



# Horndean Parish Council

## NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 12 FEBRUARY 2024 at 7.00 P.M. IN JUBILEE  
HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI  
Chief Officer

06 February 2024

### 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 receive an update from the South of Butser Policing Team, in respect of matters arising within the parish.
6. ***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.***
7. To consider the co-option of John Hodgson to represent Kings and Blendworth Ward.
8. To elect Cllr Hodgson to Committees and Working Parties – as agreed.
9. To approve the Minutes of the Council Meeting held on the 08 January 2024.
10. To receive and approve the Orders for Payment (December attached).
11. To receive and note the monthly finance report.
12. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 31 December 2023.
13. To receive and consider the Financial Risk Assessment.
14. To receive and consider the Health and Safety Policy Statement.
15. To receive and consider the quotations for replacement windows at the Parish Office.
16. To receive and consider the provision of a Chairman's Allowance pursuant to S15 Local Government Act 1972.
17. To receive and consider a financial donation of £65.00 to the Horndean and Clanfield Food Bank.

18. To receive and consider the following grant application:
  - Friends of Horndean Parish Footpaths - £1,000.
19. To receive and consider the Draft Local Plan.
20. To receive and consider the Meetings Schedule for 2024/2025
21. To receive a report and consider the way forward in respect of the Speed Indicator Device.
22. To receive and consider the flying of the St George's Flag.
23. To receive an update from Members representing the Parish Council within external organisations and Working Parties.
24. To note the next scheduled meeting of the Council being the 11 March 2024.

## County Cllr Report

## Item 3

I would first like to let you know that I am hoping to be able to hold a surgery in Horndean in the very near future.

I used to hold one before, but with the host moving the opening days it was becoming very difficult, so I am very hopeful that this venue will be better. I will let you know as soon as this is set up.

HCC are holding consultations on how you, as residents can let us know how we can help save money in the future and still ensure that services are continued as usual. Please go online and take a look and give us your views.

In many areas, flooding has been a problem and if you have this problem, please contact me and I will do my very best to help.

It has been a very difficult year already weatherwise. What with gale force winds that have taken trees down and the torrential rain that has caused flooding, so I am hoping that now, as we go towards Spring, things will settle down.

As usual, I have asked HCC to remark the lines around Horndean and I have also asked again that they shorten to bus lane on Portsmouth Road, because I have been trying to get this done for quite a few years and I know what a problem this is especially during work times.

If you have any particular problems that I can help with, you can always email me at [marge.harvey@hants.gov.uk](mailto:marge.harvey@hants.gov.uk) or phone me on 07712695477 or 02392413858 and I will get back to you as soon as possible.

Look forward to answering any questions you may have.

Marge

**JOHN BARRY HODGSON****(Jan 2024)**

5 Farmhouse Way, Lovedean, PO89LF

**LIFE HISTORY**

Born in Harrogate, Yorkshire in 1949 and moved to Deal in Kent as an infant. Attended Dover Grammar School for Boys.

Joined the Royal Air Force (RAF) in 1965 as an apprentice Aircraft Electrical Fitter at No School of Technical Training RAF Halton, graduating in 1967. Finished 24 years of service in 1989 as a Chief Technician. At the time living in Norfolk.

After leaving the RAF, I was employed in the aerospace industry as a Technical Sales Manager, for Reliant Design Development (RDD) in Bordon, Hants. My role was finding customers, generating bid responses, negotiating contracts, designing the concept of the product sold, usually aircraft systems test equipment.

After remarriage, we lived, initially in Clanfield in 1994, then moved to James Copse Road, Lovedean in 1999.

Following redundancy from RDD after a Company takeover, I joined Portsmouth Aviation, as a Project Manager for MoD Contracts and latterly a Novel Water Purification Project.

I retired in 2016 and we relocated back to Norfolk. We returned to Lovedean in March 2021.

**PASTIMES**

All my life I have been involved with the Scout Movement for 57 years, from Cubs in Kent to Group Scout Leader in Clanfield. Now inactive.

After leaving the RAF in 1989, I joined the Norfolk Constabulary, as a Special Constable and served until 1994 when I moved to Hampshire.

On our return to Norfolk, I joined East of England Ambulance Service, as a Community First Responder covering the area of South Norfolk, around Poringland, which was until our return to Hampshire. Devoting 8650 hours on duty and attending 492 patients.

Since, my return to Hampshire, I joined SSAFA, Havant Division, as a Caseworker. This involves interacting with ex-veterans and their families, who find themselves in need and distress. I assist them by establishing their needs, reporting their circumstances and engaging with the various Military Charities to secure support and assistance where possible.

I have also joined the St John Ambulance, Portsmouth Service Unit. I currently hold two roles. Primarily, Advanced First Aider, on duty at events around South Hampshire (including PFC). I have a secondary role as a Community Advocate, delivering First Aid Awareness Talks to Groups and Organisations across Hants and West Sussex.

**PREVIOUS PARISH COUNCIL ACTIVITIES**

While living in Poringland (2017), I was co-opted onto the Poringland Parish Council. I served on the Neighbourhood Plan sub-committee. During the pandemic, I generated the "Return to Open" policy and carried out the risk assessments of Pandemic and post-Pandemic operation of the Community Centre (CC) and the operation protocols for the various regular users of the CC.

In addition, I planned and implemented the opening of the CC Café, following the resignation of the commercial operating company. With a grant from the Council purse, I was lead in recruiting the staff, preparing the café for safe "social distancing" operation, risk assessments and operating principles.

I am very interested in letting the people decide their own life and future. This can only be achieved by engagement, listening and advising.





# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 08 JANUARY 2024 AT 7.00 P.M.

**PRESENT:** Councillors J Lay (Chairman), T Attlee, P Beck, S Freeman, K Jenkins, D Prosser, R Smith, R Sowden

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

**PUBLIC ATTENDANCE:** 2 x members regarding a presentation on behalf of Portsmouth, Havant & East Hampshire Fire Service  
District Cllr D Evans & District Cllr J Hogan  
& 1 x members of the public

The meeting started at 7.02 pm.

### **HPC 225/23/24      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Redding.

### **HPC 226/23/24      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

### **HPC 227/23/24      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report was received.

### **HPC 228/23/24      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

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

The Chairman highlighted the information relating to the Draft Local Plan and said he would encourage members and the public to respond to the public consultation.

### **HPC 229/23/24      TO RECEIVE AN UPDATE FROM THE GROUP COMMANDER FOR PORTSMOUTH, HAVANT AND EAST HAMPSHIRE FIRE SERVICE, IN RESPECT OF SERVICE COVER WITHIN HORNDEAN**

A presentation was given by the Group Commander for Portsmouth, Havant and East Hampshire Fire Service, in respect of service cover within Horndean. Statistics for Fire Service attendance were viewed, which was very insightful and the following points were noted by members

- There are 12 Fire Stations for which the Group Commander is responsible for.
- There is a national challenge in recruiting staff for daytime cover, due to the cost of living and restrictions with logistics of living/working within a few minutes of a Fire Station.
- Recruitment for Fire Staff is currently open.
- A H&S check sheet can be printed from their website for households to make use of.

It was suggested that the Council would like a second presentation to be given, if availability allows, given the low number of members of the public present at the Council meeting this evening.

**HPC 230/23/24                      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public questions were raised.

**HPC 231/23/24                      TO ELECT A CHAIRMAN TO THE GROUNDS COMMITTEE**

It was **RESOLVED** that

- Cllr Simon Freeman be elected as Chairman of the Grounds Committee. This was proposed by Cllr Attlee and seconded by Cllr Beck. All agreed.
- Cllr Bob Sowden be elected as a member of the Grounds Committee. All agreed.

**HPC 232/23/24                      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2023, AND THE EXTRAORDINARY COUNCIL MEETING ON 20 DECEMBER 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 11 December 2023, and the Extraordinary Council meeting on 20 December 2023 be signed as a true record of the meeting, with the following amendment to the Council meeting minutes on 11 December 2023. All agreed.

- Page 54, minute HPC 209/23/24 – Remove the last paragraph, which is a duplication of the minute from the previous month.

**HPC 233/23/24                      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (NOVEMBER ATTACHED)**

The RFO confirmed that the payment to Horndean Tyres on line 26 was for a replacement tyre, due to a non-repairable puncture on one of the Countryside Team vehicles, Reg: HY65 UVJ.

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

**HPC 234/23/24                      TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

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

**HPC 235/23/24                      TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPAIRS TO JUBILEE PLAY AREA**

A report by the Grounds Manager was circulated and a short discussion took place.

It was **RESOLVED** that the Jubilee Play Area Project would be put out to tender. All agreed.

**HPC 236/23/24**      **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE TENDER/PROCUREMENT AND PROJECT MANAGEMENT OF JUBILEE PLAY AREA REFURBISHMENT**

A report by the Chief Officer was circulated and a discussion took place.

