Bulbs - Disabled Toilet Napier
52	09/09/2023	Screwfix	£8.16	£1.63	£9.79	Rawlplug Plasterboard Fixings - Alarm Cupboard
53	09/09/2023	Wickes	£52.50	£10.50	£63.00	Shelving & Brackets for Alarm Cupboard at Jubile Admin
54	15/09/2023	Lycamobile	£1.50	£0.00	£1.50	SIM Card for Jubilee Caretaker
55	18/09/2023	Amazon	£11.72	£4.99	£16.71	2 x Extension Cables for Printer/Keyboard
56	19/09/2023	Amazon	£8.99	£4.99	£13.98	Cooker Hood Filter - Napier Hall
57	19/09/2023	Safety Signs 4 Less (Value Products)	£40.92	£8.18	£49.10	Replacement Fire Assemblle Point - Jubilee Car Park
58	19/09/2023	First Aid 4 Less	£21.90	£4.38	£26.28	Covid Test x 5
59	22/09/2023	Royal British Legion Poppy Shop	£54.00	£0.00	£54.00	3 x Wreaths for Remembrance Day
<b>TOTAL EXPENDITURE</b>			<b>£65,048.45</b>	<b>£6,149.52</b>	<b>£71,197.98</b>	
<b>RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS</b>				List 7	06 NOVEMBER 2023	BANK ENTRIES: SEPTEMBER 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
60	various	Regular Hall Users	£1,585.27	£0.00	£1,585.27	Hire of Jubilee Hall - Regular
61	various	Regular Hall Users	£1,828.24	£0.00	£1,828.24	Hire of Napier Hall - Regular
62	various	Casual Hall Users	£162.27	£0.00	£162.27	Hire of Jubilee Hall - Casual
63	various	Casual Hall Users	£288.36	£0.00	£288.36	Hire of Napier Hall - Casual
64	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
65	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Refunded
66	various	Football Teams	£192.50	£0.00	£192.50	Hire of Football Pitches
67	30/09/2023	Cambridge & Counties	£813.76	£0.00	£813.76	Bank Interest
68	21/09/2023	East Hampshire District Council	£224,594.50	£0.00	£224,594.50	Precept
<b>TOTAL INCOME</b>			<b>£229,964.90</b>		<b>£229,964.90</b>	

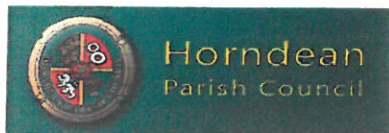
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06 NOVEMBER 2023





## **HORNDEAN PARISH COUNCIL**

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### **FULL COUNCIL MEETING: 6<sup>th</sup> November 2023**

#### **SUBJECT OF REPORT: Finance Report**

#### **Funding**

Since the last Finance report the following funds have been received:

- £224,595 was received on 21<sup>st</sup> September from East Hampshire District Council. This is the second part of the precept.
- £15,798 was received on the 15<sup>th</sup> October from HMRC. This is the Quarter 2 (July-September) VAT return.

#### **Budget 2024-25 Update (2 page attached)**

A budget workshop was held on Monday 23<sup>rd</sup> October to continue the process for the setting of the budget and the resultant precept that is due to be signed off at the Council Meeting on Monday 11<sup>th</sup> December 2023.

Two documents are attached:

- Summary – This shows a draft precept for band d of £91.97 and would represent a 4.4% increase on the 23-23 precept
- Reserves – This shows the forecast level of General & Earmarked Reserves

#### **Outstanding Issues:**

- Minimum Wage – the government has set a target for the NLW (National Living Wage) to reach two-thirds of median earnings by 2024. To hit this target the LPC project that the NLW rate for 2024 will be between £10.90 and £11.43 with a central estimate of £11.16. In addition, it is likely that the LPC will recommend that the age threshold for the NLW is lowered to 21 years of age from 2024. The Chancellor committed to accept the Low Pay Commission's recommendations which will be announced.
- Tax Base – the figure is due from East Hampshire District Council in the last week of November.

#### **Quarter 2 (July-September) Management Accounts 2023-24**

#### **Income & Expenditure (2-page spreadsheet attached)**

The Quarter 2 accounts have been closed and the detailed accounts are attached.

The Summary income and expenditure can be seen below.

Overall, the Quarter ended with a favourable variance against budget of £19,296 after adjusting for movements to/from Earmarked Reserves.

This breaks down to

1. A favourable variance against the income target of £7,932
2. A favourable variance against the expenditure budget of £11,364



Central Costs	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
<b>Central &amp; Grants</b>	457,053	454,693	-2,360	106,443	111,767	5,324
<b>Property</b>	25,923	22,512	-3,411	49,653	51,077	1,424
<b>Open Spaces</b>	5,621	3,460	-2,161	104,531	109,147	4,616
<b>GRAND TOTAL</b>	<b>488,597</b>	<b>480,665</b>	<b>-7,932</b>	<b>260,627</b>	<b>271,991</b>	<b>11,364</b>

### Balance Sheet

As can be seen in the table below, following the receipt of part 2 of the precept, General Reserves stood at £369,857 with a further £222,210 in Earmarked Reserves (EMR).

