Horndean Parish Council
NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 06 OCTOBER 2025 at 6.30 P.M. IN JUBILEE HALL

Members are summoned to attend

Sarah Guy
Interim Proper Officer

30 September 2025

AGENDA

1. To receive and approve apologies for absence.

2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***

3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.

4. To receive a written update from District Councillors regarding District Council matters.

5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***

6. To approve the Minutes of the Council Meeting held on the 01 September 2025.

7. To note the Chief Officer's report.

8. To receive and consider a request for a community music festival, namely Lincfest at Jubilee.

9. To receive an update from Members representing the Parish Council within external organisations and Working Parties.

10. To receive an update in respect of the data received from the speed cameras.

11. To receive and approve the Orders for Payment (August attached).

12. To receive and note the monthly finance report.

13. To receive and note the External Auditor Report for the year ended 2024/2025.

14. To receive an update in respect of the grants available for the replacement doors at Jubilee Hall.

15. To receive and agree the signing of the grant agreement letter for grant funding in respect of the Horndean Green Trail and Heritage Network – UKSPF Active travel Capital Project Grant - £25,401

16. To consider the quotations in respect of the tender process in relation to expenditure of the Community Infrastructure Levy (CIL) Award of £95,000, for the MUGA and new Fitness equipment facility at Jubilee.

17. To seek Cllr nomination to represent HPC at the South Downs National Park Authority.

18. To receive an update in respect of advertising the Chief Officers/Clerk post.

19. To consider amendments to Standing Orders in terms of Delegated Powers and the Proper Officer.

20. To note the next scheduled meeting of the Council being the 03 November 2025.

21. **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).**

22. To approve the Confidential Minutes of the Council Meeting held on the 01 September 2025

23. To receive an update and recommendation following the coffee vendor trial at Jubilee.

24. To receive and consider a request to connect a property in Lith Avenue to the mains water.

District Councillor Report for HPC Council Meeting – 30 September 2025 Item 4

Climate Action Fund

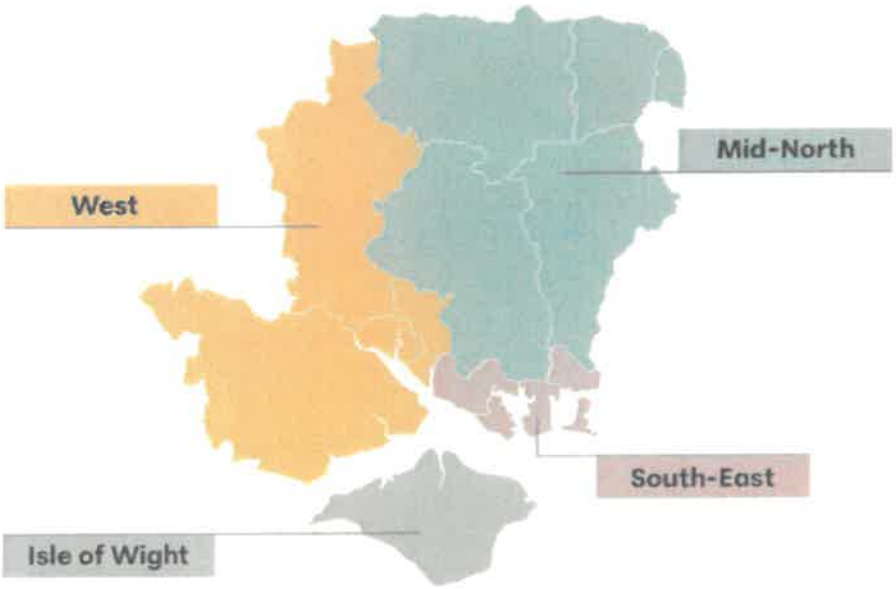
Applications close on Monday 13 October!

The fund will accept applications up to £20,000 for capital or revenue. A total of £129,000 is available, funded through councillor grants.

More details: https://www.easthants.gov.uk/climate/community-climate-action-fund

LGR

Following vote at EHDC full council the HCC and EHDC joint proposal for 3 mainland unitaries and 1 unitary for the IOW has been submitted to central government.



Indicative timetable:

Mid-November – HM Government will commence a public consultation on its two preferred models for Hampshire
Jan-April 2026 – Government decision on LGR proposals
May 2026 – Mayoral Election in Hampshire (confirmed)
July-August 2026 – LGR legislation prepared and laid by Government
May 2027 – Elections to shadow Unitary Authorities anticipated
April 2028 – New Unitary Authorities go live. Shortly after this, it is expected that HCC Districts and Boroughs will be wound up

37 Bus Service Update

Following Hampshire County Council's response in July to a joint letter organised by Cllr Hogan with several other Southern parishes district councillors including Horndean Cllrs

Woodard and Hatter, Cllr Hogan has submitted further evidence requesting a reassessment of support for the 37 bus service. Key points raised include:

Overcrowding – Residents have reported passengers being left behind in the morning, including vulnerable users. This indicates unmet demand rather than lack of potential.

Stagecoach evidence – In a recent planning application (EHDC-25-0923-OUT), Stagecoach confirmed that with modest pump-priming (£30k early service / £130k evening service), early and late journeys could become commercially viable.

Impact of service cuts – Last year's timetable changes brought forward last through-journeys from 7pm to 5pm, reducing options for commuters, students, and night workers.

The latest email asks HCC to:

Reassess the 37 service in light of new evidence.

Engage with Stagecoach, local councillors, and developers on a joint package of developer contributions, pump-priming, and patronage growth.

Supporting documents were provided, including resident testimony on overcrowding, planning documents on Stagecoaches assessment of the 37 service with a developer, and a summary of the timetable changes we saw from last year.

Also noted that Cllr Prosser has already raised the overcrowding issue at the Hampshire Transport Forum. The email invited HCC to meet with councillors, and officers to discuss next steps.

Cllr James Hogan – Horndean Downs ward

Cllr Elaine Woodard – Horndean Murray ward

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DC Report for HPC Council Meeting 6th October 2025

Cllr David Evans 2/10/2025

Local Government Reorganisation (LGR) from the Press Release:

Major milestone reached as 'Stronger Hampshire' local government reorganisation proposal submitted to government East Hampshire District Council submitted its proposal for local government reorganisation to central government on the 26th September.

This proposal recommends creating four new unitary councils – three on the Hampshire and Solent mainland and one on the Isle of Wight.

This was discussed by councillors at Full Council on Thursday 25th September and Cabinet members agreed to submit the proposal the following day.

The change is part of a national move by Government to replace two-tier local government structures (i.e. county councils and district/borough councils) with fewer unitary (all-purpose) councils that deliver all local government services.

Across Hampshire and the Solent area, this involves 15 councils being replaced by a smaller number of unitary councils that deliver all services.

The proposal, developed in partnership with Hampshire County Council, aims to deliver simpler, stronger and more secure local councils for the future: providing the best possible value, greater local accountability and reliable services for residents and their families for generations to come. What's more, the plan promises to unlock fresh opportunities for innovation and growth, to make councils stronger and ready to bring about real, positive changes across communities, that people will actually see and feel in their everyday lives.

This bid supports the Government's growth and housing ambitions by proposing four unitary authorities that streamline governance, unlock land for development, and enable faster, more efficient housing delivery across Hampshire and the Solent Area.

The needs and aspirations of local people lie at the heart of the new four-council design, aiming to create councils that are truly responsive, efficient, financially stable and focused on what matters most to people across the area.

The proposal builds from a strong foundation, backed by expert advice, extensive engagement with communities and trusted organisations, and provides a smooth transition to a new model of local government with real benefits for residents. Four unitary councils are the right fit - big enough to deliver strong services but focused enough to stay connected to local communities. It's the safest and most effective way to manage change and unlock long-term improvements.

***Cllr Richard Millard**, Leader of East Hampshire District Council, said: "Today marks a major step forward. Our proposal for a four-unitary model is bold, forward-thinking, and built on solid evidence.*

"This plan unlocks around £50 million in annual savings, safeguards our most vulnerable residents, and lays the foundation for economic growth and innovation.

"I care deeply that our communities are empowered and this proposal outlines how we will achieve that so that as well as delivering vital services and stimulating growth, we will also be able to ensure that the 'little things' that matter to our residents don't get lost.

"I'm proud to be putting forward a credible, ambitious, evidence-led proposal and I'm eager to hear the government's response."

***Councillor Nick Adams-King**, Leader of Hampshire County Council, said: "This submission is the result of detailed analysis, careful collaboration, and a steadfast commitment to Hampshire's future.*

"We've listened to the diverse voices from across our area, ensuring our proposal reflects the insight and priorities of residents, partners, and local organisations.

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"By drawing on expert advice and broad engagement, we are confident that the model we've set out will keep vital services strong, empower local decision-making, and provide a stable foundation to transform and improve the way councils work for residents through new opportunities for investment and economic growth in local areas.