It was **RESOLVED** that Council are happy to proceed with quotation 1, Sports and Play Consulting, total cost of £1,950.00 (No VAT) for Procurement and Tendering and £2,500.00 (No VAT) for Project Management, subject to the Chief Officer contacting Micheldever Parish Council and Ferndown Town Council to confirm their testimonials.

**HPC 237/23/24**      **TO CONSIDER FUNDING APPLICATIONS IN RESPECT OF THE JUBILEE PLAY AREA PROJECT AND AGREE THE WAY FORWARD**

The following funding options were discussed as follows

- S106 relevant monies for Play Areas - £29,500.00 available.
- Communities Fund
- Local District Councillors (EHDC)
- Neighbourhood CIL pot

**HPC 238/23/24**      **TO RECEIVE AND CONSIDER THE REQUEST RECEIVED FROM HORNDEAN BAPTIST CHURCH IN RESPECT OF IMPROVEMENTS TO NAPIER HALL**

Information from Horndean Baptist Church was circulated and It was **RESOLVED** that Council are happy to support Horndean Baptist Church in its request to improve the area at the back of Napier Hall as follows

- Paving slabs to be used, as a hard-standing area. The Council does not want to concrete the entire grassed area.
- Matt Madill, Grounds Manager of Horndean Parish Council to liaise with Horndean Baptist Church regarding the work/before the work is booked in and agreed upon. The Grounds Manager will be liaising with a Contractor regarding the work.

**HPC 239/23/24**      **TO RECEIVE AND CONSIDER THE REVISED BIODIVERSITY POLICY IN ACCORDANCE WITH THE ENVIRONMENT ACT 2021**

A discussion took place and it was **RESOLVED** that the HPC Biodiversity Policy be amended as follows

- Page 1- Planning Applications Section to be looked at by the Planning Committee.
- Page 2 – Monitoring Section: Reword the paragraph to read “The Policy was adopted on 08 January 2024, and will be reviewed when legislation dictates and each year at the annual meeting”.

**HPC 240/23/24**      **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

**Havant Thicket Reservoir:** Cllr Attlee informed members that she had attended

**LEOH:** Cllr Attlee provided an update, following a meeting she attended with EHDC on 11 December 2023. She said that the use of the community building was to be considered, including whether the football pitch would be Astro Turf or grass. She said that the location of the 2x SUDS in the Southern Boundary of the Parish is in Rowlands Castle Parish territory and not Horndean.



**Havant Thicket Reservoir:** Cllr Attlee informed members that she would be attending the Stakeholder Advisory Committee meeting on 29 February and said that there is lots of information on their website, which gets regularly updated.

**Speed Indicator Device Group:** Cllr Prosser updated members, informing them that he had taken over from Peter Little, as the Cllr representative for the SID Group. He said he had been in contact with EHDC regarding the speed camera devices on offer and is currently awaiting an update from them, as to the availability.

**Horndean Green Trail and Heritage Network:** The Chairman provided an update, informing members that confirmation for the S106 money to get the project started had been approved. He said he would be meeting with Urban Labs and has scheduled to walk the trail with relevant parties.

**Horndean Neighbourhood Improvement Project:** Cllr Prosser said that the working party had met with a resident and the company involved in looking after the telephone exchange in Horndean. He said that the telephone exchange is often broken into, with doors and windows being broken for access in to the building. The plan is for glass to be replaced with polycarbonate, with some of the telephone exchange buildings having been listed for closure by BT. Cllr Prosser said he was waiting to find out if the one in Horndean is listed for closure.

**HPC 241/23/24                      TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 12 FEBRUARY 2024**

The next scheduled meeting of the Council was noted as 12 February 2024. This meeting will be held in Jubilee Hall.

**HPC 242/23/24                      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 20:35 pm*

**HPC 243/23/24                      TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2023**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 11 December 2023 be signed as a true record of the meeting. All agreed.

*The meeting concluded at 8:45 pm*

.....  
Signed - The Chairman

.....  
Date



PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 10	12-Feb-24	BANK ENTRIES: DECEMBER 2023	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: DECEMBER 2023			
1	10/11/2023	Initial Washroom Hygiene	£149.23	£29.84	£179.07	Napier Hall Waste Collection: 01/12/23-29/02/23
2	01/12/2023	Fuelgenie	£154.56	£30.92	£185.48	Fuel: November 2023
3	04/12/2023	British Gas Lite (156695)	£143.13	£7.16	£150.29	Napier Gas: 6 Nov - 4 Dec
4	05/12/2023	Castle Water (2104210)	£127.82	£0.00	£127.82	Napier Water: 1 Oct - 29 Feb 2024
5	07/12/2023	British Gas (603423926)	£385.29	£19.26	£404.55	Jubilee Admin Gas: 3 Nov - 2 Dec
6	08/12/2023	Castle Water	£70.71	£0.00	£70.71	New Trough at DPW-8 June - 31 March
7	12/12/2023	Vodafone	£76.28	£15.25	£91.53	Mobiles: December 2023
8	11/12/2023	British Gas Lite (242787)	£142.90	£7.14	£150.04	Napier Electric: 12 Nov-11 Dec
9	11/12/2023	British Gas (154660)	£214.89	£42.98	£257.87	Jubilee Hall Electric: 9 Nov - 11 Dec
10	30/11/2023	Veolia	£337.60	£67.52	£405.12	Waste Collection: November 2023
B.A.C.S.			BANK ENTRIES: DECEMBER 2023			
11	30/11/2023	Aardvark Supplies Ltd	£272.29	£54.46	£326.75	Janitorial Supplies
12	30/11/2023	Beaver Tool Hire	£152.46	£30.49	£182.95	22 x Temporary Fence Panels: November 2023
13	20/11/2023	Castle Water	£35.12	£0.00	£35.12	Water: 1 Oct - 31 Mar
14	27/11/2023	Gas Contracting Services	£75.00	£15.00	£90.00	Annual Service of Boiler
15	28/11/2023	MOT & Service World	£193.10	£38.62	£231.72	Service on SN18 WBL
16	30/11/2023	Staff Expenses	£27.13	£0.00	£27.13	Staff Expenses; November 2023
17	28/11/2023	Viking	£40.92	£8.18	£49.10	Stationery
18	07/12/2023	ACAS	£125.00	£0.00	£125.00	Digital Event - 21.2.24
19	04/12/2023	Hampshire County Council	£66.00	£0.00	£66.00	Driver Assessment
20	08/11/2023	Screwfix	£28.32	£5.66	£33.98	Broom Handles (Reindeers)
21	07/12/2023	SLCC	£60.00	£12.00	£72.00	Event Fee - March 2024
22	22/11/2023	Sean Mason Electrical	£403.00	£80.60	£483.60	EICR on Jubilee Hall
23	08/12/2023	Watling & Hirst Ltd	£230.00	£46.00	£276.00	Payroll Charges: Q3
24	15/12/2023	Horneadean PC Employess	£15,849.57	£0.00	£15,849.57	Staff Salaries: December 2023
25	18/12/2023	Homestart Butser - Grant	£500.00	£0.00	£500.00	Grant Issued
26	13/12/2023	FSGR Gas Heating	£1,272.00	£254.40	£1,526.40	Emergency Gas Repairs at Napier Hall
27	30/11/2023	PositivelD	£13.50	£2.70	£16.20	2 Double Sided ID Badges
28	12/12/2023	Sound Advice Installations	£621.50	£124.30	£745.80	PA Hire for Carol Service Event
29	11/12/2023	Ultra Pure Window Cleaning	£150.00	£0.00	£150.00	External and Internal Windows Cleaned (Jubilee & Napier)
30	12/12/2023	Vita Play Ltd	£1,725.00	£345.00	£2,070.00	Repairs to Cone Climber at Downs Park
31	19/12/2023	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges
32	11/12/2023	Focus	£218.52	£43.71	£262.23	Switchboard, BroadBand, Payphone, Alarm - Nov/Jan 2024
33	13/12/2023	Horneadean Tyres	£5.00	£1.00	£6.00	Disposal of 2 Tyres
34	11/12/2023	Idverde	£1,664.32	£332.86	£1,997.18	Emptying of Bins: Oct - Dec 2023
35	12/12/2023	Jewson	£20.90	£4.18	£25.08	Reinforcement Bars for Village Fencing
36	06/12/2023	MOT & Service World	£864.81	£172.96	£1,037.77	Repairs to Truck (SN18 WBL)
37	06/12/2023	Screwfix	£6.35	£1.27	£7.62	Lightbulbs for Napier Hall
38	07/12/2023	Screwfix	£49.99	£10.00	£59.99	Log Splitting Axe
39	22/12/2023	Hounds for Heroes	£295.38	£0.00	£295.38	Xmas Concert Collection
40	07/12/2023	Glanvilles	£1,265.00	£253.00	£1,518.00	Legal Fees - Originally Paid by Resident
41	08/12/2023	Castle Water (3177681)	£58.92	£11.79	£70.71	New Trough at Dell Piece West 8 June - 31 Mar 2024
42	21/12/2023	Forward Control	£660.00	£132.00	£792.00	Maintenance Visit of all Systems - December 2023
43	20/12/2023	ACAS	£125.00	£0.00	£125.00	Digital Event - Changing T & C Conditions of Employment
44	21/12/2023	Aardvark Supplies Ltd	£92.16	£18.42	£110.58	Janitorial Supplies
45	04/09/2023	The Christmas Decorators	£612.50	£122.50	£735.00	Second Payment-Xmas Tree Installation
46	29/12/2023	Hampshire Pension Fund	£4,811.53	£0.00	£4,811.53	Pensions: December 2023
47	29/12/2023	HM Revenue & Customs	£4,294.15	£0.00	£4,294.15	Tax/NI: December 2023
DEBIT CARD			BANK ENTRIES: DECEMBER 2023			
48	01/12/2023	SiteKing Safety Workwear	£19.15	£3.83	£22.98	1 Pair Cargo Work Trousers
49	07/12/2023	B & Q	£13.48	£0.00	£13.48	Screwdriver Set for Napier Hall
50	07/12/2023	Crown Decorating Centres	£27.75	£5.55	£33.30	Gloss Paint for Napier Hall
51	14/12/2023	R Joinery	£33.23	£6.65	£39.88	Wall Pipe Guard for Napier Hall
52	14/12/2023	Amazon	£69.15	£13.83	£82.98	Wildlife Night Time Camera
53	15/12/2023	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker
54	19/12/2023	Amazon	£10.82	£2.16	£12.98	12 Pack Duracell Batteries for Countryside Team Camera
55	20/12/2023	Amazon	£18.32	£3.66	£21.98	Sandisc Ultra Memory Card for CT Camera
			TOTAL EXPENDITURE	£38,889.65	£2,376.86	£41,266.51
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			List 10	12-Feb-24	BANK ENTRIES: DECEMBER 2023	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
56	various	Regular Hall Users	£1,732.37	£0.00	£1,732.37	Hire of Jubilee Hall - Regular
57	various	Regular Hall Users	£2,580.81	£0.00	£2,580.81	Hire of Napier Hall - Regular
58	various	Casual Hall Users	£116.49	£0.00	£116.49	Hire of Jubilee Hall - Casual
59	various	Casual Hall Users	£49.92	£0.00	£49.92	Hire of Napier Hall - Casual
60	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
61	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches
62	31/12/2023	Cambridge & Counties	£849.25	£0.00	£849.25	Bank Interest
63	06/12/2023	Rural Payments Agency	£7,125.68	£0.00	£7,125.68	Rural Payments Agency
			TOTAL INCOME	£12,952.02		£12,952.02