Horndean Parish Council Balance Sheet to the end of September 2023		Horndean Parish Council Reserves		SEP
<b>Current Assets</b>	<b>£££</b>	<b>Represented By :-</b>		
Debtors - Sales Ledger	4,319	<b>General Funds</b>		<b>369,857</b>
Prepayments	0	Vehicle Replacement		10,000
Debtors - VAT Control A/C	15,798	Jubilee Hall Improvements		7,800
Co-op No. 1 Account	244,587	Napier Hall Improvements		2,000
Co-op Business Select Account	50,000	The Granary		2,000
Cambridge & Counties Account	249,764	Lith Avenue re-surfacing		3,000
Lloyds Bank Current Account	39,535	Playground Fund		7,000
<b>Total Current Assets</b>	<b>604,003</b>	Grounds Equipment		2,500
<b>Current Liabilities</b>		Legal Costs		4,000
Creditors	0	Election		1,620
Accruals	10,936	Fencing		4,000
Hall Income Deposits	1,000	Tree Maintenance		4,000
Receipts in Advance	0	LychGate Repairs		2,000
<b>Total Current Liabilities</b>	<b>11,936</b>	Community Infrastructure Levy		71,465
<b>Total Assets Less Current Liabilities</b>	<b>592,067</b>	Land East of Horndean		1,900
		Five Heads Rec Playground EMR		15,021
		Future Development Facilities EMR		77,405
		Green Trail & Heritage Network EMR		6,500
		<b>Total Earmarked Reserves</b>		<b>222,210</b>
		<b>Total Equity</b>		<b>592,067</b>

**FINAL BUDGET (DRAFT)**  
**2024-25**

**SUMMARY**

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2022-23	FULL YR BUDGET 2023-24	YTD ACT APR-AUG 2023-24	FULL YR BUDGET 2024-25	Change	Notes
201	Central Costs	203,256	213,806	77,947	224,017	10,211	
222	Grants	4,450	5,000	3,200	7,000	2,000	
	<b>TOTAL EXPENDITURE</b>	<b>207,706</b>	<b>218,806</b>	<b>81,147</b>	<b>231,017</b>	<b>12,211</b>	
201	Central Costs	-14,804	-7,704	-74,319	-11,904	-4,200	
	<b>TOTAL INCOME</b>	<b>-14,804</b>	<b>-7,704</b>	<b>-74,319</b>	<b>-11,904</b>	<b>-4,200</b>	
	<b>NET EXPENDITURE</b>	<b>192,902</b>	<b>211,102</b>	<b>6,828</b>	<b>219,113</b>	<b>8,011</b>	
301	Napier Hall	23,005	24,321	10,823	20,199	-4,122	
305	Jubilee Hall	18,362	20,038	8,213	20,787	749	
306	Jubilee Admin	47,061	52,851	23,354	46,727	-6,124	
	<b>TOTAL EXPENDITURE</b>	<b>88,429</b>	<b>97,210</b>	<b>42,390</b>	<b>87,713</b>	<b>-9,497</b>	
301	Napier Hall	-25,365	-24,090	-11,746	-25,790	-1,700	
305	Jubilee Hall	-19,543	-20,925	-9,463	-23,911	-2,986	
	<b>TOTAL INCOME</b>	<b>-44,909</b>	<b>-45,015</b>	<b>-21,209</b>	<b>-49,702</b>	<b>-4,687</b>	
	<b>NET EXPENDITURE</b>	<b>43,520</b>	<b>52,195</b>	<b>21,181</b>	<b>38,011</b>	<b>-14,184</b>	
407	Countryside Sites	1,776	1,110	20,631	1,110	0	
408	Amenity Sites	15,057	18,918	52,091	16,353	-2,565	
470	Other Open Spaces Costs	154,199	180,663	61,571	189,107	8,444	
	<b>TOTAL EXPENDITURE</b>	<b>171,032</b>	<b>200,691</b>	<b>134,294</b>	<b>206,570</b>	<b>5,879</b>	
407	Countryside Sites	-15,375	-9,942	-4,440	-9,942	0	
408	Amenity Sites	-3,126	-2,310	-34,989	-2,310	0	
	<b>TOTAL INCOME</b>	<b>-18,501</b>	<b>-12,252</b>	<b>-39,429</b>	<b>-12,252</b>	<b>0</b>	
	<b>NET EXPENDITURE</b>	<b>152,531</b>	<b>188,439</b>	<b>94,865</b>	<b>194,318</b>	<b>5,879</b>	
<b>GRAND TOTAL EXPENDITURE</b>		<b>467,167</b>	<b>516,709</b>	<b>257,830</b>	<b>525,299</b>	<b>8,592</b>	
<b>GRAND TOTAL INCOME</b>		<b>-78,214</b>	<b>-64,971</b>	<b>-134,957</b>	<b>-73,858</b>	<b>-8,887</b>	
<b>GRAND NET EXPENDITURE</b>		<b>388,953</b>	<b>451,738</b>	<b>122,874</b>	<b>451,442</b>	<b>-295</b>	
<b>EARMARKED RESERVES</b>			<b>17,800</b>		<b>17,500</b>	<b>-300</b>	
<b>GENERAL RESERVES</b>			<b>-20,349</b>		<b>0</b>	<b>20,349</b>	
<b>GRAND TOTAL</b>			<b>449,189</b>		<b>468,942</b>	<b>19,753</b>	
<b>EHDC Allowance (tax Support Grant)</b>			<b>0</b>		<b>0</b>		
<b>Precept</b>			<b>449,189</b>		<b>468,942</b>		
<b>Tax Base</b>			<b>5,098.93</b>		<b>5,098.93</b>		
<b>2022-23 / 2023-24 Band d precept</b>			<b>£88.09</b>		<b>£91.97</b>	<b>4.40%</b>	