"Above all, our approach is about building a resilient, forward-looking system of local government that puts residents and their families first and secures the best outcomes for our communities - today and for generations to come"

Next steps:

Central Government will decide which local government model(s) to consult the public about later this year, before making its final decision, which is expected in 2026.

For more information on LGR and to read our proposal visit our website through the button below or use this link www.easthants.gov.uk/lgr

This proposal is by far the best option for our residents. Many of us would not have chosen to create huge Unitary Councils, but the Government has set the size criteria 500,000 people per council by merging existing councils. You will note that Portsmouth, Havant and others want Horndean, Clanfield and Rowlands Castle to be sliced off and become part of the Portsmouth Unitary. The Leader has repeatedly said he is totally opposed, which I heartily agree with.

I believe the proposals for "Neighbourhood Empowerment" to be crucially important in countering the centralising effect of moving into a huge Unitary. It is my view that many more people will need to step up and get involved so that these do not become dominated by a few well-funded single issue pressure groups.

It is expected that central government will consult on proposals from around November to January. They may choose to consult on our proposal, alternative proposals, or none of the submissions. The suggested Ministerial timeline indicates a final decision on which proposal will be implemented will be around March 2026.

Aldi Store, Havant Road, Proposal: Discussions are continuing with Highways to look at possible ways to improve access and if these result in changes this will be reconsulted upon.

Travellers encampment Woodhouse Lane Blendworth. I received a report last week that travellers have returned to the site in what appears to be a contravention of their undertaking made to the High Court in 2022. I have reported this to the Officer in charge of Enforcement at EHDC who is taking this up with the utmost seriousness.

Item 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 01 SEPTEMBER 2025 AT 6.30 P.M.

PRESENT: Councillors A Redding (Chairman), T Attlee, J Lay, D Prosser, N Smith, R Smith, R Sowden, J Tyler

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

PUBLIC ATTENDANCE: District Cllrs D Evans & J Hogan & 4x members of the public

HPC 119/25/26 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Beck and District Cllr E Woodard.

HPC 120/25/26 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of a pecuniary interest were received.

HPC 121/25/26 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Marge Harvey was received and noted with thanks.

HPC 122/25/26 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted with thanks, with confirmation that the personal comment within the report would be passed on to Carla Baverstock-Jones, as follows

Finally, may I make a personal comment? It was with surprise and great regret that I learnt, at the 4th August meeting, of the resignation of Carla Baverstock-Jones as your Chief Officer. As I served on HPC from 2011 I am acutely aware that Carla's exemplary leadership was the crucial element that developed the Council into the present well-run organisation with a well-motivated officer team dedicated to delivering Council Policy.

HPC 123/25/26 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

District Cllr D Evans commented on/queried the following

- HPC had historically attempted to maintain the Morrisons roundabout, until HCC said it was within their ownership and HPC could no longer continue to maintain it.
- Agenda item 18 query, potential purchase via grant funding, of a flail mower: HPC previously owned this equipment, but Council at the time, agreed it was more cost effective to hire when required due to the maintenance of the equipment being expensive.

- Suggestion for HPC to defer agenda items 20-25 for reports/information to be put into the public domain. A short discussion took place and it was agreed that Council would look to move forward with items 20-25, as information for all items was and is available to the public on the HPC website, following initial discussion at the Grounds Committee meeting on 18 August 2025.

A member of the public asked if HPC knew when Taylor Wimpey would be offering a presentation with regards to the Lovedean Lane proposed development. It was confirmed that Taylor Wimpey would be attending to present at the next full Council meeting on 06 October 2025.

HPC 124/25/26 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 04 AUGUST 2025**

It was **RESOLVED** that the minutes of the Council meeting held on 04 August 2025 be signed as a true record of the meeting with the following agreed amendments (page 26 of the minutes, minute HPC 105/25/26)

- Taylor Wimpey Proposed Development: 3rd bullet point – Change the word "top" to read "to" (Existing oak tree to be retained on site).
- Amend the title "Gales Rise" to read "Southern Parishes Community Forum".

All agreed.

HPC 125/25/26 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

Coffee Vendor Working Party: A report by Cllr Tyler was circulated and an update provided: The WP met with two interested vendors, who were keen to operate at Jubilee. One vendor already has a trailer to operate from and the other is exploring the purchase of one, due to a recent purchase of one having fallen through. The vendors will be fully self-sufficient with no requirement for water or power from Jubilee Hall. A proposal by Cllr Tyler was made, as follows. This was seconded by Cllr R Smith.

- Allow a licence to be granted for the use of Jubilee Car Park
- Loo who runs Dolly Coffee Trailer, to operate from Jubilee for an initial period of 12 months.
- A review to be undertaken after 6 months of operation.
- An administration fee of £40 is payable, to set up the licence.
- Monthly licence fee of £10 is payable, per month.

A short discussion took place and concerns were raised as to the decision making of a coffee vendor, given there is not an agenda item for this, although HPC had asked for expressions of interest for a coffee vendor operating at Jubilee on the HPC website and Facebook page.

After further discussion it was agreed that Loo, who runs Dolly Coffee Trailer could operate on a 1-month trial basis at Jubilee and the item be deferred until the next Council meeting, for an agenda item to be listed and a formal resolution be made.

Horndean Improvement Project (HIP): Cllr R Smith updated members, following the recent visit to Horndean, by MP Damian Hinds, where members of the HIP and District Cllr James Hogan met with Damian to show him the 2x areas of flooding and the precinct and Shambles in the centre of Horndean. A presentation followed, highlighting the issues residents are experiencing with First Port Management Company, where it was discovered that a lot of MPs are experiencing the same concerns with their constituents regarding First Port. The No. 37 bus was discussed with MP Damian Hinds who offered HPC his support for all concerns raised during the visit.

HGTHN: Cllr Redding provided an update:

- Additional funding of £25,401 awarded by EHDC from the UK Shared Prosperity Fund for the purchase of the AO sized noticeboards.
- The AO maps are in the production phase.
- The maps have been released into the public domain (HPC website & Facebook).

- Community Infrastructure Levy (CIL) funding request to the South Downs National Park Authority for quieter lanes initiative has been turned down.
- HPC does not currently have a map with all assets on - EHDC are currently working on producing this. The map will be useful to have for the HGTHN, as well as other applications in the future.

HPC 126/25/26 TO REVIEW THE MEMBERSHIP OF THE LEOH WORKING PARTY

It was **RESOLVED** that Cllr A Redding be elected as a member of the LEOH working party. This was proposed by Cllr Attlee and seconded by Cllr Lay. All agreed.

HPC 127/25/26 UPDATE FROM LEOH MEETING WITH ROWLANDS CASTLE PARISH COUNCIL REPRESENTATIVES

A report by Cllr Attlee was circulated, as attached. The Chairman thanked Cllr Attlee for her detailed report.

HPC 128/25/26 TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS

A report by Cllr Prosser was circulated and an update provided.

- He confirmed that the SID had been moved to London Road by the Grounds Team, today.
- HPC were asked to remove the speed camera signage by Highways at HCC, as permission had only been given to install the cameras and not signage. County Cllr Marge Harvey managed to get the decision reversed - HPC have now been given permission to display the signage.
- Speeding patrols have taken place on Catherington Lane, by PC Sarah Clements – Credit to be given, as the team are understaffed.
- Draft letter to The Police & Crime Commissioner & Chief Constable to be amended, slightly, before sending.

Cllr Redding thanked Cllr Prosser for the effort and time spent in drafting the letter to The Police & Crime Commissioner & Chief Constable, stating it as an excellent worded letter.

HPC 129/25/26 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (JULY ATTACHED)

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

HPC 130/25/26 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and an update provided.

HPC 131/25/26 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE AND COUNTIES AS AT 30 JUNE 2025

It was **RESOLVED** to approve the bank reconciliation Co-Operative, Lloyds and Cambridge and Counties as at 30 June 2025.

HPC 132/25/26 TO NOTE THE EXPENDITURE INCURRED PURSUANT TO HPC'S FINANCIAL REGULATIONS PARA 3.4, IN RESPECT OF PHASE 2, RECRUITMENT FEES OF £1,500 PERTAINING TO THE CHIEF OFFICER POST

It was noted that the Society of Local Council Clerks were unable to provide a locum Clerk.

The expenditure incurred pursuant to HPC's Financial Regulations Para 3.4, in respect of phase 2, recruitment fees of £1,500 was noted, pertaining to the Chief Officer's post.

HPC 133/25/26 **TO RECEIVE AN UPDATE IN RESPECT OF THE GRANTS AVAILABLE FOR THE REPLACEMENT DOORS AT JUBILEE HALL**

It was **RESOLVED** that the item be deferred until the next Council meeting, to allow time for District Cllrs to respond to the applications presented.