SIGNED:	
SIGNED:	
DATE:	12-Feb-24





## HORNDEAN PARISH COUNCIL

**FULL COUNCIL MEETING: 12<sup>th</sup> February 2024**

**SUBJECT OF REPORT:** Finance Report

### Funding

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

- £9,285.78 was received on the 18<sup>th</sup> January from HMRC. This is the Quarter 3 (October-December) VAT return.

### Quarter 3 (April – December 2023) Management Accounts 2023-24

#### Income & Expenditure (4-page spreadsheet attached)

The Quarter 3 accounts have been closed and the detailed accounts are attached.  
The Summary income and expenditure can be seen below.

Central Costs	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
<b>Central &amp; Grants</b>	460,898	455,843	-5,055	157,902	162,495	4,593
<b>Property</b>	37,675	33,768	-3,907	65,017	68,371	3,354
<b>Open Spaces</b>	13,330	11,670	-1,660	140,138	153,410	13,272
<b>GRAND TOTAL</b>	<b>511,903</b>	<b>501,281</b>	<b>-10,622</b>	<b>363,057</b>	<b>384,276</b>	<b>21,219</b>

Overall, the Quarter ended with a favourable variance against budget of £31,841 after adjusting for movements to/from Earmarked Reserves.

This breaks down to

1. A favourable variance against the income target of £10,622. This is mainly due to interest on the savings account (£3.8k) following the rate increases and above target income from hall hire (£3.9k).
2. A favourable variance against the expenditure budget of £21,219. The largest component of this is the £8.0k underspend on Countryside staffing due to a vacancy that has recently been filled.

### Balance Sheet

As can be seen in the table below, General Reserves stood at £290,732 with a further £184,717 in Earmarked Reserves (EMR).

### Future Development Facilities

The table below lists the expenditure that has been incurred against this reserve.

Future Development Facilities			
Date	£££	Balance	Notes
23/05/2022	£79,904.91	£79,904.91	Transfer from Jubilee Hall Project (re loan)
24/04/2023	-£2,500.00	£77,404.91	Deposits for Solar Panels
05/10/2023	-£22,500.00	£54,904.91	Balance for Solar Panels



INCOME AND EXPENDITURE TO DECEMBER 2023			Current Month (DEC)			Year to Date (APR-DEC)			Annual	To/From	Restate	Restate	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRS	Actual	Variance	
201	2000	Admin Salaries	14,416	14,099	-317	124,546	126,891	2,345	169,187		124,546	2,345	
201	2050	Staff Travel & Expenses	29	50	21	347	450	103	600		347	103	
201	2060	Staff Training	310	111	-199	869	999	130	1,332		869	130	
201	2070	Medical / Health & Safety Exp.	14	55	41	282	495	213	666		282	213	
201	2920	Recruitment	0	92	92	733	828	95	1,110		733	95	
201	3052	Janitorial Supplies	364	67	-297	1,739	603	-1,136	800		1,739	-1,136	
201	4011	IT Support	0	273	273	3,522	2,457	-1,065	3,281		3,522	-1,065	
201	4022	Postage	0	4	4	-4	36	40	48		-4	40	
201	4024	Printing	72	94	22	937	846	-91	1,132		937	-91	
201	4026	Stationery	63	100	37	1,089	900	-189	1,200		1,089	-189	
201	4029	Subscriptions	0	0	0	3,000	4,117	1,117	5,713		3,000	1,117	
201	4030	Audit	0	0	0	500	510	10	2,131		500	10	
201	4035	Professional Fees	1,495	673	-822	3,511	6,057	2,546	8,077		3,511	2,546	
201	4040	Insurance	0	0	0	8,573	9,216	643	9,216		8,573	643	
201	4062	Public Events	1,579	1,254	-325	3,517	3,177	-340	8,024		3,517	-340	
201	4072	Members Expenses & Training	0	42	42	145	378	233	500		145	233	
201	4076	Election	0	0	0	380	0	-380	0	380	0	0	
201	4078	Office Equipment	0	55	55	561	495	-66	662		561	-66	
202	4079	Debit Card Fees	2	4	2	22	36	14	50		22	14	
201	4080	Bank Fees	7	6	-1	63	54	-9	78		63	-9	
222	5010	Grants	500	500	0	3,950	3,950	0	5,000		3,950	0	
CENTRAL & GRANTS			18,851	17,479	-1,372	158,282	162,495	4,213	218,807	380	157,902	4,593	
TOTAL EXPENDITURE			18,851	17,479	-1,372	158,282	162,495	4,213	218,807	380	157,902	4,593	
201	1000	Precept	0	0	0	449,189	449,189	0	449,189		449,189	0	
201	1049	CIL Neighbourhood Grant	0	0	0	67,269	0	-67,269	0	67,269	0	0	Neighbourhood CIL
201	1060	Information Officer	0	0	0	3,404	3,404	0	3,404		3,404	0	
201	1080	Cabling Income	0	0	0	8	0	-8	0		8	-8	
201	1090	Interest Received	849	350	-499	6,964	3,150	-3,814	4,200		6,964	-3,814	Higher Interest Rates
201	1100	Recycling Income	0	0	0	65	100	35	100		65	35	
201	1110	Miscellaneous Income	0	0	0	1,268	0	-1,268	0		1,268	-1,268	3rd Party Legal Fees
CENTRAL & GRANTS			849	350	-499	528,167	455,843	-72,324	456,893	67,269	460,898	-5,055	
TOTAL INCOME			849	350	-499	528,167	455,843	-72,324	456,893	67,269	460,898	-5,055	