## RESERVES

Code	RESERVES	A	B	C	D	E	F	G	Notes
		B/F Mar-23	ACT Aug-23	Q4 FCAST Mar-24	Other Adj.	Other Adj.	Precept Adj.	Forecast Apr-24	
310	GENERAL RESERVES	141,888	205,199	164,843				164,843	
								0	
	No. of Months Running Costs	141,888	205,199	164,843	0	0	0	164,843	
	No. of Months Running Costs							4.4	Forecast GR at 01/04/23 divided by Net Expenditure Budget (Expenditure less income)
	No. of Months Running Costs							3.8	Forecast GR at 01/04/23 divided by Expenditure Budget
	<b>EARMARKED FUNDS</b>								
325	IT Equipment EMR	0	0	0	1,000			1,000	
326	Vehicle Replacement EMR	10,000	10,000	10,000	5,000			15,000	building reserve back at £1,000 per annum
328	Jubilee Hall Improvements EMR	7,800	7,800	7,800				1,800	building reserve back to £25,000 at £5k per annum
329	Napier Hall Improvements EMR	2,000	2,000	2,000		-6,000		2,000	
334	The Granary Maintenance EMR	2,000	2,000	2,000				2,000	
338	Lith Avenue/Lane EMR	3,000	3,000	3,000				3,000	
341	Playground Fund EMR	7,000	7,000	0		14,500		14,500	
342	Grounds Equipment EMR	2,500	2,500	2,500				2,500	
343	Legal Costs EMR	4,000	4,000	4,000				4,000	
344	Election EMR	2,000	1,620	1,620		-1,500		120	
346	Fencing EMR	4,000	4,000	4,000				4,000	
347	Tree Maintenance EMR	4,000	4,000	0		4,000		4,000	
348	LychGate Repairs EMR	2,000	2,000	2,000	500			2,500	Increased pa by £500 to reach £5k for possible for repair works in 2027/28
350	Community Infrastructure Levy EMR	39,196	71,465	50,000				50,000	
351	Land East of Horndean EMR	1,900	1,900	1,900				1,900	
353	Five Heads Rec Playground EMR	6,000	15,021	0				0	
354	Future Development Facilities EMR	79,905	77,405	57,405				57,405	
355	Green Trail & Heritage Network EMR	6,500	6,500	6,500				6,500	
	<b>TOTAL OF EARMARKED FUNDS</b>	183,800	222,211	154,725	6,500	11,000	0	172,225	
	<b>GRAND TOTAL</b>	325,688	427,410	319,568	6,500	11,000	0	337,068	
	No. of Months Running Costs							9.0	Forecast Total Reserves at 01/04/23 divided by Net Expenditure Budget
	No. of Months Running Costs							7.7	Forecast Total Reserves at 01/04/23 divided by Expenditure Budget



INCOME AND EXPENDITURE TO SEPTEMBER 2023			Current Month (SEP)			Year to Date (APR-SEP)			Annual Budget	To/From EMRs	Notes
			Actual	Budget	Variance	Actual	Budget	Variance			
201	2000	Admin Salaries	13,952	14,099	147	82,548	84,594	2,046	169,187		
201	2050	Staff Travel & Expenses	-27	50	77	257	300	43	600		
201	2060	Staff Training	120	111	-9	559	666	107	1,332		
201	2070	Medical / Health & Safety Exp.	63	55	-8	232	330	98	666		
201	2920	Recruitment	0	92	92	0	552	552	1,110		
201	3052	Janitorial Supplies	124	67	-57	1,232	402	-830	800		
201	4011	IT Support	1,764	273	-1,491	1,764	1,638	-126	3,281		
201	4022	Postage	0	4	4	9	24	15	48		
201	4024	Printing	108	94	-14	657	564	-93	1,132		
201	4026	Stationery	112	100	-12	912	600	-312	1,200		
201	4029	Subscriptions	0	480	480	3,000	4,117	1,117	5,713		
201	4030	Audit	0	0	0	0	0	0	2,131		
201	4035	Professional Fees	230	673	443	2,010	4,038	2,028	8,077		
201	4040	Insurance	8,517	9,216	699	8,517	9,216	699	9,216		
201	4062	Public Events	695	784	89	886	884	-2	8,024		
201	4072	Members Expenses & Training	0	42	42	48	252	204	500		
201	4076	Election	0	0	0	380	0	-380	0	380	
201	4078	Office Equipment	12	55	43	552	330	-222	662		
202	4079	Debit Card Fees	3	4	1	18	24	6	50		
201	4080	Bank Fees	7	6	-1	42	36	-6	78		
222	5010	Grants	0	0	0	3,200	3,200	0	5,000		
CENTRAL & GRANTS TOTAL EXPENDITURE			25,680	26,205	525	106,823	111,767	4,944	218,807		

201	1000	Precept	224,595	224,594	-1	449,189	449,189	0	449,189		
201	1049	CIL Neighbourhood Grant	0	0	0	67,269	0	-67,269	0	67,269	Neighbourhood CIL
201	1060	Information Officer	0	0	0	3,404	3,404	0	3,404		
201	1080	Cabling Income	0	0	0	8	0	-8	0		
201	1090	Interest Received	814	350	-464	4,452	2,100	-2,352	4,200		Higher Interest Rates
201	1100	Recycling Income	0	0	0	0	0	0	100		
201	1110	Miscellaneous Income	0	0	0	0	0	0	0		
CENTRAL & GRANTS TOTAL INCOME			225,409	224,944	-465	524,322	454,693	-69,629	456,893		