It was noted that 2 of the 5 District Cllrs had already approved grant funding as follows

- Cllr James Hogan - £1,000
- Cllr David Evans - £1,000

HPC 134/25/26 **TO RECEIVE AND CONSIDER THE FORMAL NOTIFICATION OF THE COMMUNITY INFRASTRUCTURE LEVY (CIL) AWARD OF £95,000, AND AGREE THE WAY FORWARD**

Formal notification of the CIL award of £95,000 was noted for the following projects at Jubilee

- A multi-use games area (MUGA), to replace the basketball court.
- Fitness/gym replacement, due to the age of the current equipment, which is now obsolete.

It was **RESOLVED** that the Grounds Manager obtain updated quotations as necessary.

HPC 135/25/26 **TO RECEIVE AN UPDATE AS TO FURTHER GRANT FUNDING IN RESPECT OF THE HORNDEAN GREEN TRAIL AND HERITAGE NETWORK – UKSPF ACTIVE TRAVEL CAPITAL PROJECT GRANT - £25,401**

It was noted that Council had previously approved receipt of £25,401 grant funding in respect of the Horndean Green Trail and Heritage Network at the Council meeting on 04 August 2025.

It was **RESOLVED** that Cllr Redding would pick this up. All agreed.

HPC 136/25/26 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE POTENTIAL PURCHASE VIA GRANT FUNDING, OF A FLAIL MOWER WITH ATTACHMENTS**

A detailed report was circulated by the Grounds Manager and an update provided. The Grounds Manager said he felt that a flail mower would be a useful piece of equipment that could be used by the Grounds Team, on a weekly basis.

The Grounds Manager confirmed that he had already submitted a grant application to EHDC for the Rural England Prosperity Fund (REPF) due to the timing of the closing date but said it can be retracted if Councill decided against the proposal/pursuing of grant funding.

The Chairman commended the Grounds Manager for submitting the application and using his own initiative to do so. Comments from members were made as to the business case being strong and easy to follow.

The Grounds Manager explained that HPC currently hire a flail mower for 2 weeks a year, which gives very limited use and is also weather dependant. He said he has received letters of support including from Hampshire and Isle of Wight Amphibian and Reptile Group.

It was **RESOLVED** that Council unanimously support the submission of the grant application to EHDC for the Rural England Prosperity Fund (REPF), in respect of the potential purchase of a flail mower

HPC 137/25/26 **TO NOTE THE SUBMISSION OF THE FOLLOWING GRANT APPLICATIONS:**

- **Pollinator Pledge – Hedge Laying tools £1,400:** Noted.
- **District Councillor – Volunteers Waterproof coats £900:** Noted.
- **Rural Grant Scheme (Pending Council decision) – Flail Mower £10,000:** Noted.
- **Natural England/Rural Payments – 1,000 metres of fencing @ £6.80 per metre – Dell Piece West:** Noted. This project will be part funded by HPC with £15k earmarked in the budget.

HPC 138/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE PURCHASE OF TREES FOR CATHERINGTON LITH**

The Grounds manager referred to his report, submitted to the Grounds Committee at the meeting on 18 August 2025 and provided an update: Following Ash works at Catherington Lith HPC need to look at doing some replanting, as the woodland is covered by a Tree Preservation Order.

It was **RESOLVED** that Council approve the recommendation from the Grounds Committee on 18 August 2025, in respect of the purchase of multiple trees for Catherington Lith and 1 tree for Wagtail Copse, as follows

- The planting of 15-20 broadleaved native trees for Catherington Lith from the following species, which are all found at the Lith

  - Acer campestre (Field Maple) 8-10cm 45L
  - Quercus robur (English Oak) 8-10cm 45L (ok to supply Quercus spp as within the buffer zone for Oak Processionary Moth).
  - Fagus sylvatica (Beech) 8-10cm 45L
  - Prunus avium (Wild Cherry) 8-10cm 45L
  - Betula pendula (Silver Birch) 8-10cm

- The replanting of 1 Liquidambars styraciflua tree, 8-10cm (Liquid Amber/Sweet gum) at Wagtail Copse, as recommended by EHDC, due to a dead tree being felled in late 2023.
- Planting cost of £1,500-£2,000.
- The planting to be completed in Autumn/Winter of 2025/26.

HPC 139/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE TREE WORKS TO BE UNDERTAKEN OVER SEVERAL SITES**

The Grounds Manager provided an update from the report he submitted to the Grounds Committee meeting on 18 August 2025: A number of trees have been identified which are dead or dangerous and are in need of felling for public safety, or are posing a risk to property due to the tree now touching buildings.

It was **RESOLVED** that Council approve the recommendation from the Grounds Committee on 18 August 2025, in respect of the tree works to be undertaken over several sites as per quotation 2 (Blendworth Tree Care Ltd), at a total cost of £6,040 + VAT, as follows

Hazleton Common – we have a section of ash in Hazleton Common, this section of woods runs along the back of Whitebeam Close.
There are approx. 25 ash – mainly pole stage that we need to fell to create a 10m ish buffer strip from the properties.
Rough what 3 word location is: https://w3w.co/scared.pigs.oils

Jubilee Hall: Ash with telephone wire running through plus reduce branches away from garage of 171 Frogmore Lane - https://w3w.co/laser.rinse.farms

Jubilee Hall: Dead birch at the back of 14 Avocet Way - https://w3w.co/homes.lucky.zoom

The Granary: Crown lift ash tree off roof of granary https://w3w.co/develops.probably.bypassed

Parsonage Car Park – dead willow, 2 x dead ash and dead hazel all nee felling – 1 by path and 3 in car park: https://w3w.co/reservoir.camp.misfits
https://w3w.co/jumped.rotations.retrial

Godwin Cescent – Sycamore and birch touching roof of property – reduce trees away from property https://w3w.co/hopping.restless.newsprint

First Avenure/Downs Park - Ash over car park to be felled - https://w3w.co/pretty.emporium.fatherly

Comfrey Close –1 x acers that have previously been pollarded, with decay through heart of tree –needs felling. https://w3w.co/lions.propelled.promote

Causeway Copse – Horse Chestnut with dead top near highway – reduce, if possible, to growth points, fell if not possible – Tree is TPO'd so need permission. https://w3w.co/soft.remain.humble

Causeway Copse – Ash dieback – Fell (TPO) - https://w3w.co/gender.cases.bars

Causeway Copse – Sycamore (dead/dying) – Fell (TPO) - https://w3w.co/roses.door.garage

Dell Piece West – Ash near highway (tree is TPO'd so need to give notice) – https://w3w.co/boot.plants.frames

Pump Lane – Oak with delaminating bark – fell, and twin stem sycamore dead – fell (Tpo – need to provide notice) – https://w3w.co/adjust.summer.orbit
https://w3w.co/field.effort.rich

Wagtail Rd – Turkey oak – TPO application submitted – waiting on confirmation – crown reduce oak to previous pruning points on West side due to bird poo on cars in small car park
https://w3w.co/finishing.credit.manliness

HPC 140/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE POND MAINTENANCE WITHIN THE PARISH**

An update was provided by the Grounds Manager and Chairman, explaining that HPC had previously agreed to a consultant looking at the ponds within the Parish (at a cost of £1500), but sadly this individual has become unwell and is unable to undertake the pond works required.

The Grounds Manager contacted another organisation who are part of the Hampshire and Isle of Wight Wildlife Trust and are available to undertake a survey around October time.

It was **RESOLVED** that Council approve the recommendation from the Grounds Committee on 18 August 2025, in respect of the pond maintenance within the Parish, as per option 2: Ecological Assessment and Management Plan, at a total cost of £1,972.50 + VAT to be undertaken by Arcadian Ecology and Consulting.

HPC 141/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE PITCHPOWER ASSESSMENTS**

It was **RESOLVED** that Council proceed with the recommendation from the Grounds Committee on 18 August 2025, in respect of the PitchPower Assessments, as follows

- In the absence of any issues highlighted by the football teams using the pitches – All Agreed that the recommendations from the PitchPower Assessments (total cost £20,000) would not be taken forward at this stage.
- The current maintenance of the football pitches, within the budget is regarded to be adequate.

HPC 142/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE EXPENDITURE PERTAINING TO THE DECORATING OF THE XMAS TREE WITHIN THE VILLAGE CENTRE**

The Chairman provided an update, advising that the cedar tree is now too large to decorate and needs reshaping and the height reducing by 1M from the top.