INCOME AND EXPENDITURE TO DECEMBER 2023			Current Month (DEC)			Year to Date (APR-DEC)			Annual		To/From		Restate		Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRS	Actual	Variance			
301	2050	Staff Travel & Expenses	18	250	232	50	2,250	2,200	3,000		50	2,200	No travel expenses for new Caretaker		
301	3001	Rates	0	0	0	2,645	3,213	568	3,213		2,645	568			
301	3002	Utilities	337	395	58	1,736	1,875	139	3,061		1,736	139			
301	3008	Licensing	0	0	0	631	1,055	424	1,055		631	424			
301	3009	Repairs and Maintenance	1,508	211	-1,297	6,292	1,899	-4,393	2,536		6,292	-4,393			
301	3052	Janitorial Supplies	0	25	25	6	225	219	300		6	219			
301	3055	Caretaker Salaries	721	863	142	5,725	7,767	2,042	10,354		5,725	2,042			
301	3056	Security	0	0	0	2,260	0	-2,260	0		2,260	-2,260			
301	3060	Telephones	56	67	11	507	603	96	802		507	96			
305	2050	Staff Travel & Expenses	0	0	0	0	0	0	0		0	0			
305	3001	Rates	0	0	0	1,834	1,939	105	1,939		1,834	105			
305	3002	Utilities	363	475	112	1,776	2,503	727	3,928		1,776	727			
305	3008	Licensing	0	0	0	631	603	-28	603		631	-28			
305	3009	Repairs and Maintenance	478	964	486	9,574	8,676	-898	11,564	5,000	4,574	4,102	Solar Panels		
305	3052	Janitorial Supplies	0	8	8	0	72	72	100		0	72			
305	3055	Caretaker Salaries	689	0	-689	4,092	0	-4,092	0		4,092	-4,092			
305	3056	Security	348	59	-289	1,122	531	-591	713		1,122	-591			
305	3060	Telephones	60	99	39	448	891	443	1,191		448	443			
305	4035	Professional Fees	0	0	0	0	0	0	0		0	0			
306	3001	Rates	0	0	0	2,253	2,382	129	2,382		2,253	129			
306	3002	Utilities	858	1,015	157	3,083	5,208	2,125	8,253		3,083	2,125			
306	3009	Repairs and Maintenance	150	207	57	26,986	1,863	-25,123	2,486	20,000	6,986	-5,123	Solar Panels		
306	3010	Vandalism	0	167	167	390	1,503	1,113	2,000		390	1,113			
306	3020	Staff Cleaning	151	141	-10	683	1,269	586	1,697		683	586	Cleaning now done by Contractor		
306	3052	Janitorial Supplies	0	8	8	0	72	72	100		0	72			
306	3056	Security	330	77	-253	2,629	7,311	4,682	7,545		2,629	4,682			
306	3060	Telephones	145	155	10	1,398	1,395	-3	1,857		1,398	-3			
306	8000	Loan Interest	0	0	0	13,265	13,266	1	26,531		13,265	1			
PROPERTY			6,212	5,186	-1,026	90,017	68,371	-21,646	97,210	25,000	65,017	3,354			
301	1075	Halls Income	1,790	2,008	218	21,069	18,072	-2,997	24,090		21,069	-2,997			
305	1075	Halls Income	1,257	1,744	487	16,606	15,696	-910	20,925		16,606	-910			
PROPERTY			3,047	3,752	705	37,675	33,768	-3,907	45,015	0	37,675	-3,907			



INCOME AND EXPENDITURE TO DECEMBER 2023			Current Month (DEC)					Year to Date (APR-DEC)					Annual		To/From		Restate		Notes
			Actual			Budget		Variance	Actual			Budget		Variance	Budget	EMRs	Actual	Variance	
407	3002	Utilities	71	0	-71	71	0	-71	0		0		71	-71					
407	3056	Security	0	0	0	320	0	-320	0	0	-320	0		320	-320				
407	6010	Catherington Down	0	0	0	26	0	-26	0	0	-26	0		26	-26				
407	6050	Dell Piece	0	0	0	2,081	0	-2,081	0	0	-2,081	0		2,081	-2,081			Installation of Water Trough	
407	6060	Hazelton Common	0	0	0	15,040	0	-15,040	0	15,000	-40		40	-40				Footpath Works	
407	6070	Jubilee Field	0	0	0	1,320	0	-1,320	0		-1,320	0		1,320	-1,320			Benches (Grant Funding)	
407	6115	Five Heads Recreation Ground	0	0	0	1,313	0	-1,313	0		-1,313	0		1,313	-1,313			Benches (Grant Funding)	
407	6160	Other Sites	0	92	92	531	828	297	1,110		531	297		531	297				
408	3001	Rates	0	0	0	1,110	1,357	247	1,357		1,110	247		1,110	247				
408	3150	War Memorials	0	0	0	195	205	10	205		195	10		195	10				
408	6130	Village Centre	0	0	0	840	555	-285	555		840	-285		840	-285				
408	6160	Other Sites	0	100	100	0	900	900	1,200		900			0	900				
408	6180	Football Pitches Maintenance	0	0	0	414	400	-14	3,300		414	-14		3,300	-14				
408	6205	Car Parks	0	300	300	0	300	300	300		300			0	300				
408	6580	Play Equipment	1,725	1,000	-725	66,824	9,000	-57,824	12,000	59,972	6,852	2,148		0	2,148			Five Heads Playground	
408	6582	Playground Checks Salaries	0	0	0	0	0	0	0		0	0		0	0				
470	3060	Telephones	19	32	13	172	288	116	385		172	116		172	116				
470	4062	Events	0	50	50	0	450	450	600		0	450		0	450				
470	6500	Countryside Team Salaries	8,920	10,279	1,359	84,551	92,511	7,960	123,351	84,551	7,960			84,551	7,960				
470	6510	Litter Picking	0	0	0	0	0	0	400		0	400		0	0				
470	6530	Waste Bins	1,664	1,678	14	4,993	5,034	41	6,712	4,993	41			4,993	41				
470	6590	Materials & Equipment Maintenance	119	167	48	2,160	1,503	-657	2,000	2,160	-657			2,160	-657				
470	6592	Rangers Equipment Hire	152	125	-27	991	1,125	134	1,500	991	134			991	134				
470	6620	Vehicle Running Costs	1,183	384	-799	3,378	3,456	78	4,605	3,378	78			3,378	78				
470	6624	Waste Removal	260	344	84	3,648	3,096	-552	4,134	3,648	-552			3,648	-552				
470	6636	Grass Cutting	0	0	0	17,861	18,704	843	18,704	17,861	843			17,861	843				
470	6638	Fencing	21	333	312	2,226	2,997	771	4,000	2,226	771			2,226	771				
470	6640	Training for Countryside Team	66	200	134	1,519	1,800	281	2,400	1,519	281			1,519	281				
470	6648	Tree Work & Maintenance	0	833	833	2,240	7,497	5,257	10,000	2,240	5,257			2,240	5,257				
470	6650	Uniform for Countryside Team	19	52	33	1,209	468	-741	624	1,209	-741			1,209	-741				
470	6651	Personal Protection Equipment	0	104	104	77	936	859	1,248	77	859			77	859				
470	6661	Open Spaces, Projects	0	0	0	0	0	0	0	0	0			0	0				
COUNTRYSIDE			TOTAL EXPENDITURE		14,219	16,073	1,854	215,110	153,410	-61,700	200,691	74,972	140,138	13,272					
407	1005	HLS Payments	5,916	6,076	160	5,916	6,076	160	6,076	5,916	160			5,916	160				
407	1030	Rural Payments Scheme	1,210	1,558	348	2,420	3,116	696	3,116	2,420	696			2,420	696				
407	1035	Catherington Down	0	0	0	750	750	0	750	0	0			750	0				
407	1038	Councillor Grants	0	0	0	2,480	0	-2,480	0	0	-2,480			0	-2,480			Benches	
408	1025	Football Pitches	198	192	-6	1,764	1,728	-36	2,310	1,764	-36			1,764	-36				
408	1049	CIL Funds	0	0	0	34,000	0	-34,000	0	34,000	0			0	0			CIL for 5 Head Rec Playground	
COUNTRYSIDE			TOTAL INCOME		7,324	7,826	502	47,330	11,670	-35,660	12,252	34,000	13,330	-1,660					



INCOME AND EXPENDITURE TO DECEMBER 2023		Current Month (DEC)			Year to Date (APR-DEC)			Annual Budget	To/From EMRS	Restate Actual	Restate Variance	Notes
		Actual			Actual							
		Budget	Variance		Budget	Variance						
	GRAND TOTAL INCOME	11,220	11,928	708	613,172	501,281	-111,891	514,160	101,269	511,903	-10,622	
	GRAND TOTAL EXPENDITURE	39,282	38,738	-544	463,409	384,276	-79,133	516,709	100,352	363,057	21,219	
	NET INCOME OVER EXPENDITURE	-28,062	-26,810	1,252	149,763	117,005	-32,758	-2,549	917	148,846	-31,841	