301	2050	Staff Travel & Expenses	0	250	250	32	1,500	1,468	3,000		No travel expenses for new Caretaker
301	3001	Rates	0	0	0	2,645	3,213	568	3,213		
301	3002	Utilities	120	255	135	868	830	-38	3,061		
301	3008	Licensing	631	1,055	424	631	1,055	424	1,055		
301	3009	Repairs and Maintenance	1,399	211	-1,188	4,035	1,260	-2,769	2,536		
301	3052	Janitorial Supplies	0	25	25	6	150	144	300		
301	3055	Caretaker Salaries	551	863	312	3,626	5,178	1,552	10,354		
301	3056	Security	840	0	-840	2,240	0	-2,240	0		
301	3060	Telephones	56	67	11	338	402	64	802		
305	2050	Staff Travel & Expenses	0	0	0	0	0	0	0		
305	3001	Rates	0	0	0	1,834	1,939	105	1,939		
305	3002	Utilities	556	325	-231	1,899	1,228	-671	3,928		
305	3008	Licensing	631	603	-28	631	603	-28	603		
305	3009	Repairs and Maintenance	417	964	547	3,477	5,784	2,307	11,564	500	Solar Panel Deposit
305	3052	Janitorial Supplies	0	8	8	0	48	48	100		
305	3055	Caretaker Salaries	682	0	-682	2,025	0	-2,025	0		
305	3056	Security	318	59	-259	739	354	-385	713		
305	3060	Telephones	58	99	41	270	594	324	1,191		
305	4035	Professional Fees	0	0	0	0	0	0	0		
306	3001	Rates	0	0	0	2,253	2,382	129	2,382		
306	3002	Utilities	397	643	446	1,410	2,343	933	8,253		
306	3009	Repairs and Maintenance	2,193	207	-1,986	6,093	1,242	-4,851	2,486	2,000	Solar Panel Deposit
306	3010	Vandalism	0	167	167	390	1,002	612	2,000		
306	3020	Staff Cleaning	234	141	-93	234	846	612	1,697		Cleaning now done by Contractor
306	3052	Janitorial Supplies	0	8	8	0	48	48	100		
306	3056	Security	540	1,180	640	2,270	4,874	2,604	7,545		
306	3060	Telephones	139	155	16	942	930	-12	1,857		
306	8000	Loan Interest	0	0	0	13,265	13,266	1	26,531		
PROPERTY TOTAL EXPENDITURE			9,762	7,485	-2,277	52,153	51,077	-1,076	97,210		

301	1075	Halls Income	2,733	2,008	-725	14,479	12,048	-2,431	24,090		
305	1075	Halls Income	1,982	1,744	-238	11,444	10,464	-980	20,925		
PROPERTY TOTAL INCOME			4,715	3,752	-963	25,923	22,512	-3,411	45,015		



INCOME AND EXPENDITURE TO SEPTEMBER 2023			Current Month (SEP)			Year to Date (APR-SEP)			Annual	To/From	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs	
407	3056	Security	0	0	0	320	0	-320	0		
407	6010	Catherington Down	0	0	0	26	0	-26	0		
407	6050	Dell Piece	0	0	0	2,081	0	-2,081	0		Installation of Water Trough
407	6060	Hazleton Common	0	0	0	15,040	0	-15,040	0	15,000	Footpath Works
407	6070	Jubilee Field	0	0	0	1,320	0	-1,320	0		Benches (Grant Funding)
407	6115	Five Heads Recreation Ground	0	0	0	1,313	0	-1,313	0		Benches (Grant Funding)
407	6160	Other Sites	0	92	92	531	552	21	1,110		
408	3001	Rates	0	0	0	1,110	1,357	247	1,357		
408	3150	War Memorials	195	205	10	195	205	10	205		
408	6130	Village Centre	0	0	0	840	555	-285	555		
408	6160	Other Sites	0	100	100	0	600	600	1,200		
408	6180	Football Pitches Maintenance	0	0	0	414	400	-14	3,300		
408	6205	Car Parks	0	0	0	0	0	0	300		
408	6580	Play Equipment	199	1,000	801	49,926	6,000	-43,926	12,000	44,979	Five Heads Playground
408	6582	Playground Checks Salaries	0	0	0	0	0	0	0		
470	3060	Telephones	19	32	13	114	192	78	385		
470	4062	Events	0	50	50	0	300	300	600		
470	6500	Countryside Team Salaries	8,430	10,279	1,849	59,534	61,674	2,140	123,351		
470	6510	Litter Picking	0	0	0	0	0	0	400		
470	6530	Waste Bins	1,664	1,678	14	3,329	3,356	27	6,712		
470	6590	Materials & Equipment Maintenance	68	167	99	1,662	1,002	-660	2,000		
470	6592	Rangers Equipment Hire	0	125	125	548	750	202	1,500		
470	6620	Vehicle Running Costs	236	384	148	1,166	2,304	1,138	4,605		
470	6624	Waste Removal	325	344	19	1,695	2,064	369	4,134		
470	6636	Grass Cutting	17,861	18,704	843	17,861	18,704	843	18,704		
470	6638	Fencing	476	333	-143	2,048	1,998	-50	4,000		
470	6640	Training for Countryside Team	0	200	200	66	1,200	1,134	2,400		
470	6648	Tree Work & Maintenance	0	833	833	2,240	4,998	2,758	10,000		
470	6650	Uniform for Countryside Team	743	52	-691	1,054	312	-742	624		
470	6651	Personal Protection Equipment	0	104	104	77	624	547	1,248		
470	6661	Open Spaces, Projects	0	0	0	0	0	0	0		
<b>COUNTRYSIDE TOTAL EXPENDITURE</b>			<b>30,216</b>	<b>34,682</b>	<b>4,466</b>	<b>164,510</b>	<b>109,147</b>	<b>-55,363</b>	<b>200,691</b>		

407	1005	HLS Payments	0	0	0	0	0	0	6,076		
407	1030	Rural Payments Scheme	0	0	0	1,210	1,558	348	3,116		
407	1035	Catherington Down	0	0	0	750	750	0	750		
407	1038	Councillor Grants	0	0	0	2,480	0	-2,480	0		Benches
408	1025	Football Pitches	193	192	-1	1,181	1,152	-29	2,310		
408	1049	CIL Funds	0	0	0	34,000	0	-34,000	12,252	34,000	CIL for 5 Head Rec Playground
<b>COUNTRYSIDE TOTAL INCOME</b>			<b>193</b>	<b>192</b>	<b>-1</b>	<b>39,621</b>	<b>3,460</b>	<b>-36,161</b>	<b>24,504</b>		