It was **RESOLVED** that Council proceed with the recommendation from the Grounds Committee on 18 August 2025, in respect of the expenditure pertaining to the decorating of the Christmas tree within the village centre, as follows

- Proceed with the reshaping of the cedar tree in the village centre: reduce the height, by 1M from the top, pending permission from EHDC due to it being in the conservation area. The tree work will reduce the cost of the tree decoration at Christmas, with the total cost for the reshaping, reduction and decorating, coming in at under £2,000, figures as below

- £975 + VAT for the decorator
- £950 + Vat for the tree works (reduction) and MEWP hire for the day.
- Total: £1925 + Vat+

HPC 143/25/26 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 18 AUGUST 2025, IN RESPECT OF THE 'NO MOW MAY' CAMPAIGN**

The Chairman provided an update from the Grounds Committee meeting on 18 August 2025: As part of the Pollinator Pledge which HPC has signed up to, part of the pledge involves the "No Mow May" campaign, with suggested sites being as follows

- Maynard PLace
- Ashley Close
- Northfiled Close
- Mundays Row
- Comfrey Close
- Idsworth Close
- Jays Close

A short discussion took place, and Cllr Attlee declared an interest due to one of the areas listed for the "No May Mow" campaign is in the road she lives. It was **RESOLVED** that Council support the "No Mow May" campaign, as it forms part of the Pollinator Pledge. This was proposed by Cllr R Smith. Cllr Attlee and Cllr N Smith abstained.

HPC 144/25/26 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 06 OCTOBER 2025**

The next scheduled meeting of the Council was noted as 06 October 2025. This meeting will be held in Jubilee Hall.

HPC 145/25/26 **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 and a short recess took place.

The public meeting concluded at 8:23 pm.

HPC 146/25/26 **TO NOTE THE RESIGNATION OF THE CHIEF OFFICER, AND CONSIDER THE INTERIM ARRANGEMENTS IN RESPECT OF A PROPER OFFICER, AND THE PROPOSED SALARY**

The resignation of the Chief Officer was noted and advice sought from SLCC. A short discussion took place and it was **RESOLVED** that Council agree the following

- Council unanimously agreed that Sarah Guy be appointed HPC Interim Proper Officer with effect from 1st September and that the associated pay uplift would be to the pay spine mid-point between the Office Manager and Chief Officer posts, as per the NJC scale rates from April 1st 2025.

HPC 147/25/26 **TO RECEIVE AND CONSIDER THE QUOTATION (PHASE 3) RECEIVED IN RESPECT OF THE RECRUITMENT PROCESS TO ENGAGE A CHIEF OFFICER**

It was **RESOLVED** that phase 3, in respect of the recruitment process to engage a Chief Officer be agreed by Council, at a total cost of £1,500 + VAT with Local Council Consultancy. All agreed.

The confidential part of the meeting concluded at 8:50 pm

.....
Signed - The Chairman

.....
Dated

Item 7

HORNDEAN PARISH COUNCIL

INTERIM PROPER OFFICER UPDATE
COUNCIL MEETING 06 OCTOBER 2025

Summary of actions arising from previous meetings:

- Coffee vendor Loo – Coffee @ Dolly's has been successfully operating at Jubilee on weekends, for the past month, as per the agreed monthly trial, by Council.
- HPC's new website is well underway, by the new provider, Smart Marketing. It is hoped that the website will be live in the next couple of months.
- The TPO application has been approved in respect of the tree works to be undertaken at Wagtail Close and all work is pending.
- Advertising for the Clerk role at HPC is now live and is being managed by Local Council Consultancy (LCC).
- The Twinning Association recently provided hospitality to the French guests, in reciprocation, following their recent visit to Aubergenville. Members of HPC attended a 'meet and greet' at Napier Hall on the 26th September, which by all accounts was a great success.

Sarah Guy
Interim Proper Officer

Plba

Item 10

Speed Device(s) Update For September 2025

Speed Indicator Device (SID)

The SID has been moved from Southdowns Road to London Road. Data for Five Heads Road has been analysed and broadly aligns with the ASW data with one important exception, the speeds recorded are slightly lower average. Clearly this does not make much of a difference to the high speeders but is of concern. More alignment parameters go into the set up of the ASWs than the SID and therefore the ASWs should be more accurate. However, the SID is more easily calibrated (by driving at it!). We now have 10 days of data from London Road and will compare. The SID will go to Lovedean Lane then Rowlands Castle Road next allowing further comparison with the ASWs.

Speeding on Five Heads Road (FHR) plus other speeding issues

Following the email written to Marge Harvey about the plan for the "20 is plenty" signs for FHR, we have yet to hear any more from Nick Adams-King's team.

The residents of Old Lane in Catherington have complained about speeding vehicles (motorcycles mostly). The residents have asked to put up speed signs (5 mph) but this has been denied by HCC but they have said they may do some advisory signage. Old Lane is a BOAT and therefore the speed limit is actually 60mph!(HCC says)....it is very narrow and not a properly surfaced road!

The police carried out a radar speed gun session on Catherington Lane on 7th September. The first direct action we have seen. Highest speed recorded 49mph, most common excuse "in a rush", best attempt to swerve a ticket "can't you just let me off". Several tickets were issued.

Lastly, SOB Speedwatch did a session on Southdowns Road on 29th September 0900-1000 and recorded 16 speeders during that time – two of these were more than 40mph (in a 30 zone)

Auto Speedwatch Cameras – monthly update

The cameras remain on Southdowns Road, London Road and Downhouse Road. The Downhouse Road camera has developed a technical fault. ASW are unable to fix it remotely and it will have to be sent back to them for investigation.

Meanwhile we have written to the PCC and Chief Constable to request further police action prompted by the ASW camera data. We have received a "holding response" and will follow up with the PCC at the HALC AGM on October 22nd.

Details for September are as follows:

Downhouse Road Camera – 40MPH Limit (1st Sept – 17th Sept)

- Max Speed detected 68MPH
- 351 offences > 50MPH
- Fastest Hour 5am Most Offences 4pm
- 85th Percentile 55.1mph

P16b

Southdowns Road Camera – Opposite Francis Road

- Max Speed detected 58MPH
- 680 offences > 40MPH
- Fastest Hour 12pm Most Offences 2pm
- 85th Percentile 39.7MPH

London Road Camera – Opposite The Yews (some roadworks but also SID for three weeks)

- Max Speed detected 53MPH
- 486 offences > 40MPH
- Fastest Hour 12pm Most Offences 3pm
- 85th Percentile 39.7MPH

HORNDEAN PC ASW CAMERA DATA SEPTEMBER 2025 - Downhouse Road, London Road, Southdowns Road

Downhouse Road (DHR) - 40mph zone Clanfield to Lovedean **(Camera developed fault 17th September)**
London Road (LR) - Opposite The Yews direction towards Horndean Village
Southdowns Road (SR) - Between Hawthorn Road and White Dirt Lane (Direction to Clanfield)

Top Persistent Offenders Sept 2025 (Times caught over 40 mph in 30 zone or 50mph in 40 zone)

Position	Make	Model	Colour	Max Speed Sep-25	Times Caught Sep-25	Downhouse Road	London Road	Southdowns Road	Overall so far	When? Times	Speed Range
1	LAND ROVER	RANGE ROVER SPORT	BLACK	55	10	1	2	7	39	Every Day 0900-1100, 1600-2000	40-55 *
2	HYUNDAI	SANTA FE	SILVER	50	6	1	3	2	11	Fri,Sat,Sun 1400-1500 1700-1900	43-50
3	KIA	VENGA	WHITE	47	5	0	2	3	5	Every Day 0800-0900, 1500-1700	41-47
4	VOLKSWAGEN	TRANSPORTER	WHITE	47	5	0	5	0	9	Every Day 1500-1600	40-47
5	TOYOTA	HILUX	WHITE	45	5	0	0	5	6	Every Day 1130-1330	40-45

* Also appears on Rowland Castle's ASW cameras Whitchers or Durrants

Top Highest Speeds September 2025 Downhouse 40 Zone

Position	Make	Model	Colour	Speed	Date	Time	Where?
1	PEUGEOT	BIPPER	WHITE	68	08/09/2025	18:16	DHR
2	BMW	330	SILVER	65	06/09/2025	16:45	DHR
3	AUDI	TT	BLACK	63	06/09/2025	17:53	DHR
3	NISSAN	NAVARRA	SILVER	63	13/09/2025	13:57	DHR
3	BMW	M2	BLUE	63	11/09/2025	08:36	DHR
3	BMW	2 SERIES	BLACK	63	11/09/2025	13:07	DHR

Top Highest Speeds September 2025 Southdowns and London Roads 30 Zone

Position	Make	Model	Colour	Speed	Date	Time	Where?	
1	VAUXHALL	VIVARO	WHITE	58	22/09/2025	12:57	SR	COMPANY
2	VAUXHALL	ANTARA	BLACK	53	29/09/2025	12:46	SR	
3	VAUXHALL	ASTRA	BLACK	53	05/09/2025	10:15	SR	COMPANY
3	MAZDA	6	RED	53	29/09/2025	13:48	LR	
3	VAUXHALL	ASTRAVAN	BLACK	53	02/09/2025	16:57	LR	COMPANY
3	PEUGEOT	PARTNER	GREY	53	05/09/2025	17:37	LR	