ADJUSTMENT FOR EARMARKED RESERVES		Current Month (DEC)	Year to Date (APR-DEC)		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>			0	0	101,269	0	0
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
305	3009	Solar Powerful	4,500		354	7	Final Payment for Solar Panels
306	3009	Solar Powerful	18,000		354	7	Final Payment for Solar Panels
408	6580	Play Equipment	14,993		353	7	Five Heads Playground
<b>TOTAL EXPENDITURE</b>			0	0	100,352	0	0

RESTATED AFTER ADJUSTING FOR EMR'S	GRAND TOTAL INCOME	GRAND TOTAL EXPENDITURE	NET INCOME OVER EXPENDITURE
	11,220	11,928	708
	39,282	38,738	-544
	-28,062	-26,810	1,252
	511,903	501,281	-10,622
	363,057	384,276	21,219
	148,846	117,005	-31,841
			514,166
			516,709
			-2,549

Date : 22/01/2024

Horndean Parish Council

Page 1

Time: 11:08

Trial Balance for Month No: 9

User : SR

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
101	Debtors - Sales Ledger			2,982.15	
105	VAT Control A/C			9,285.65	
110	Prepayments			36.89	
200	Co-op No. 1 Account			127,750.37	
201	Co-op Business Select 14 Day			50,000.00	
204	Cambridge & Counties Bank			252,276.20	
210	Lloyds Bank Current Account			39,513.50	
310	General Funds				141,887.64
326	Vehicle Replacement EMR				10,000.00
328	Jubilee Hall Improvements EMR				7,800.00
329	Napier Hall Improvements EMR				2,000.13
334	The Granary- Preserv&Maint EMR				2,000.00
338	Lith Avenue/Lane EMR				3,000.00
341	Playground & Recreational EMR				7,000.00
342	Grounds Equipment EMR				2,499.67
343	Legal Costs EMR				4,000.00
344	Election EMR				1,619.60
346	Fencing EMR				4,000.00
347	Tree Maintenance EMR				4,000.00
348	LychGate Repairs EMR				2,000.00
350	Community Infrastructure Levy				71,464.67
351	Land East of Horndean EMR				1,900.00
353	Five Heads Rec Playground EMR				27.84
354	Future Developments Facilities				54,904.91
355	Green Trail & Heritage Net EMR				6,500.00
510	Accruals				5,895.41
530	Hall Income Deposits				500.00
1000	Precept	201	Central		449,189.00
1005	HLS Payments	407	Countryside Sites		5,915.55
1025	Football Pitches	408	Amenity Sites		1,763.75
1030	Rural Payments Scheme	407	Countryside Sites		2,420.26
1035	Catherington Down	407	Countryside Sites		750.00
1038	Councillor Grants	407	Countryside Sites		2,480.00
1049	CIL Neighbourhood Grant	201	Central		67,268.61
1049	CIL Neighbourhood Grant	408	Amenity Sites		34,000.00
1060	Information Officer	201	Central		3,404.00
1075	Halls Income	301	Napier Hall		21,068.83
1075	Halls Income	305	Jubilee Hall		16,605.72
1080	Cabling Income	201	Central		8.00
1090	Interest Received	201	Central		6,963.91
1100	Recycling Income	201	Central		65.00
1110	Miscellaneous Income	201	Central		1,268.00

Continued over page



<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4062	Public Events	201	Central	3,517.40	
4072	Members Expenses & Training	201	Central	145.00	
4076	Election	201	Central	380.00	
4078	Office Equipment	201	Central	560.56	
4079	Debit Card Fees	201	Central	22.30	
4080	Bank Fees	201	Central	63.00	
5010	Sundry Grants (Internal Grant)	222	S137 Grants	3,950.00	
6010	Catherington Down	407	Countryside Sites	25.97	
6050	Dell Piece	407	Countryside Sites	2,081.34	
6060	Hazleton Common	407	Countryside Sites	15,039.65	
6070	Jubilee Field	407	Countryside Sites	1,320.00	
6115	Five Heads Recreation Ground	407	Countryside Sites	1,313.38	
6130	Village Centre	408	Amenity Sites	840.00	
6160	Other Sites	407	Countryside Sites	531.00	
6180	Football Pitches Maintenance	408	Amenity Sites	413.72	
6500	Countryside Team Salaries	470	Open Spaces	84,550.53	
6530	Dog Waste Bins	470	Open Spaces	4,992.96	
6580	Play Equipment	408	Amenity Sites	66,823.77	
6590	Materials & Equipment	470	Open Spaces	2,160.30	
6592	Rangers Equipment Hire	470	Open Spaces	991.26	
6620	Vehicle Running Costs	470	Open Spaces	3,377.50	
6624	Waste Removal	470	Open Spaces	3,647.74	
6636	Grass Cutting	470	Open Spaces	17,861.42	
6638	Fencing	470	Open Spaces	2,225.83	
6640	Training for Countryside Team	470	Open Spaces	1,518.66	
6648	Tree Work & Maintenance	470	Open Spaces	2,240.00	
6650	Uniform for Countryside Team	470	Open Spaces	1,209.18	
6651	Personal Protection Equipment	470	Open Spaces	76.63	
7000	Transfers from EMR	201	Central		380.00
7000	Transfers from EMR	305	Jubilee Hall		5,000.00
7000	Transfers from EMR	306	Jubilee Hall - Admin		20,000.00
7000	Transfers from EMR	407	Countryside Sites		15,000.00
7000	Transfers from EMR	408	Amenity Sites		59,972.16
7001	Transfers to EMR	201	Central	67,268.61	
7001	Transfers to EMR	408	Amenity Sites	34,000.00	
8000	Loan Repayments	306	Jubilee Hall - Admin	13,265.33	
<b>Trial Balance Totals :</b>				<b>1,046,526.33</b>	<b>1,046,526.33</b>
<b>Difference</b>				<b>0.00</b>	

\*phone 03457 213 213

**MRS C V M BAVERSTOCK-JONES**

Horndean Parish Council  
Jubilee Hall  
Crouch Lane  
Catherington Hampshire  
PO8 9SU

015281 \*\*\*\*\*

## Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
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Account title  
**HORNDEAN PARISH  
COUNCIL NO 1 ACCOUNT**

Sort code  
**089081**

Account number  
**61511813 00**

Statement date  
**29 December 2023**

Statement number  
**849**

Page number  
**1 of 1**

20 DEC 23	OPENING BALANCE			144,957.60
20 DEC 23	HOME START inv 7793		181.56	145,139.16
21 DEC 23	3537 AMZNMktplace	34.96		
21 DEC 23	DD BRITISH GAS BUSINE 603423926120820000	404.55		144,699.65
22 DEC 23	JEWSON LTD 0377/157350	25.08		
22 DEC 23	AARDVARK SUPPLIES 93094	110.58		
22 DEC 23	ACAS 16/7998	125.00		
22 DEC 23	Hounds For Heroes Xmas Collection	295.38		
22 DEC 23	CHRISTMAS DECORATO 2286	735.00		
22 DEC 23	FORWARD CONTROL UK 8609	792.00		
22 DEC 23	FOCUS GROUP 10344613,1109994	262.23		
22 DEC 23	IDVERDE LIMITED 10900150	1,997.18		
22 DEC 23	Horndean Services 165029892	1,037.77		
22 DEC 23	HORNDEAN TYRES 179639	6.00		
22 DEC 23	GLANVILLES LEGAL S 190972	1,518.00		
22 DEC 23	CASTLE WATER 3177681	70.71		
22 DEC 23	SCREWFIX DIRECT LT 6331640016189987	7.62		
22 DEC 23	SCREWFIX DIRECT LT 6331640016189987	59.99		137,657.11
27 DEC 23	DD BRITISH GAS BGL0242787-0231625	150.04		
27 DEC 23	DD BRITISH GAS BGL0154660-0145871	214.89		
27 DEC 23	DD VODAFONE LIMITED 33954525M527980	91.53		137,200.65
28 DEC 23	DD VEOLIA ES UK LTD 08475501	405.12		136,795.53
29 DEC 23	HM REVENUES CUSTO 581PB00105086	4,294.15		
29 DEC 23	HAMPSHIRE PENSION K6850	4,811.53		
29 DEC 23	SOUTHERN HEALTH NH 28090190144		60.52	127,750.37

**Statement closing balance****127,750.37**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.  
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

**Deposits° into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.**

°For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

Our Ref: 15005743\X200\PROC  
Date: 31st December 2023  
DDI: 0344 225 3939  
Fax: 0116 254 4637  
Email: [savings@ccbank.co.uk](mailto:savings@ccbank.co.uk)

**Strictly Private & Confidential**

Cllr J Lay  
Horndean Parish Council  
Jubilee Hall, Crouch Lane  
Waterlooville  
Hampshire  
PO8 9SU

## Statement of Account

**Account name:** Horndean Parish Council

**Account number:** 15005743

**Sort code:** 60-95-86

**Product Description:** 45 Day Business Notice Account - Issue 1 Monthly

**FSCS Eligibility:** Non-eligible

**Sheet Number:** 94

**Statement Period:** 01/12/2023 to 31/12/2023

Date	Description	Debits £	Credits £	Balance £
01/12/2023	Brought forward			251,426.95 Cr
31/12/2023	Interest credited gross 15005743		849.25	252,276.20 Cr

### Interest Rate Summary During Statement Period

From	To	Interest Rate
1st December 2023	31st December 2023	3.977 %

Message Board
For further information about the compensation provided by the FSCS, refer to the FSCS website at <a href="http://www.fscs.org.uk">www.fscs.org.uk</a> . The FSCS Information sheet and Exclusions list can be found at <a href="http://www.ccbank.co.uk/fscs">www.ccbank.co.uk/fscs</a> .