<b>PRIOR TO ADJUSTING FOR EMR's MOVEMENTS</b>	<b>GRAND TOTAL INCOME</b>	<b>230,317</b>	<b>228,888</b>	<b>-1,429</b>	<b>589,866</b>	<b>480,665</b>	<b>-109,201</b>	<b>526,412</b>
	<b>GRAND TOTAL EXPENDITURE</b>	<b>65,658</b>	<b>68,372</b>	<b>2,714</b>	<b>323,486</b>	<b>271,991</b>	<b>-51,495</b>	<b>516,709</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>164,659</b>	<b>160,516</b>	<b>-4,143</b>	<b>266,380</b>	<b>208,674</b>	<b>-57,706</b>	<b>9,703</b>

ADJUSTMENT FOR EARMARKED RESERVES			Current Month (SEP)			Year to Date (APR-SEP)			EMRs	PER	Notes
201	1049	East Hampshire District Council				67,269			350	2	CIL Funds
408	1049	East Hampshire District Council				34,000			353	2	Five Heads Playground
<b>TOTAL INCOME</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>101,269</b>	<b>0</b>	<b>0</b>			
305	3009	Solar Powerful				500			354	2	Deposit for Solar Panels
306	3009	Solar Powerful				2,000			354	2	Deposit for Solar Panels
408	6580	Play Equipment				25,000			353	3	Five Heads Playground
408	6580	Play Equipment				19,979			353	4	Five Heads Playground
201	4076	Election				380			344	5	Election Costs
407	6060	Hazleton Common				15,000			350	5	Hazleton Footpath
<b>TOTAL EXPENDITURE</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>62,859</b>	<b>0</b>	<b>0</b>			

<b>RECASTED AFTER ADJUSTING FOR EMR's</b>	<b>GRAND TOTAL INCOME</b>	<b>230,317</b>	<b>228,888</b>	<b>-1,429</b>	<b>488,597</b>	<b>480,665</b>	<b>-7,932</b>	<b>526,412</b>
	<b>GRAND TOTAL EXPENDITURE</b>	<b>65,658</b>	<b>68,372</b>	<b>2,714</b>	<b>260,627</b>	<b>271,991</b>	<b>11,364</b>	<b>516,709</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>164,659</b>	<b>160,516</b>	<b>-4,143</b>	<b>227,970</b>	<b>208,674</b>	<b>-19,296</b>	<b>9,703</b>



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### HORNDEAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12-06-2023

and recorded as minute reference:

HPC 055/23/24

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<http://www.horndeanpc-hants.gov.uk/>



## Section 2 – Accounting Statements 2022/23 for

## HORNDEAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	332,418	322,824	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	380,265	391,817	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	79,591	78,214	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	259,484	262,570	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	26,531	26,531	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	183,435	178,066	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	322,824	325,688	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	316,671	325,958	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,861,426	1,866,442	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	477,493	462,046	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*J.R. Roberts*

Date

12/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2023

as recorded in minute reference:

HPC 055/23/24

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*



## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Horndean Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

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

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

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP Southampton

External Auditor Signature

DocuSigned by:  
BDO LLP  
2BEB056D80974E4...

Date

28 September 2023

**Horndean Technology College**  
Barton Cross, Horndean,  
Waterlooville, Hampshire, PO8 9PQ

T: 023 9259 4325 F: 023 9257 1108  
general@hordeantc.hants.sch.uk  
www.hordeantc.hants.sch.uk

HEADTEACHER: Julie Summerfield

22 September 2023

Dear Councillors

### Application from Horndean Technology College Lunch Club

On Wednesday 6 December 2023 we are planning to hold the 23rd Christmas Lunch for local residents and members of various senior citizens clubs in the Horndean, Rowlands Castle and Clanfield areas. Last year we sent out invitations and approximately 150 people enjoyed a superb two course festive lunch with wine, beer and soft drinks included. We also held a free raffle, with the majority of the prizes being donated by local companies. Students from the college served the lunch and then entertained everyone by playing musical instruments and carol singing.

The cost of the event will be £15.00 per head, and we ask for a donation of £8.00 from the attendees. All other expenses are then hopefully met by grants and the College.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Linda

Linda Miles  
Community Facilities Manager



**GRANTS APPLICATION PROCEDURE**

- ALL Grants will be made from the Grants' Budget, set at the beginning of each financial year. The total amount of Grant money may vary from year to year.
- Request for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.
- The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- Organisations employing staff must provide a full breakdown of staff and salaries.
- Horndean Parish Council requires all recipients of Grants in excess of **£500** to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of section 228 of the Local Government Act 1972 (as amended).
- Grant recipient may be requested to provide evidence of purchase.
- Recipients may be asked to acknowledge Council support on stationery and promotional material.
- Grant cheques will normally be presented at the start of an appropriate meeting of the Council.

**EXTENDED GRANTS**

- In exceptional circumstances, a Grant may be approved to run over a maximum period of 3 years. In such cases, a business plan or a service plan will be required for that period.
- Representatives of Horndean Parish Council may request a presentation from organisations seeking an "Extended Grant".
- These "Extended Grants" will be determined at commencement, but may be stopped or varied if the organisation fails to meet the Council's specification.
- Existing "Extended Grants" will have priority over annual Grants.
- The yearly component of "Extended Grants" should not exceed 50% of the total Grants' budget.
- Successful "Extended Grants" applicants will be required to render a report 30 days prior to the completion of each Grants Year indicating the targets met within the approved business plan, without which subsequent payments will not be made. A further presentation may be required at this time.