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: AUGUST 2025			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details** Item 11
			EXPENDITURE			
1	04/08/2025	Lycamobile	£5.00	£0.00	£5.00	Jubilee Mobile SIM Card
2	09/07/2025	Urban Place Lab	£3,000.00	£600.00	£3,600.00	Green Trail Tasks 1 & 5 (Grant Funded)
3	09/07/2025	Urban Place Lab	£4,750.00	£950.00	£5,700.00	Green Trail Tasks 2 & 3 (Grant Funded)
4	04/07/2025	AVS Fencing	£399.36	£79.87	£479.23	24 Sleepers -Boardwalk Dell Piece West
5	04/07/2025	AVS Fencing	£70.88	£14.18	£85.06	2 Sleepers - Yoells Repairs
6	26/07/2025	Blitz N Glitz	£22.50	£0.00	£22.50	Napier Hall Cleaning 4th July 2025
7	21/07/2025	Freeair Services	£292.00	£58.40	£350.40	Annual Air Conditioning Service
8	05/08/2025	Accu Limited	£9.15	£1.83	£10.98	Dowel Pins for use on Zip Wire
9	06/08/2025	Henchman Limited	£415.83	£83.17	£499.00	Adjustable Tripod Ladder
10	08/08/2025	Bin Shop	£1,873.50	£374.70	£2,248.20	Timber Fronted Single Litter Bin (105 Litres)
11	06/08/2025	Auto Speed Watch	£145.50	£29.10	£174.60	Unit Relocation
12	14/07/2025	United Kingdom Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (Part 9 of 50)
13	01/08/2025	Fuelgenie	£195.54	£39.11	£234.65	Fuel: July 2025
14	04/08/2025	British Gas Lite (156695)	£14.24	£0.71	£14.95	Gas: Napier Hall - 07/07/25-31/08/25
15	18/08/2025	Holy Trinity Blendworth	£1,000.00	£0.00	£1,000.00	Grant
16	18/08/2025	All Saints PCC Church	£1,000.00	£0.00	£1,000.00	Grant
17	07/08/2025	A1 Security Systems Ltd	£190.00	£38.00	£228.00	Installation of intruder Alarm System/Annual Alarm Monitoring
18	18/08/2025	Aardvark Supplies Ltd	£78.88	£15.78	£94.66	Mop Heads,Handwash, Floor Maintainer,Liquid Soap,Toilet Rolls
19	18/08/2025	Aardvark Supplies Ltd	£187.50	£37.50	£225.00	Compactor Sacks x 10
20	06/08/2025	AVS Fencing	£14.99	£3.00	£17.99	Flat Head Screws
21	15/08/2025	B & Q	£10.00	£2.00	£12.00	5 Litres Shed and Fence Paint for Benches
22	13/08/2025	Carters of Swanwick	£826.67	£165.33	£992.00	Strimmer
23	06/08/2025	Castle Water (2103873)	£7.21	£0.00	£7.21	Water: Hollybank Trough - 01/07/25-31/07/25
24	08/08/2025	Castle Water (3164036)	£40.80	£0.00	£40.80	Water: Jubilee Admin - 01/07/25-31/07/25
25	31/07/2024	Chevron Traffic Management	£200.00	£40.00	£240.00	CAD Drawings for Remembrance Service on 09-11-25
26	31/07/2025	Forward Control	£891.00	£178.20	£1,069.20	Maintenance: Fire Alarm, Intruder Alarm, CCTV, Access Control etc
27	30/06/2025	PositivID Identity Systems Ltd	£6.75	£1.35	£8.10	ID Badge for Cllr - Mark Temple
28	31/07/2025	PositivID Identity Systems Ltd	£6.75	£1.35	£8.10	ID Badge for Cllr - Jim Tyler
29	11/08/2025	Screwfix	£9.30	£1.86	£11.16	Hacksaw Blade/Sandpaper Pads
30	11/08/2025	Screwfix	£16.31	£3.27	£19.58	Gloss Paint/Gold Screws
31	14/08/2025	Screwfix	£50.15	£10.03	£60.18	Tie Straps/Brush set
32	20/08/2025	Lloyds	£8.50	£0.00	£8.50	Bank Fees
33	06/08/2025	Castle Water (3177681)	£7.21	£0.00	£7.21	Trough at Dell Piece West
34	06/08/2025	Castle Water (2104210)	£9.56	£0.00	£9.56	Water: Napier Hall - 01/07/25-31/07/25
35	20/08/2025	Horndean PC Employees	£20,352.93	£0.00	£20,352.93	Salaries: August 2025 (including backdated pay award)
36	05/08/2025	British Gas (603423926)	£39.08	£1.95	£41.03	Gas: Jubilee Admin - 03/07/25-02/08/25
37	20/08/2025	Start Traffic Ltd	£33.77	£6.76	£40.53	Sign Clamps for Speedwatch Cameras
38	12/08/2025	British Gas Lite (154660)	£49.63	£2.48	£52.11	Electricity: Jubilee Hall 10/07/25-04/08/25
39	11/08/2025	British Gas (242787)	£72.68	£3.63	£76.31	Electricity: Napier Hall - 07/07/25-11/08/25
40	11/08/2025	Vodafone	£72.32	£14.46	£86.78	Mobiles: August 2025
41	31/07/2025	Veolia	£511.44	£102.29	£613.73	Waste Collection: July 2025
42	30/05/2025	B & Q	£6.66	£1.33	£7.99	Clout Nails 2.65 x 40mm
43	29/08/2025	Hampshire Pension Fund	£6,659.57	£0.00	£6,659.57	Pensions: August 2025
44	29/08/2025	HM Revenue & Customs	£6,868.20	£0.00	£6,868.20	PAYE/NI: August 2025
		TOTAL EXPENDITURE	**£63,686.69**	**£2,861.65**	**£66,548.34**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
	various	Regular Hall Users	£2,402.70	£0.00	£2,402.70	Hire of Jubilee Hall - Regular
	various	Regular Hall Users	£1,546.73	£0.00	£1,546.73	Hire of Napier Hall - Regular
	various	Casual Hall Users	£144.46	£0.00	£144.46	Hire of Jubilee Hall - Casual
	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
	various	Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
	31/08/2025	Cambridge & Counties	£601.00	£0.00	£601.00	Bank Interest
	01/08/2025	Rural Payments Agency	£893.52	£0.00	£893.52	Rural Payments Agency
	12/08/2025	LMR Collections Ltd	£36.00	£0.00	£36.00	Funds from Clothes Recycling Bin
	07/08/2025	East Hampshire District Council	£3,404.00	£0.00	£3,404.00	Information Officer
	04/08/2025	East Hampshire District Council	£7,750.00	£0.00	£7,750.00	Other Grants
		TOTAL INCOME	**£16,803.41**		**£16,803.41**	

SIGNED:	
SIGNED:	
DATE:	**06-Oct-25**

Horndean Parish Council

Item 12

HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 6th October 2025

SUBJECT OF REPORT: Finance Report

2024-25 Year End

- The External Audit report has been received and the updated AGAR including the report have been published on the website.
- The Notice for the Conclusion of Audit is now on the website.

Internal Audit

- The Internal Auditor will be visiting on Monday 13th October and the interim report will be presented to Council in due course.

Budget 2026-27

- A workshop was held on Monday 22nd September where the initial discussion took place regarding the budget for 2026-27. We are currently awaiting confirmation of the tax base from East Hampshire District Council and the Employers Pensions Contribution for 2026-27 from the Hampshire Pension Fund. The draft budget indicated a potential precept increase in the region of 15%. The Council will be further refining the figures during the autumn with the possibility of looking at reserve levels to reduce this precept increase.

Budget 2026-27 Timetable

- Finance & General Purposes Meeting – Monday 27th October (Public)
- Update – Monday 3rd November (Public)
- Budget Workshop – Monday 17th November
- Finance & General Purposes Meeting – Monday 8th December (Public)
- The Budget is due to be signed off on Monday 15th December at the Full Council Meeting (Public).

August 2025 Management Accounts 2025-26 (Month 5)

Income & Expenditure

The position at the end of August 2025 showed a favourable variance, after adjusting for earmarked reserve movements, of £23,073. The underspend as at the end of July was £20,351.

This breaks down to

1. A favourable variance against our income target of £16,237.
2. A favourable variance against our expenditure budget of £6,836.

31/08/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	262,640	262,356	-285	94,995	95,865	870
Property	23,493	22,780	-713	43,179	47,809	4,630
Open Spaces	18,019	2,780	-15,239	89,924	91,260	1,336
GRAND TOTAL	304,152	287,916	-16,237	228,098	234,934	6,836

Income:
The favourable variance on the Income is *mainly* driven by the following:

- **Central**: No significant variances at this stage.
- **Property:** No significant variances at this stage.
- **Open Spaces**: £15,250 received from East Hampshire District Council (Community Climate Action Fund and Active Travel Grant) for the Green Trail and Heritage Network.