Horndean Parish Council  
 Hordean Parish Council Office  
 Jubilee Hall  
 Crouch Lane  
 PO8 9SU

## Your Account

**Sort Code** 30-65-22  
**Account Number** 77880368

## BUSINESS ACCOUNT

01 December 2023 to 31 December 2023

<b>Money In</b>	£0.00	<b>Balance on 01 December 2023</b>	£39,520.50
<b>Money Out</b>	£7.00	<b>Balance on 31 December 2023</b>	£39,513.50

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
19 Dec 23	SERVICE CHARGES REF : 413603041	PAY		7.00	39,513.50

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



# 100% 13 HORNDEN PARISH COUNCIL - RISK ASSESSMENT

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

12th February 2024

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

## Notes

**"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

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

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

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



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

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



## HEALTH AND SAFETY POLICY STATEMENT



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

In order to discharge its responsibilities the management will:

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

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

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

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

**Chairman**

**Members of the Parish Council**

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

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

### COUNCIL AGENDA

Date: 12 February 2024

AGENDA ITEM: 15

### SUBJECT OF REPORT: Replacement of Parish Office Windows

#### BACKGROUND

On the 05 January 2024, four windows were broken at the Parish Office, and notwithstanding the presence of CCTV footage no identifiable perpetrator has been ascertained.

I attach the following quotations:

#### Quotation 1

£4,921.00 + VAT

#### Quotation 2

£3,720.00 + VAT.

Additional, quotations were sought but not forthcoming.

The window which is sign written will also need to be replaced, and therefore if Members wish for the writing to be reinstated this will incur a further cost of approximately £1,700 - £2,000.

The antisocial behaviour and vandalism remain ongoing, and to this end this is the third time the office has been targeted in this manner. Jubilee Hall windows have been broken on numerous occasions.

Members may wish to give consideration to perhaps seeking an alternative solution, and reduce the significant area of glass. This may possibly be achieved by the installation of a type of panelling/cladding etc.,

This would obviously change the aesthetics of the building, and would not be without cost but maybe an option for consideration.

A claim has been placed with our insurer pending further investigation – outcome awaited.

The cost to attend the site and make safe the broken windows over the weekend was £455 + VAT, plus staff time.

Report prepared by:  
Carla Baverstock-Jones  
Chief Officer



*Report*



# HORNDEAN PARISH COUNCIL

## Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form.

Name of Organisation making the application:

FRIENDS OF HORNDEAN PARISH FOOTPATHS

Name of Person to whom correspondence should be addressed:

JULIUS MACH

Address for correspondence:

TARBERRY CRESCENT  
HORNDEAN  
PO8 9NP

Payee for Grant and Bank Details:

FRIENDS OF HORNDEAN PARISH  
FOOTPATHS

Email Address:

Daytime Tel:

Details of the organisation (What do you do?):

CLEAR OVERGROWN FOOTPATHS, BRIDGWAYS  
AND BYWAYS.

Period of Grant:

ONE YEAR

What is the Grant for? (Give details of the project – continue on separate sheet if necessary):

PURCHASE OF POWER TOOLS AND INSURANCE.

Amount of Grant applied for:

£1,000

Have you applied to any other body for a grant towards this project? (if Yes please give details):

YES OR RATHER WE WILL BE.  
EAST HAMPSHIRE DISTRICT COUNCIL - EQUIPMENT.  
HAMPSHIRE COUNTY COUNCIL - TRAINING

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary):

NO INCOME OR FUND RAISING YET ATTEMPTED.

What age groups do you cater for?

ALL

Total Membership:

13

Where and when do you meet?

WEEKLY ON SITE

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult (e.g. Chairman, President, Leader):

*[Signature]*

(Z.J. MACH)

Date:

21-JAN-2024

For Horndean Parish Council use only



## **Friends of Horndean Parish Footpaths**

**Background:** A few individuals have been cutting back vegetation along public rights of way being paths, footpaths, bridleways and byways both proactively and where reported to be an obstruction. Although landowners are responsible for keeping footpaths clear in many cases there is no clear landowner. In February 2023 we got together and decided to coordinate our activities and in so doing in April formed the Friends of Horndean Parish Footpaths.

The routes we clear, some are used by schoolchildren in going to and returning from school, some are nationally named paths such as the Monarch's Way and most, if not all, are used by dog walkers. Thus far we have been using hand tools such as garden shears, loppers, secateurs, pruning saw, sickle and small bow saws and although effective these are not sufficient to keep up with the growth. We need something more efficient and have identified two tools which would enable us to be more efficient. The first and most urgent is a hedge trimmer which would enable us to cut back vegetation and the second is a wheeled trimmer which combined with the hedge trimmer would enable us to maintain a cleared pathway.

We keep in touch with Hampshire County Council through Megan Cledwyn, Community Engagement Ranger of the Hampshire Countryside Service and the Ramblers Association through Len Lovis of the South East Hampshire Group to ensure we do not duplicate our efforts.

**Beneficiaries:** There are some 17 miles of footpaths and bridleways and a further 7 miles of byways (Statistic provided by John Merrell, a former Parish Councillor). These are available for use by all residents of Horndean as well as visitors to the parish. There are clear health and wellbeing benefits to users as well as some benefits to local hospitality businesses with the potential for more benefits if the routes are well maintained. There is also the hope that easily passable off-road routes may persuade people to use these rather than travel by car.

**Use of grant:** We would like to purchase a battery powered quality hedge trimmer with two batteries, charger, and ancillary materials and basic personal protection equipment. Typically this would be a Stihl HSA 100 hedge trimmer using the AP battery system or an equivalent system. Currently this is available for about £625. Additionally we would need public liability insurance to operate power equipment which may also require training to obtain qualifications to operate the equipment. If there are any funds left then these would be put towards purchasing a wheeled trimmer. At present there are no suitable battery powered wheeled trimmers so this would have to be petrol driven.

**Fall back position if no grants are forthcoming:** The group will continue to do what it can using just hand tools.

**Timescale:** We would expect to be able to order the equipment within two weeks of grant approval, insurance is available as and when required and training courses are run monthly.

**Ancillary benefits and options:** Several of the active members of the group also volunteer with the Parish rangers and therefore the equipment could be used to assist with appropriate tasks. An option the council could consider is to purchase the equipment and loan it to the group on a long term basis.

**Accounts and other documents:** As the group has only recently formed there has been no income or expenditure as the members have been using their own hand tools. Based on attendance over the last six months a contribution of some 450 hours per annum would be likely. However, new members are being recruited so this figure could rise. The majority of members are elderly so typically can only manage between 2 and 4 hours work on any one day. A copy of the constitution is attached as well as the inaugural minutes and the minutes of the first AGM.

## **Friends of Horndean Parish Footpaths**

### **List of requirements and costs 2024**

#### **Equipment**

Wheeled trimmer mower effectively a brush cutter on wheels using nylon cord to cut but safer than a brush cutter as it stays on the ground. A DR machine is the only one with enough power but will consider the Weibang equivalent when it becomes available.

£800

Stihl HSA 100 cordless hedge trimmer, A301 charger, 2 X AP200 batteries

£665

Safety Helmet with Protective Ear Muff and Mesh Visor X 2

£40

#### **Other one-off costs**

Initial training (two people)

£620

Total set-up costs

£2,125

#### **Annual Expenses**

Insurance

£140

Training – one person per year

£310

Replacement cutting cord

£25

Oils and fuel

£50

Total annual costs

£525

**Total funding requirement**

**£2,650**

## **Friends of Horndean Parish Footpaths**

### **First Annual General Meeting 20<sup>th</sup> November 2023, 12:00, held on Footpath 119/15/1**

#### **1. Apologies**

There were no apologies.

#### **2. Present**

Garry Marshall, Chris Andrews, Julius Mach, Roy Butt

#### **3. Chairman's report**

Garry Marshall reported that in his opinion good progress was being made in the establishment of the group.

#### **4. Secretary's Report**

Chris Andrews stated that there was nothing to report.