## Breakdown of costs for Pensioners Christmas Lunch 2023

### Expenditure

Lunches - 100 x £15	-	£1500.00
Soft drinks etc.	-	£ 150.00
Crackers, Napkins etc.	-	£ 75.00
<b>TOTAL</b>	<b>-</b>	<b>£1725.00</b>

### Proposed Income

Attendees - 150 x £8.00	-	£1200.00
Horndean Parish Council	-	£ 250.00
Clanfield Parish Council	-	£ 100.00
Rowlands Castle Parish Council-		£ 50.00
<b>TOTAL</b>	<b>-</b>	<b>£1600.00</b>

Any shortfall will be met by HTC



## HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 06 November 2023

SUBJECT OF REPORT: Status and Membership of Committees

### Introduction

This paper makes recommendations relating to the status of the Grounds Committee, the membership of the Grounds Committee, the Planning Committee and the Staff Committee.

### Discussion - Grounds Committee

Earlier this year, in the light of reduced Councillor numbers, the Grounds Committee was suspended. Matters that would normally have been considered by that Committee and then tabled as proposals to full Council have instead been considered by full Council.

As Councillor numbers have increased, it seems to be appropriate to reinstate the Grounds Committee and to confirm its membership.

The current Committee consists of Cllrs Freeman, Lay, Little and Prosser. Cllr Redding has expressed an interest in joining the Committee.

### Discussion - Planning Committee

Cllr Jenkins has expressed an interest in joining the Committee.

### Discussion - Staff Committee

The Staff Committee currently consists of Cllrs Freeman, Prosser and Little. To increase the likelihood of being quorate, we should increase membership of this Committee as possible.

### Proposals

Council is asked to agree the following proposals:

- That the Grounds Committee is reinstated
- That the next Grounds Committee meeting is deferred from 13 November to 27 November
- That membership of the Grounds Committee is confirmed, including any additional members
- That a Chairman of the Grounds Committee is appointed
- That membership of the Planning Committee is confirmed, including any additional members
- That membership of the Staff Committee is confirmed, including any additional members

**HORNDEAN PARISH COUNCIL**

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**COUNCIL AGENDA****Date: 06 November 23****AGENDA ITEM: 15**

**SUBJECT OF REPORT: To receive and consider the quotations in respect of the repairs to Napier Hall flat roof**

Three quotations have been obtained, for repair works to Napier Hall flat roof. Please see attached photos showing the extent of the roof damage.

Members may wish to consider the below quotations.

**Quotation 1:** Remove rear flat roof, overboard with new OSB3 boards, fit EPDM rubber flat roof system & remove all waste - £8,350 + VAT

**Quotation 2:** Remove old flat roof, renew all boards, install new OSB boards and rubber roof & remove all old material – £8,400 + VAT

**Quotation 3:** Flat Roof Complete Overlay 2 Layer Felt System – Strip off felt roof drips and up stands, clean and prepare existing roof covering with a quick dry bituminous primer, supply and fix a 2-layer high-performance torch on felt system consisting of a 4mm underlay, a 5kg charcoal grey mineral cap sheet & clear all rubbish from site. Includes 20-year guarantee - £8,000 + VAT

**RECOMMENDATION**

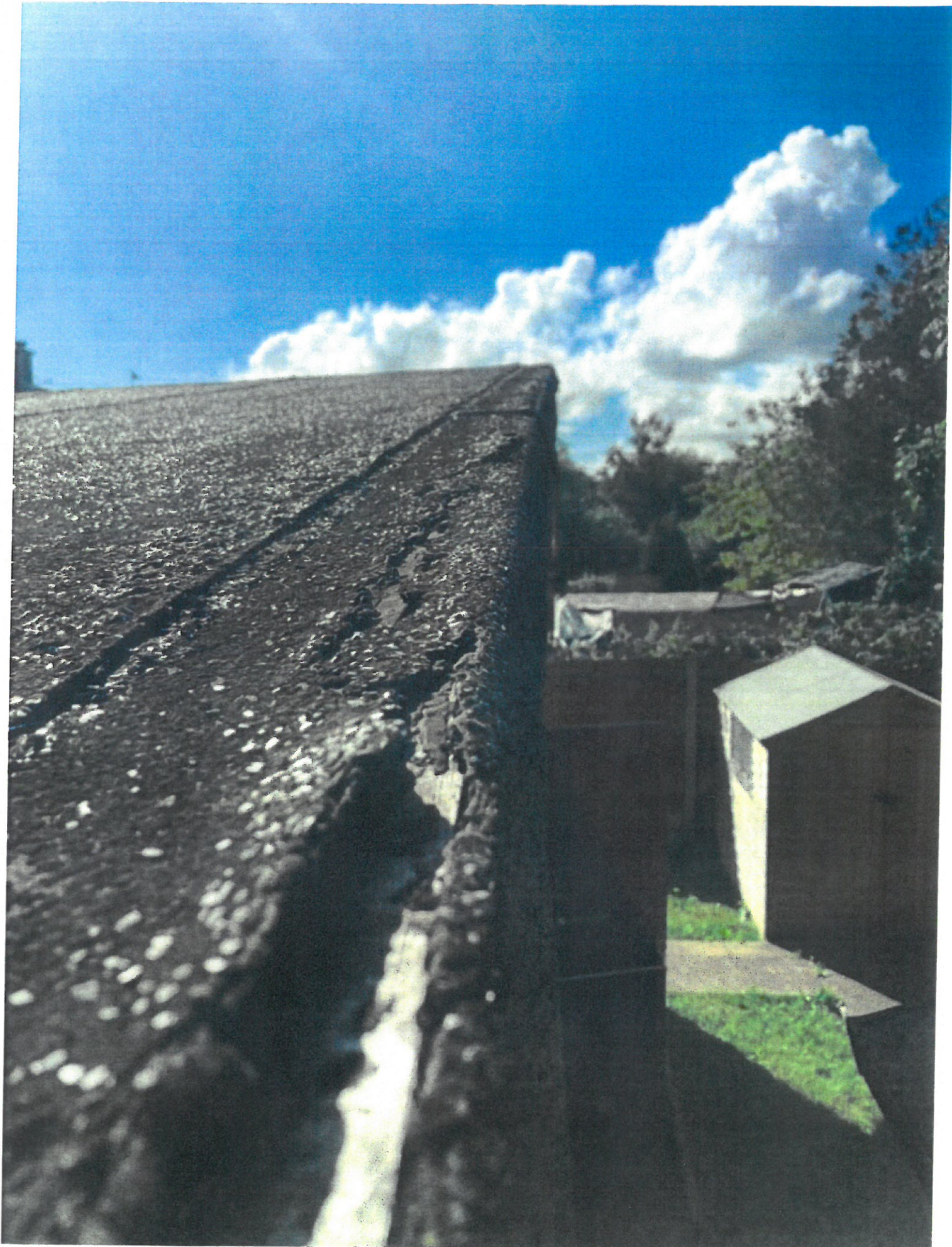
Members may wish to consider the above quotations, where two different roofing materials have been suggested.