The unfavourable variance on the Expenditure is *mainly* driven by the following:

- **Central**: Overspend on Health & Safety Equipment re the Speed Indicator Device (£3,411), offset by an underspend on professional fees.
- **Property:** No significant variances.
- **Open Spaces**: Favourable variance on Staffing (£7,560), Tree Maintenance (£3,900) and Play Equipment (£3,981), offset by the Green Trail Expenditure (£15,250) although this is fully grant funded.

Full Year Forecast
Following the resignation of the Clerk and the temporary cover put in place, the full year forecast is now projecting an underspend of c£40k against budget.

Balance Sheet

Horndean Parish Council Balance Sheet to the end of August 2025	
Current Assets	**£££**
Debtors - Sales Ledger	4,746
Debtors - VAT Control A/C	4,675
Co-op No. 1 Account	125,130
Cambridge & Counties Account	218,266
Lloyds Bank Current Account	29,367
Total Current Assets	**382,185**
Current Liabilities	
Accruals	7,782
Hall Income Deposits	900
Total Current Liabilities	**8,682**
Total Assets Less Current Liablities	**373,503**

Current Assets
As at 31st August 2025, Current Assets totalled £382,185 with cash balances totalling £372,763. Debtors (£4,746) relate to August Hall hire, none are overdue.

Liabilities
As at 31st August 2025 Current Liabilities totalled £8,682.
This comprised of accruals (supplier invoices outstanding) and hall income deposits received that are due for return.

Reserves
As at 31st August 2025, General Reserves stood at £289,210. There is a further £134,151 in Earmarked Reserves (EMR).

Horndean Parish Council Reserves	AUG
Represented By :-	
General Funds	**239,353**
IT Equipment	1,000
Vehicle Replacement	15,000
Jubilee Hall Improvements	2,500
Napier Hall Improvements	2,500
The Granary	2,000
Lith Avenue re-surfacing	3,000
Playground Fund	12,500
Grounds Equipment	2,500
Legal Costs	4,000
Fencing	4,000
Tree Maintenance	8,000
LychGate Repairs	2,500
Community Infrastructure Levy	19,746
Future Development Facilities EMR	54,905
Total Earmarked Reserves	**134,151**
Total Equity	**373,503**

Community Infrastructure Levy

Community Infrastructure Levy

INCOME			
Year	**Banked**	**Elapse Date**	**£££**
2018-19	02/07/2018	02/07/2023	£7,567.47
2019-20	13/05/2019	13/05/2024	£6,855.19
	07/10/2019	07/10/2024	£6,576.95
2020-21	29/05/2020	29/05/2025	£4,885.47
	22/10/2020	22/10/2025	£14,404.42
2021-22	18/05/2021	18/05/2026	£5,897.82
	02/12/2021	02/12/2026	£5,875.07
2022-23	03/05/2022	03/05/2027	£6,975.18
2023-24	09/05/2023	09/05/2028	£67,268.61
2024-25	20/06/2024	20/06/2029	£3,016.49
2025-26			
Income Received at 31-07-25			**£129,322.67**

EXPENDITURE	
Expenditure	**£££**
120 Trees - Catherington Lith	£2,082.00
Toddler Double Swing Set	£5,234.61
Carvings - Yoels Copse	£600.00
Hazelton Common Boardwalks	£5,155.40
Dell Piece West Boardwalks	£6,769.50
Contribution to Five Heads Rec Playground	£20,000.00
Hazleton Common Footpath Improvements	£15,000.00
Jubilee Playground Refurb	£27,344.50
Jubilee Playground Zip Wire	£25,000.00
Removal of Gym Equipment at 5 Heads	£605.00
Repair to Jubilee Play Area Swing	£850.00
Repair to Rope in Deep Dell Play Area (Elbe)	£936.00
Total Expenditure at 31-07-25	**£109,577.01**
Balance at 31-07-25	**£19,745.66**

Fencing	**£15,000.00**
Pond Dipping Platform/Landscaping	**£2,500.00**
Total Committed	**£17,500.00**
Currently Uncommitted	**£2,245.66**

East Hampshire District Council have informed us that they are holding £68,524 in CIL funds that will be available to draw down in October.

Report Prepared by Simon Ritson, Responsible Finance Officer, 29th September 2025

Section 1 – Annual Governance Statement 2024/25

Item 13

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 2025, that:

	Agreed Yes	Agreed No*		'Yes' means that this authority:
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✔	

***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:

09/06/2025

and recorded as minute reference:

HPC 067/25/26

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

Chair

Clerk

www.horndeanpc-hants.gov.uk

Section 2 – Accounting Statements 2024/25 for

HORNDEAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	325,688	368,783	*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	449,189	469,786	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	198,251	138,264	*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	293,593	334,771	*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	284,221	315,694	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	368,783	299,837	*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	366,779	319,173	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,890,753	1,914,638	*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	446,235	430,052	*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)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 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

S Roberts CPA

Date 09/06/2025

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

09/06/2025

as recorded in minute reference:

HPC 067/25/26

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

Section 3 – External Auditor's Report and Certificate 2024/25

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 2025; 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 2024/25

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.

(continue on a separate sheet if required)

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

A grant was made to the Citizens Advice Bureau which was authorised under s137 of the Local Government Act 1972. Section 137 of the Local Government Act 1972 gives smaller authorities the ability to spend a limited amount of money for purposes for which they have no other specific statutory power. It allows smaller authorities to spend money on projects they believe will benefit some or all of their residents. In this case the payment could have been authorised under another statutory power S142(2A) of the Local Government Act 1972, power to assist voluntary organisations to provide advice and information to individuals.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

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 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature DocuSigned by: BDO LLP 467DFB746A8A428...

Date 11 September 2025

EAST HAMPSHIRE DISTRICT COUNCIL
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Phone 01730 266551 | Email info@easthants.gov.uk
easthants.gov.uk

Item 15

Enquiries to: Grow Up team
Email:
placemaking@easthants.gov.uk
Date: 19th September 2025

Dear Sarah Guy

Ref: Grant Award Letter Grow Up

I am pleased to inform you that East Hampshire District Council ("Council") has approved a payment of £25,401 ("Financial Contribution") towards Active Travel Scheme - Horndean Green Trail and Heritage Network ("Project") to you Horndean Parish Council ("Recipient"). This will be awarded via a payment schedule of which will be agreed and confirmed with yourselves, on return of the signed declaration at the bottom of this Grant Award Letter

The Project Period and Financial Contribution Term will be from the signing and return of this letter to the 31st March 2026. Please confirm via email that you can still achieve your project within this timescale?

The confirmed the financial contribution to the project is £25,401 ("Financial Contribution") to deliver the agreed gateways and interpretation boards as discussed and agreed in appendix 1. You warrant that you own the freehold title or a leasehold interest where you have at least 10 years remaining at the end of the Project Period of all land forming part of the Site. You agree that you will be responsible for carrying out and covering the cost of all ongoing maintenance of the Project including the Site and all safety inspections. You shall ensure that on completion of the Project any associated facilities or public use is available for use as set out in the Project. This includes the obligation to promote actively the existence and availability of the Project as appropriate, but this shall not oblige you to incur expenditure in advertising the facility where the Project is undertaken.

The project will be available for use for the general benefit and in the interests of the social welfare of East Hampshire residents ("Community Use"). You shall ensure that on completion of the Project that the Site and associated facilities are available for Community Use at all reasonable times.

Officers have assessed your application and determined that this award does not meet the eligibility criteria to be considered a subsidy as described in the subsidy control legislation. By agreeing to our Ts & Cs, you agree to this assessment.

There are specific project conditions:

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- Please provide before and after photos of your project as evidence of delivery to support your monitoring form.
- Please ensure permissions are obtained before the project starts
- Procurement policies and procedures need to be followed that meet MHCLG requirements for UKSPF
- By signing the declaration at the bottom of this award letter you agree to adhere to the follow in regard to publicity;

1. With the prior approval of the Council the Recipient shall acknowledge the support of the Council for the Project in any materials that refer to the Project and in any written or spoken public presentations about the Project. Specifically, abiding by the UK Shared Prosperity Fund ("**UKSPF**") branding and publicity requirements:
2. All press releases, newspaper articles, social media posts and other communications methods must include:
   - The Grow Up logo strip
   - The Grow Up programme text: "As part of the East Hampshire District Council's Grow Up programme"
3. The UKSPF funding text (where possible and appropriate) -
   - This Project is funded/part- funded by the UK Government through the UK Shared Prosperity Fund.
   - " Horndean Parish Council has received funding from the UK Government through the UK Shared Prosperity Fund".
4. The UKSPF prospectus link (where possible and appropriate) - https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus
5. Where materials, equipment, infrastructure, physical items are installed or purchased, these should at minimum include the Grow Up logo strip, where possible. In return, the Council will endeavour, where possible to share social media posts and press releases on each of the funded Projects.
6. The Council will publish details of the Financial Contribution on its website and issue press notices.