#### **5. Treasurer's report**

Julius Mach reported that a bank account has been set up but as yet we had no income or expenditure. Application forms for funding have been obtained from East Hampshire District Council and Horndean Parish Council. The Ramblers Association have been contacted for recommendations regarding insurance and Hampshire County Council would be contacted regarding any required training.

#### **6. Election of Chairman, Secretary, Treasurer, and up to two committee members**

Garry Marshall (Chairperson); Chris Andrews (Secretary); Julius Mach (Treasurer) were re-elected. Vacancies remained for ordinary committee members.



## **7. Discuss Future of the Group**

It was agreed to continue to pursue funding for equipment, training and running expenses. It was agreed that raising awareness of the group by showing work done and proposed on facebook be the main means of increasing membership and participation.

## **8. Membership Subscriptions**

It was agreed that for the present there should be no membership fee especially as members were providing their own tools, and PPE.

There being no other business the meeting closed at 12:32.

## FRIENDS OF HORNDEAN PARISH FOOTPATHS

Inaugural general meeting held on 20 April 2023 at 23 Tarbery Crescent

Interested parties:

1. Mr G. Marshall was elected to be the Chairperson
2. Mr CJ Andrews was elected to be Secretary
3. Mr ZJ Mach was elected to be Treasurer
4. The constitution, as attached and signed by the members of the management committee, was adopted.
5. It was agreed that Lloyds bank be approached to open a bank current account in accordance with the constitution.
- 6 It was agreed that further meetings would be held during working party days as and when necessary with notification of meetings being issued alongside notification of working party gatherings and venues.
7. It was agreed that the minutes of this inaugural meeting would be written and signed off before the persons present left the meeting.

Signed:



Date: 20/4/23

Mr G Marshall  
(Chairperson)

# **CONSTITUTION OF the Friends of Horndean Parish Footpaths**

**ADOPTED ON: 20<sup>th</sup> April 2023.**

## **1 Name**

The name of the Group shall be Friends of Horndean Parish Footpaths:

## **2 Aims**

The aims of the Group shall be to assist in maintaining footpaths, bridleways and other rights of way in Horndean and surrounding areas.

## **3 Powers**

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- e. Acquire and manage buildings
- f. Organise courses and events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

## **4 Membership**

- (a) Membership of the Group shall be open to any person over 18 who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- (c) Every individual member shall have one vote at General Meetings.
- (d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

## **5 Management**

- (a) The Group shall be administered by a Management Committee of the Officers and not more than 2 other members elected at the Group's Annual General Meeting (AGM).
- (b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- (c) The Management Committee shall meet at least once a year.
- (d) The Chairperson shall Chair all meetings of the Group.
- (e) The quorum for Management Committee meetings shall be 3 members.
- (f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- (h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

## **6 Duties of the Officers**

- (a) The duties of the Chairperson are to:
  - chair meetings of the Committee and the Group
  - represent the Group at functions/meetings that the Group has been invited to



- act as spokesperson for the Group when necessary

(b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

## **7 Finance**

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued shall be signed by the Treasurer or one other nominated official.

## **8 Annual General Meeting**

(a) The Group shall hold an Annual General Meeting (AGM) in the month of November

(b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be the greater of 3 or 10% of the membership.

(c) The business of the AGM shall include:

- (i) receiving a report from the Chairperson on the Group's activities over the year
- (ii) receiving a report from the Treasurer on the finances of the Group
- (iii) electing a new Management Committee and
- (iv) considering any other matter as may be decided.

## **9 Special General Meeting**

A Special General Meeting may be called by the Management Committee or by 10% of the membership if greater than 3 to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **10 Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## **11 Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on 20<sup>th</sup> April 2023.

Signed by:

Chairperson:

Secretary

Treasurer:

Other Committee members:



# Horndean Parish Council Schedule of Meetings 2024-2025

Item 20

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL
	FINANCE & GENERAL PURPOSE
	GROUNDS
	PLANNING & PUBLIC SERVICES

	ANNUAL PARISH MEETING
	ANNUAL MEETING
	EVENTS
	BANK HOLIDAY

May 2024					
Mon	Mon	Mon	Mon		
6	13	20	27		

June 2024					
Mon	Mon	Mon	Mon		
3	10	17	24		

July 2024					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

August 2024					
Mon	Mon	Mon	Mon		
5	12	19	26		

September 2024					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	

October 2024					
Mon	Mon	Mon	Mon		
7	14	21	28		

November 2024					
Mon	Sun	Mon	Mon	Mon	
4	10	11	18	25	

December 2024					
Mon	Mon	Tue	Mon	Mon	
2	9	10	16	23	

January 2025					
Mon	Mon	Mon	Mon	Mon	
6	13	20	27	29	

February 2025					
Mon	Mon	Mon	Mon		
3	10	17	24		

March 2025					
Mon	Mon	Mon	Mon	Mon	
3	10	17	24	31	

April 2025					
Mon	Mon	Mon	Mon		
7	14	21	28		

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL UNLESS OTHERWISE STATED ON HPC WEBSITE. TIMES MAY VARY PARTICULARLY WHEN 2 MEETINGS ARE HELD ON THE SAME DAY

Events:
Remembrance Day - 10th November 2024
Carol Service - 10th December 2024

Office Closure Dates:
27th December 2024
28th December 2024
29th December 2024

Bank Holiday Dates
Early May Bank Holiday - 6th May 2024
Spring Bank Holiday - 27th May 2024
Summer Bank Holiday - 26th August 2024
Christmas Day - 25th December 2024
Boxing Day - 26th December 2024
New Year's Day - 1st January 2025
Good Friday - 18th April 2025
Easter Monday - 21st April 2025

BUDGET WORKSHOP
23-Sep-24
28-Oct-24
02-Dec-24

Adopted: (DRAFT)



## Vehicle Speed Monitoring Initiative – Update to Feb Council Meeting

Prepared by Cllr Derek Prosser

### Current State of Play

We have a budget of £5000 this year for a speed indicator device (SID). Our existing equipment has been deemed outdated and too heavy to be posted on existing lampposts. One of the existing devices has been removed and the other is still on a post on Lovedean Lane and has been for some time. There is no licence in place to deploy any device we might have. We have enquired but not applied for a set of devices from EHDC. The volunteers who used to deploy the devices have indicated they do not wish to continue. Our grant to erect a post in Catherington to hold a new device has not been used and must be returned shortly – an extension was requested and denied. Our engagement with South of Butser Speedwatch is largely passive. As it is we are currently doing little to move this forward despite it being an important issue for our residents.

### Getting up to “speed”

I have spoken to Ex-councillor Peter Little who has briefed me on the above and indicated that he favoured setting up our own mobile team at the roadside for two reasons – firstly the mobile equipment is likely cheaper circa £3000 and having a mobile team would enable us to respond effectively to requests from residents to monitor hotspots. Following discussion with South of Butser Speedwatch (representative Marcella Payne – now leaving Speedwatch), I have come to a conclusion that this is not the best way forward. The reasons are – firstly we would be in competition with the Speedwatch team for volunteers (their brief is all the southern parishes), their experience in getting volunteers is difficult. Such a mobile team would need permissions from the Police and HCC anyway for where they stand and the permission of the neighbours – so in that regard it is not instant response. Finally Speedwatch’s experience is that motorists are often abusive towards them putting them in a difficult position.

### Case Study – Rowlands Castle

Rowlands Castle have recently applied successfully for an EHDC Average Speed Camera set in line with the “Leader’s Initiative”. They also have two of their own SIDs and an electronic speed sign which is old but they still deploy it having successfully challenged/escalated the “too heavy” initial response from HCC. They have not received their EHDC cameras yet having applied in August. The application process is onerous and took their chief officer most of August to sort through. The EHDC Cameras must be applied for at a specific location in a specific direction, this must be agreed by the Police and HCC ahead of submission. Rowlands had some SID data to back up their application but this is not deemed essential. Licences with HCC for the EHDC camera set is £176 per location. So if you wish to move them this must be agreed again and licenced with HCC and the Police. There are also rules where you are allowed to put them, not near busy junctions etc. Rowlands had to submit their second favourite location! (I have a copy of Rowlands application form). So effectively these cameras though designed to be moved are in practicality static. Such Camera sets could be purchased directly from the manufacturer. The purpose of the EHDC initiative is to share data with the police so they have a set of data from an area to look for frequent offenders. It is worth noting that Rowlands



are actively considering allowing Speedwatch access to the data from the camera (this can be accessed via a website or app).

Returning to the devices they have purchased themselves from Westcotec. Rowlands have bought two mini SIDs. These are deployed by their handyman contractor (their grounds person) and moved every 3 to 4 weeks. The data is available via Bluetooth onto an Android mobile phone. An office person downloads this data by standing next to the device before it is moved. The older device needs to be taken to the office to download the data via cable. I have included a quote from Westcotec for the device in question in the pack (circa £4000). There are other options such as smiley face on the sign and 4G connectivity at an extra charge.