It is of note that the contractor of quotation 1 has undertaken various jobs of late, for Horndean Parish Council, to a very satisfactory level. This included some guttering works at Jubilee Hall and office and a small roofing job at Napier Hall – replacing missing tiles.

Report prepared by:

Sarah Guy  
Office Manager





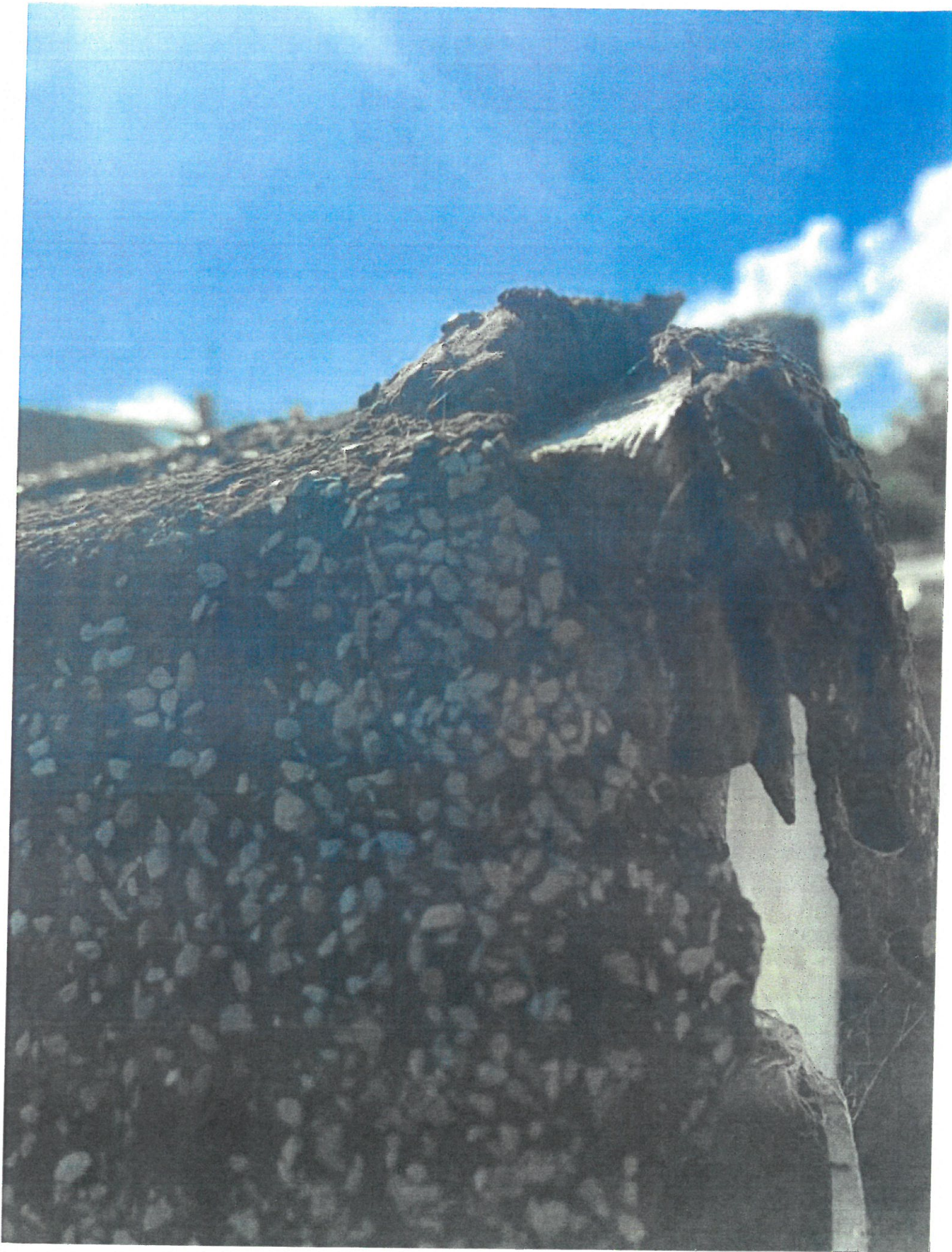














You are right, there was a suggestion from a member of the council that an independent ecologist should be present with HPC representatives during the works. The rationale was that the independent ecologist would provide further reassurance. That said, the expectation was, as I understood it, was that SSEN should pay the fees for this additional ecologist.