Once the project specific conditions have been met, please contact the Grow Up! Team to provide evidence of meeting the conditions and inform us of your intention to start on your project.

In order for the Council to make the award please sign and return the declaration at the bottom of this Grant Award Letter. By signing the declaration at the bottom of this Grant Award Letter you are agreeing to our Ts & Cs. We can arrange payment of the Financial Contribution to your organisation.

We will need to monitor the project and we will send you a grant monitoring form when required in accordance with clause 7 of the Ts & Cs. We may also request a monitoring visit to your organisation with officers from the Council. This allows us to see whether the project is meeting its aims and objectives, as well as

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ensuring that any grant conditions have been met and value for money has been achieved.

May I take this opportunity to wish you every success with your project.

Yours sincerely

Pennie Brown

Strategy Manager - Sustainable Growth

Declaration

I ..... (print name) have authority to agree to the terms within this Grant Award Letter on behalf of ..... (name of Recipient) and the Ts & Cs which can be found here https://www.easthants.gov.uk/grow-up-community-fund

Signed.....(insert your role title at the organisation)

Dated.....

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Appendix 1: Project Overview

To improve/increase usage of active routes (by 100+ users) over/across 2-4KM in line with the LCWIP (through wayfinding/accessibility/quality of public realm), the project will deliver (spend and complete) by March 2026:

The £25,401 UKSPF grant fund will be used to purchase:

- Up to 8 large map boards for distribution and installation around the trail - see attached map with defined locations (the red blobs!) for 5 of these, with 3 more to be finally determined . One additional lectern style display board to be purchased for Village Centre. Total cost £8 - £9k
- Design, manufacture and installation of gateway markers at Dell Piece. Cost TBC, but anticipated to be maximum of £10k
- Design and manufacture of post toppers, way-markers and stone markers. Cost TBC, but numbers will be dependent on funds remaining on completion of items 1 & 2. Installation by HPC staff and volunteers.

Timeline:

- Purchase and installation of final map boards by end of November
- Design and manufacture of Dell Piece Gateway markers (dependent on clarification by HCC of land ownership) by end of December. Installation to follow in early 2026.
- Additional way-marker design and installation throughout December - February 2026, when final costs of the gateways are established

UKSPF Outputs to be delivered as a result of this funding

Outputs and outcomes	
Op7 Total length of new or improved cycle ways or foot paths	4km
OC2 Increased use of cycleways or foot paths	100 people

HORNDEAN PARISH COUNCIL

AGENDA ITEM Item 16

SUBJECT TITLE: Play Consultant for Muga/Fitness Equipment.

PURPOSE OF REPORT:

I spoke via an online Teams meeting with the play consultant we appointed for a quote to undertake a similar role for the MUGA/Fitness equipment we have received S106 funding for.

He then sent me an email summarising what was discussed and a price to do the work

Below is his email response:

Thank you for your time just now and as mentioned, it would be great to support the Council on this project relating to a new Multi Use Games Area and Fitness Facility.

As suggested, I would do this as two separate projects within the same tender (two Lots), giving suppliers the option to submit a response for either one or both. That way you can potentially select a supplier for the MUGA and a separate supplier for the Fitness Facility.

Support for the tender would be the same as the playground, including:

- **Initial site meeting with the Council to discuss the project and requirements**
- **All tender documentation to be approved by the Council**
- **Publishing on Find A Tender, the new government portal that must be used for tendering projects (there are new procurement regulations as of Feb 2025)**
- **Offering a 30-minute webinar with each interested contractor**
- **Answering any questions by suppliers for the duration of the tender process**
- **Reviewing and reporting on the tender submissions with scoring and recommendations for both projects – with the option of a webinar with the Council to review the report and each of the submissions**
- **Finalising the building agreement for each project, with both parties authorising the document to move forward**

Fixed Fee: the fee for this support based on effectively two (2) projects would be £3,500.00

If you would like a further call to discuss or have any other questions, please feel free to get in touch.

It needs to be added, that he did not feel this project would require as much of a hands-on approach as he provided to the last project as it is not a bespoke item. We would have to manage the contractors a little more than we did with the play area rebuild, but he assured me that the project by nature should be a simpler one as the build should be more straight forward.

As we have experience of this individual previously delivering a good service for the play area rebuild at Jubilee, could we move forward and instruct him to undertake the above for us.

REPORT PREPARED BY:

Matthew Madill

Report

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 06 October 2025**

AGENDA ITEM: 19

SUBJECT OF REPORT: To consider amendments to Standing Orders in terms of Delegated Powers and the Proper Officer

1. Delegated Powers

Horndean Parish Council have become aware that their Standing Orders does not specify anything relating to Delegated Powers for decisions on planning applications to be delegated, in circumstances such as the Planning Committee not being quorate.

I contacted the Society of Local Council Clerks for advice and was contacted by a Consultant at Wellers: Solicitors, who responded with the following

It is in order for decisions on planning matters to be delegated in the circumstances that you have outlined. This is common practice amongst many Councils.

The terms of the delegation should be clearly defined and the delegation should preferably not be to another Committee. The persons to whom the decision is delegated need to report their decision to the Planning Committee.

They should also have the power to refuse the delegation.

RECOMMENDATION

Council may wish to consider adding the following wording, or similar, under a Planning Committee Delegated Powers heading within Standing Orders.

If a scheduled Planning Committee meeting is not quorate, the meeting cannot go ahead. In this instance, delegated authority is given to the Council Chairman, the Council Vice Chairman and the Proper Officer (Clerk/Deputy Clerk), to agree or challenge Planning Committee report recommendations, for submission to East Hampshire District Council, without a public meeting of the Planning Committee having taken place. This is to avoid missing the opportunity to comment on an application given the expiry date constraints set by EHDC.

2. Proper Officer

The following wording is recorded in Standing Orders, under No. 3 Proper Officer heading, page 6, xv.

Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.

RECOMMENDATION

Council may wish to amend the wording, to the below, or similar, as all records of planning applications are held digitally and not in a book.

Keep a record every planning application notified to the Council and the Council's response to the local planning authority, digitally on the shared drive.

Report prepared by:

Sarah Guy
Interim Proper Officer

HORNDEAN PARISH COUNCIL
STANDING ORDERS

1. Meetings

Mandatory for full Council meetings
Mandatory for committee meetings
Mandatory for sub-committee meetings

Standing Orders that are in bold type contain legal and statutory requirements.

a. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

b. **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

c. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

d. Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

e. The period of time which is designated for public participation in accordance with standing order 1(d) (page 1] shall not exceed 20 minutes.

f. Subject to standing order 1(e) (page 1), 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.

ff. At Planning and Public Services committee meetings public questions will be permitted for each application as it arises, subject to there being a limit of 3 minutes for any member of the public

g. In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

h. In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

i. A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j. A person shall raise their hand when requesting to speak.

k. Any person speaking at a meeting shall address his comments to the Chairman.

l. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

m. **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any means for enabling persons not present to see or hear the meeting as it takes place or later or to report or provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

n. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

o. **Photographing, filming and making audio recordings of the proceedings of a meeting is permitted under The Openness of Local Government Bodies Regulations 2014**

1. To facilitate accuracy and ease of maintenance all Council meetings may be recorded by means of digital recording media in addition to the written minutes taken by the Clerk/other officer. These recordings to be kept and maintained in perpetuity for reference and historical value.

p. **In accordance with standing order 1(c) (page 1), the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

q. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**

r. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

s. **Subject to model standing order 1 (y) (page 3), all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

t. **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** (*See also standing orders 2 (i)* page 4 *and (j)* page 4.)

u. **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.**
Such a request shall be made before moving on to the next item of business on the agenda. In respect of the election of the Chairman and Vice Chairman voting by paper ballot shall be accepted.

v. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

w. **The minutes of a meeting shall record the names of councillors present and absent.**

x. If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

y. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

z. **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing orders 7 page 13 and 8 page 14*)

aa. **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**

bb. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

cc. Meetings shall not exceed a period of 3 hours.

2. Ordinary Council meetings

See also standing order 1 page 1

a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

b. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d. (*England*) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

e. Not Applicable (reference to Wales)

f. **The election of the Chairman** and Vice-Chairman (if any) **of the Council shall be the first business completed at the annual meeting of the Council.**

g. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

h. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

i. **In an election year, if the current Chairman of the Council has not been re-elected as a member**

of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

j. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

k. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:

   i. In an election year, delivery by councillors of their declarations of acceptance of office.

   ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

   iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

   iv. Review of the terms of references for committees.

   v. Receipt of nominations to existing committees.

vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

vii. Review and adoption of appropriate standing orders and financial regulations.

viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

ix. Review of representation on or work with external bodies and arrangements for reporting back.

x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

xi. Review of inventory of land and assets including buildings and office equipment.

xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

xiii. Review of the Council's and/or employees' memberships of other bodies.

xiv. Establishing or reviewing the Council's complaints procedure.

xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

xvi. Establishing or reviewing the Council's policy for dealing with the press/media

xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The above reviews to be undertaken at the Annual Meeting of the Council due to time constraints, may need to be deferred to an alternative meeting of the Council.

3. Proper Officer

a. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b. The Council's Proper Officer shall do the following:

i. **Sign and serve on councillors by delivery or post or email at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee** and sub-committee **at least 3 clear days before the meeting.**

ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee** or a sub- committee **(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

iii. Subject to standing orders 4(a) page 8–(e) page 9, include in the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it.

iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order** [**3(b)i**] OR [3(b)ii] **above.**

v. Make available for inspection the minutes of meetings.

vi. **Receive and retain copies of byelaws made by other local authorities.**

vii. **Receive and retain declarations of acceptance of office from councillors.**

viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

ix. Keep proper records required before and after meetings;

x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xiii. Arrange for legal deeds to be sealed using the Council's common seal] OR [to be signed by 2 councillors and witnessed (*See also standing orders 14(a) and (b)*

xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xv. ~~Record~~ Keep a record of every planning application notified to the Council and the Council's response to the local planning authority, ~~in a book for such purpose.~~ digitally on the shared drive.

xvi. Refer a planning application received by the Council to the Chairman or in his absence Vice Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.

xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4. Motions requiring written notice

a In accordance with standing order 3(b)(iii) page 7, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 6 clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have

convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5. Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.

xi. To receive nominations to a committee or sub-committee.

xii. To dissolve a committee or sub-committee.

xiii. To note the minutes of a meeting of a committee or sub-committee.

xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed. *(See standing orders 14(a) and (b) below.)*

xvii. To authorise the payment of monies up to £1,000.

xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xix. To extend the time limit for speeches.

xx. To exclude the press and public for all or part of a meeting.

xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxii. To give the consent of the Council if such consent is required by standing orders.

xxiii. To suspend any standing order except those which are mandatory by law.

xxiv. To adjourn the meeting.

xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxvi. To answer questions from councillors.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

b Subject to standing orders 4(a) page 8–(e) page 9, a motion shall not be considered unless it has been proposed and seconded.

c Subject to standing order 3(b) (iii) page 7 a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

j Pursuant to standing order 6(h) page 11, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

q A point of order shall be decided by the Chairman and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be silent or for him to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting;

ix. to suspend any standing order, except those which are mandatory.

t In respect of standing order 6(s)(iv) page 12, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

u No member shall at a meeting persistently disregard the ruling of the chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

v If, in the opinion of the Chairman, a member has broken the provisions of paragraph U of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member may report the breach to the monitoring officer at East Hampshire District Council.

w If either of the motions mentioned in paragraph V is disobeyed, the Chairman may suspend the meeting or take further steps as may reasonably be necessary to enforce them.

7. Code of conduct (England)

All councillors shall observe the code of conduct adopted by the Council.

a. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

b. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

c. **A dispensation may be granted in accordance with standing order 7(c) if having regard to all relevant circumstances any of the following apply:**

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

ii. **granting the dispensation is the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

A member or co-opted member may participate in the discussion of or take part in the vote on a matter at a meeting, in which he or she has a disclosable pecuniary interest if that person's council has granted him or her a dispensation to do so.

8. Questions

a A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days notice of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

9. Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv).

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10. Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11. Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12. Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council, a vote will be taken and decided by a majority of members present and voting. Any tie may be settled by the Chairman's casting vote.

13. Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

b The Council's financial regulations shall be reviewed once a year.

c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14. Execution and sealing of legal deeds

See also standing order 5(a)(xvi) page 9 and 10.

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b **In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

15. Committees

See also standing order 1 page 1

a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. may permit committees to determine the dates of their meetings;

iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

iv. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

v. may in accordance with standing orders, dissolve a committee at any time.

vi. may in accordance with standing orders, dissolve a committee at any time.

vii. The Chairman and Vice Chairman to have ex officio rights to attend all Committee meetings of the Council, but without voting rights if not a full committee member.

b. Rules for forming working parties

A working party may be formed by Council or by a committee or Sub-committee in accordance with the following:

i. At the time it is set up, the following terms and conditions shall be agreed by the appointing body:

ii. The purpose and the nature of the output and reports required.

iii. The time needed to produce a final report and the dates and details for any interim reports.

iv. The size of the working party. This will vary depending on the nature of the task, but will be a minimum of three and without a maximum limit. At the discretion of the appointing body, an officer may be invited to join the working party.

v. The appointing body will ask for Parish Councillors to volunteer to serve on a Working Party

vi. In order to promote the most speedy adoption of any Working party outcome, the appointing body may recommend that the Working Party report should go directly to Council for consideration and decisions.

Rules for Operating Working parties:

c. Working parties should be established to deal with specific tasks and should be dissolved once the task has been completed.

i. Working parties will chose, from their number, a Councillor to act as Chairman and spokesman. This person will ensure these rules are followed.

ii. All Working Parties may request support from officers in respect of any Council records that it may need and to ask Officers to carry out a reasonable amount of work, such as obtaining quotations or seeking professional advice, which it may need in order to carry out its function.

iii. Working parties will establish their own timetable of meetings but must take appropriate account of Officers working hours.

iv. A Working Party may not incur any costs that would accrue to the Council.

v. A Working Party will take note of their work and keep any records that are necessary.

16. Sub-committees

See also standing order 1 page 1

Each committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17. Extraordinary meetings

See also standing order 1 page 1

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 10 days of having been requested by to do so by 4 councillors, those 4 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 4 councillors.

18. Advisory committees

See also standing order 1 page 1

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19. Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20. Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21. Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22. Inspection of documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23. Unauthorised activities

a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

24. Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25. Power of well-being (England)

a **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**

b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**

c **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

26. Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) page 1.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Staff committee, or, in his absence, the Vice-Chairman of the Staff Committee of any absence occasioned by illness or urgency and that person shall report such absence to the Staff Committee at its next meeting.

c The Chairman of the Staff Committee or in his absence, the Vice-Chairman and the Chairman of the Council, shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Staff committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staff Committee or in his absence, the Vice-Chairman of the Staff Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff committee.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Clerk relates to the Chairman or Vice-Chairman of the Staff Committee, this shall be communicated to another member of the Staff Committee which shall be reported back and progressed by resolution of the Staff Committee.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.

j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) page 22 shall be provided only to the Clerk to the Council and/or the Chairman of the Council and Chairman of the Staff Committee. Keys must be returned and computer passwords changed which personnel change.

27. Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Finances and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests.

c **In accordance with freedom of information legislation, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

28. Management of Information

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

29. Responsibilities under Data Protection Legislation

a **The Council shall appoint a Data Protection Officer.**

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that the information communicated in its privacy notice(s) is an easily accessible and available form and kept up to date.**

30. Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

31. Liaison with District and County or Unitary Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council [in Wales: County Borough and County Council] representing its electoral ward.

b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County councillor representing its electoral ward.

32. Financial Matters

a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the accounting records and systems of internal control;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;

v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from the tendering process or procurement exercise;

vi. procurement policies (subject to standing order 32(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

b A public contract regulated by the Procurement Regulations 2024 with an estimated value in excess of £25,000 + VAT, but less than the relevant thresholds in standing order 32(f), includes a requirement for the Council to advertise the contract opportunity on the Find a Tender website regardless of what other means it uses to advertise the opportunity.

c Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 + VAT, shall be procured on the basis of a formal tender as summarised in standing order 32(d) below.

d Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed on the Council's website;

ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;

v. the prohibition of prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

vi. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee;

vii. Use of the Find a Tender website and other light touch rules in the Procurement Regulations 2024.

e Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

f A public contract regulated by the Procurement Act 2023 with an estimated value in excess of £214,904 inclusive of VAT, for a public service or supply contract or in excess of £5,372,609 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Procurement Act 2023 which include advertising the contract opportunity on the Find a Tender website and in find a Tender.

33. Allegations of breaches of the code of conduct

a Any breaches of the Code of Conduct will be referred to the Monitoring Officer at East Hampshire District Council.

b Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

c Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Staff committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

d Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

e The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Staff Committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.

ii. Ensure that any background papers containing the information set out in standing order 31(a) page 25 are not made public.

iii. Ensure that the public and press are excluded from meetings as appropriate.

iv. Ensure that the minutes of meetings preserve confidentiality.

v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

f Standing order 31(d) page 25 should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Staff Committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

g The Staff committee shall have the power to:

i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;

ii. seek and share information relevant to the complaint;

iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

34. Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 councillors.

35. Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.

c A councillor's failure to observe standing orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with standing orders.