### Way Forward

Given the above I conclude that our own SID device approach (moving location every three weeks) is the best way forward. We can still apply to EHDC for the static cameras if we wish to take advantage of that initiative but in order to do that we must choose a road and a direction and then agree that with HCC and the Police. Having our own device and moving it ourselves (in addition maybe) will be more flexible and more responsive to our residents. Having our own group of people standing at the roadside with a speed camera is not a good idea. With regard to EHDC I have emailed Natalie Meagher who is administering the \*EHDC scheme and asked if we can join and how to apply. She stated that they had deployed 5 sets of cameras already to parishes and about to deploy to two others. She said that they were considering the next phase of applications and would let us know by the end of the month if we could apply. I await this email from her.

For SID devices my understanding is we need to purchase a device before applying for a licence from HCC. I believe we have some time ago pinpointed certain locations and agreed these in principle with HCC. We could also challenge HCC about the older devices.

In terms of deploying our device(s) to the locations every 3 weeks we either need volunteers or find some other method to stay on top of this. Any volunteers would need to be health and safety trained and provided with equipment. We could take the Rowland Castle approach and use the Grounds Team or their existing volunteers to move the SID. It is probably is only an hours work every three weeks. It is then easily controlled and we can be confident that the moves will happen. (or we could employ a handyman or an existing subcontractor)

### Next Steps (timelines aspirational!)

1. Ascertain from EHDC if we can participate in their scheme – End January – **We have now permission and we can apply (see below)**
2. Update to Council and decisions on way forward – Feb Meeting
3. If approved then apply to EHDC – End Feb (TBA)....(requires choice of road/direction and ok for HCC and Police)
4. In the meantime purchase our own SID device – End Feb
5. Decide if the Ground's team or a sub-contractor will install/manage the device (quotes?)
6. Apply for the SID Licence – End Feb
7. Train installation "team" – Mid March
8. Update to Council – Progress and device location priorities input – March Meeting

9. Review the existing candidate list of device locations and prioritise....and start deployment – End March
10. Engage with Speedwatch on prospective activity in the Horndean area – End Feb

If we participate in the EHDC Camera Scheme then deadlines will be dictated by their application process...otherwise will be dictated by HCC licence process or device delivery

\*EHDC Camera Scheme - Cameras come in sets of three, taking an average speed from passing cars, and registering number plates, times of high traffic and other related information.

The data can then be shared with the police, giving them a clear idea of when traffic speeds are highest, when traffic is heaviest and who the serial offenders are.

EHDC's role will be to fund the cameras and first year maintenance, but local communities will liaise with the police and Hampshire County Council on how to use the data collected and where cameras should be positioned.

## LATE UPDATE

We have now heard from EHDC and have permission to apply for Cameras from their scheme. They would like us to do it quickly as they want to buy the next tranche of Cameras by end March.

The application involves the following:

- Selecting a location and direct (where there is appropriate street furniture)
- Provide a justification for that site eg letter from resident
- Getting a documented approval from HCC, the Police and Local Residents for Camera positions

Here is an extract from Rowland's Castle application on Camera position for Manor Lodge Road heading towards Whicher's Gate roundabout

*"The proposed location for Camera 1 is c 67m from the village gateway signage on MLR which includes signed speed limit change to 30mph, as required in the Guidance supplied by EHDC.*

*The proposed location for Camera 2 is c 300m from that of Camera 1, and the proposed location for Camera 3 is either a further c 200m or 400m on from that of Camera 2, depending on the preferred option by Hampshire Highways"*

The council may wish to consider that we start this process in addition to or instead of our own SID.

We can propose any of our existing SID location (below) or a new one.

## DECISIONS REQUIRED

- |  |      |
|--|------|
| 1. Buy a new SID and Licence it?   | Y/N  |
| 2. Grounds Team or Contractor to Erect/Move? (Max one person week per year)              | Y/N  |
| 3. Apply for EHDC Average Speed Cameras by end Feb + Licence + allocation for posts cost | Y/N  |
| 4. Location suggestions for EHDC Cameras (if applicable)                                 | Open |
| a. Catherington Lane (between Kingscourt and Stonechat?)                                 |      |
| b. Lovedean Lane (North or South)  |      |

- c. Five Heads Road from Park to Junior School?
- d. London Road towards the Village?
- e. Hazelton Way?

(Plan is to move SID every three weeks (an hour's work) and the EHDC Cameras every three to six months – half a day?) Licence Cost is £178.

### **Our current proposed locations for a SID**

Location	Identification	Lampost
Catherington Lane, south side of the church hall car park entrance	Ground Socket & Temporary lamppost to be installed	
Catherington Lane East Randells Cottages	from Catherington towards Horndean	42
Rowlands Castle Road, South side		5
Rowlands Castle Road, North side		7
Stonechat adjacent to Quail Way	from Horndean towards Lovedean	17
Lovedean Lane travelling North(adj:no 179)	From Lovedean towards Clanfield	39
Lovedean Lane travelling South	From Clanfield towards Lovedean	40
Downhouse Road West	From Catherington to Clanfield	2
Downhouse Road East	From Clanfield towards Lovedean	4
White Dirt Lane ( Adj to No. 17)	From Clanfield towards Catherington	6
Southdown Road(Opposite Francis Ave)	From Horndean to Clanfield	3
Downwood Way travelling south	From Clanfield to Horndean	1
Havant Road	Horndean to Havant	21
Havant Road	Havant to Horndean	23
London Road (adj No:43)	Horndean to Cowplain	8
- Drift Road(Junction New road)	From Clanfield to Catherington	28
Frogmore lane(opposite Victory Ave>)	From Lovedean towards Horndean	27



## Carla Baverstock-Jones

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**Subject:** FW: Flag

Many thanks for your prompt reply. Why not fly the Union Jack and show the cohesion of the nation. Little England (or Horndean) isn't a great message.  
I forgot the Doctors in the surgery who also do not have an English heritage.  
Have a good Christmas.

AW

On Fri, 15 Dec 2023, 09:34 Carla Baverstock-Jones, <[Carla.baverstock-jones@horndeanpc-hants.gov.uk](mailto:Carla.baverstock-jones@horndeanpc-hants.gov.uk)> wrote:  
Good Morning

Thank you for your email regarding the above which has been passed to Council.

The flying of the St George's flag has historically been flown in Horndean as it is a unifying symbol for England, which is one of the constituent nations of the United Kingdom.

The adjacent business owners to which you refer have not raised any concerns, please be assured had they done so the matter would have been immediately addressed. The Council is keen to promote community cohesion regardless of faith and background.

It is of note that conversely when the St George's Flag has been withdrawn from government buildings it has been highly controversial and criticised. The reason being it serves to create false misconceptions that certain groups are not English or British, which extremists then exploit in their propaganda.

I do appreciate that we live in ever evolving times and therefore the matter will be considered further in due course.

Kind Regards

Carla

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**Sent:** 13 December 2023 17:55

**To:** Contact <[contact@horndeanpc-hants.gov.uk](mailto:contact@horndeanpc-hants.gov.uk)>

**Subject:** Flag

Can you explain why the flag of St George is flying in the square? We are all UK citizens and our flag is the Union Flag or Union Jack. Three of the restaurants in the square are owned by people not of English origin who pay their business rates and should have look at the flag which often represents extreme right wing views.  
Horndean is part of The United Kingdom.

AW

White/English/Scottish.

# **FLAG DAYS 2023**

**(TO BE HONoured IN HORNDEN)**

**01 March – St. David's Day**  
**13 March – Commonwealth Day**  
**17 March – St. Patrick's Day**  
**9 April – HM King Charles III Wedding Day**  
**23 April – St. George's Day**  
**06 May – Coronation Day of HM Charles III**  
**17 June – Official Birthday of HM King Charles III**  
**21 June – HRH Prince of Wales Birthday**  
**24 June – Armed Forces Day (Armed Forces Flag)**  
**17 July - Birthday of the Queen Consort**  
**08 September – His Majesty's Accession**  
**15 September – Battle of Britain Day**  
**12 November – Remembrance Sunday**  
**14 November HM King Charles III Birthday**  
**11 November – Remembrance Day**  
**30 November – St. Andrew's Day**  
**During Christmas Period**  
**(i.e. Tree and lights up to Twelfth Night)**

**The Union Flag to be flown on all occasions above, unless otherwise directed. Flags should be flown on these days from 8.00 am until sunset. If a date falls at a weekend please ensure that the flag is raised last thing on the Friday and lowered first thing on the Monday.**

**St. George's Pennant to be flown at all other times.**

**PLEASE NOTE: If an occasion arises when it is agreed that a flag will be flown at half-mast the UNION FLAG must be used. (e.g. death of a member of the Royal Family).**