In my response at the meeting I pointed out that SSEN took their ecological and environmental responsibilities very seriously - hence the involvement of their own ecologist whom some of the council members representatives had met and spoken to. I also explained that as it was SSEN who was undertaking the work, it was them, not the council who would be responsible for meeting the legislative ecological and environmental requirements and would therefore be liable to prosecution were the works undertaken in a manner that intentionally or recklessly endanger protected species. I also asked whether there was any suggestion that SSEN's ecologist was not suitably qualified and the response was that this was not the case.

At the end of the discussion I then suggested that the need or otherwise for an independent ecologist could be assessed once the council had seen the RAMS. As far as I recall, this suggestion seemed acceptable.

And on the subject of the RAMS, I have now received this update from SSEN's ecologist:

- He is planning on writing the ecological report and associated method statements on the 9<sup>th</sup> and 10<sup>th</sup> November.
- The ecology-specific report, method statements etc will be referenced in the project's overall Risk Assessment which covers all risks not just the ecological and environmental ones.
- There will also be an Environmental Constraints Plan that shows the location of all environmental constraints – this won't be drafted for a few more weeks yet.

As and when I receive the above information I will forward it on to the council.

Best regards

Nigel Smilie

The wayleave consent is in a fairly standard form to provide consent for SEPD to maintain repair replace alter renew inspect and remove as may be appropriate any equipment in the approximate position as set out on the plan along with the right for them to cut lop or fell any trees or hedges which obstruct the same (in a good workman like manor)

SEPD will make the payments as set out in the Wayleave and will provide an indemnity against damages and costs associated with their equipment.

The Schedule sets out the works to be undertaken and this will be for you to ensure that you are happy with the positions and works to be implemented.

They have separately set out the location of where they will need access and what measures if any they are proposing to undertake to preserve the area. The access will require removal of fences and the cutting back of tree branches and growth around some pathways and you will need to ensure that you are (1) happy with this proposal and (2) if there are any other additional measures that you may feel are required in each specific circumstance for their access and works.

I cannot really comment on the obligations on you with the land and the overall impact that the access and works will have but it is set out in the consent that SEPD will make good all damages but this of course is limited to the fences and ground and cannot replace the vegetation that will need to be cut back etc.

Are you comfortable with the details of the works in relation to the replacement poles which if simply a replacement should not be an issue but also in relation to the works required for the access which by all accounts will be more intrusive?



Dear Carla,

No charge for the initial comments.

Are they proposing any other formal agreements to be entered into?

As noted it is for you really if you are happy with the proposals set out then there is not much else I can do but as noted you need to be happy that their works will not impact any obligations on the Authority on the land

Kind regards

Gareth Maddern

**Gareth Maddern**

Partnership Associate  
Corporate and Commercial  
Glanvilles LLP

## HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 06 November 2023

SUBJECT OF REPORT: Horndean Green Trail and Heritage Network Advisory Committee

### Introduction

Our failure to secure CIL funding led to an unfortunate, but necessary, hiatus in the Horndean Green Trail and Heritage Network project.

However, a S106 bid has now been prepared and should have been submitted by the date of this meeting, supported by material from the Parish Plan suite.

The Working Party is reasonably optimistic that we will receive funding on this occasion and therefore has considered what will need to be put in place to begin the formal Initiation Phase.

In particular, the Working Party would like to establish a Horndean Green Trail and Heritage Network Advisory Committee, involving individuals and organisations from across the community, to offer advice, support and challenge to the project.

This report asks the Parish Council to approve the establishment of this Advisory Committee and the necessary work to define its membership, role and the extent of its powers.

### Proposals

- That, subject to a successful S106 award, a Horndean Green Trail and Heritage Network Advisory Committee be established
- That initial approaches are made to potential members now, to gauge support.
- That the Horndean Green Trail and Heritage Network Working Party drafts appropriate Terms of Reference for the Advisory Committee.
  - These Terms of Reference to be approved by the Parish Council, before the Advisory Committee is convened and to include:
    - scope, membership and frequency of meetings.



## HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 06 November 2023

SUBJECT OF REPORT: Horndean Neighbourhood Improvement Project

### Introduction

At the 02 October Council Meeting, three members of the public very helpfully raised the matter of the disappointing appearance of parts of Horndean. Their address was accompanied by photographic evidence, making the scale of the issues very clear.

This paper seeks to determine whether Horndean Parish Council wishes to directly support wider efforts to improve the appearance of Horndean.

### Discussion

Although the Parish Council has limited powers that might be deployed to directly address the matters raised at the last meeting, by adding its voice and by working in partnership with others, it may be able to influence matters in order to enhance the environment of Horndean.

Notably, the Parish Council may be able to help in assembling a group (project team?), by facilitating that group's first few meetings (and possibly charring them?) and by seeking and signposting potential partners.

The Council is asked to consider whether it wishes Horndean Parish Council to be directly involved in this initiative, or whether individual Councillors who wish to be involved should offer support as individual members of the public, as they feel that appropriate.

### Proposals

Council is asked to agree one or more of the following proposals:

1. That the Parish Council directly supports wider efforts to improve the appearance of Horndean.
2. That an internal Working Party is set up to scope the Parish Council's role and to present a proposal to the 11 December meeting
3. That membership of the Working Party is agreed
4. That Councillors wishing to offer support should do so as individual members of the public

### Potential Working Party role

To offer proposals to the 11 December Parish Council meeting, to include:

- Scale of involvement in "project" (geographical, duration and range of issues)
- Potential initial partners and membership of the Project Team
- Parish Council's role
- Proposed first steps