



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 17 FEBRUARY 2020 at 7.00 P.M in JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI  
Chief Officer

11 February 2020

### AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. To receive the Chairman's comments.
6. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
7. To consider the co-option of: Derek Prosser to represent Catherington Ward.
8. To approve the Minutes of the Council Meeting held on the 20 January 2020.
9. To receive and approve the Orders for Payment (List 11 attached).
10. To receive and note the monthly finance report.
11. To receive and consider the revised Invoice Payment Flowchart.
12. To receive and sign the new Lease pertaining to Tyfield House – Parish Office.
13. To receive a verbal update in respect of the Land East of Horndean development.
14. To consider the proposed closure of the Horndean Library, and to agree the way forward.
15. To receive and agree the revised Schedule of Meetings 2020/2021.
16. To consider attendance at the HALC Annual Conference on Wednesday 18 March 2020.
17. To receive the recommendation from the Grounds Committee on the 10 February 2020, in respect of the Code of Conduct/Agreement – outdoor fitness classes.
18. To note the next scheduled meeting of the Council on the 23 March 2020.

19. **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).**
  20. To approve the Confidential Minutes of the Council Meeting held on the 20 January 2020.
  21. To receive the recommendation from the Staff Committee on the 03 February 2020, in respect of the proposed changes to staff salaries for 2020/21.
  22. To receive the recommendation from the Staff Committee on the 03 February 2020, in respect of the proposed changes to the Chief Officer's salary for 2020/21
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I have been working hard on trying to get this much needed crossing on Havant Road and since the doctors have moved in, it has released the money towards the crossing, so I will keep trying and will keep you in touch.

Parking outside of schools has ramped up quite a lot since I last reported about it.

The enforcement team are trying to find solutions to this, but it really is becoming a headache for them and I have asked that they come to the village centre to enforce the parking at the memorial.

My surgery is this week at the Blendworth Centre and I will advertise the dates for the future surgeries. They will change when I have other meetings for the committees that I am on at Hampshire but at least they will be monthly.

The double yellow lines that were proposed in Lovedean, have now been done, so I hope that they will help the situation.

I have been informed by one of the residents of Rowlands Castle, that Bargate, who have a planning application in on Lovedean Lane have now been taken over by Vivid, so perhaps people need to be watching that application.

If you have any questions, please let me know.



Derek Prosser

Catherington Ward

02392571485

I am a retired IT Professional with over 30 years experience of selection, design and implementation of computer systems for an international financial services company. I was the global head of a team responsible for setting software standards for a large insurer globally and planning/managing convergence to those standards.

My core skills include IT Strategy, Project Management and People Management. I think I am well organised, collaborative, used to managing budgets and able to seek consensus or provide direction as necessary.

I have lived in Horndean for 32 years. My wife is an LSA at a local school and my two sons (now in their twenties) both went to school at HTC.

My interests are Golf, Live Music & Sport, Travel, Reading and going to the Gym.

My motivation for wanting to be a parish councillor is to contribute something to the community in which I have lived for so long, learn about local issues and work with my colleagues to achieve sensible outcomes. I am willing to help on any topic but my interest is to help to ensure that Horndean grows sustainably with a good balance between new amenities and the preservation of open spaces.





# HORNDDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 20<sup>th</sup> JANUARY 2020 AT 7.00 P.M.

**PRESENT:** Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), R Veitch, P Beck, J Lay, Mrs E Tickell, D Evans, D Alexander, B Raymond, Mrs I Weeks

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Chereé Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Finance Officer; County Cllr Mrs M Harvey, District Cllr Mrs S Shillemore

**PUBLIC ATTENDANCE:** There were 9 members of the public present. No press attended.

### **HPC 200/19/20      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Dr C Jacobs.

### **HPC 201/19/20      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

### **HPC 202/19/20      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

The written report from County Cllr Mrs M Harvey was received and circulated. The Chairman invited members to direct any questions to Cllr Harvey who was in attendance.

Cllr D Evans commented on the paragraph relating to the relocation of the doctor's surgery and the associated parking concern. Accordingly the EHDC is looking to increase enforcement efforts to monitor times spaces.

Cllr Mrs L Evans raised the concern of the excessive bus route. Cllr Harvey explained that she has registered the request with Hampshire County Council on a number of occasions and will continue to escalate the matter.

Cllr P Beck requested a survey of traffic flow over Catherington traffic lights.

### **HPC 203/19/20      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

There was no written report from District Councillors. Members had no questions for District Councillors.

**HPC 204/19/20                      TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman noted that Vendy Treagust of HALC had passed away and that on behalf of HPC Council she will send a card and if possible attend the funeral.

As part of a paper saving initiative for the New Year the Chairman invited members to use tablets such as an iPad to receive the meeting papers. She requested that members confirm with the Chief Officer whether or not they wish to have a printed meeting pack.

**HPC 205/19/20                      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were 9 members of the public present. No members of the press attended.

The Chairman opened the meeting to members of the public and explained that should the Council be unable to answer the question immediate that a written response will be received from the office in due course. The following was raised:

- A member of the public raised a concern with regard to the missed bin collections and the timing available to report it. The Chairman responded that the waste collection is outside of HPC control and that any concerns should be directed at EDHC either via the telephonic helpline or their website.
- The traffic lights at Catherington Lane appears to be biased in one direction which causes difficulty at peak times. Cllr Harvey responded that she will make a request that the lights are again synchronised as this resolved the issue previously.

**HPC 206/19/20                      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 16<sup>th</sup> DECEMBER 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 16<sup>th</sup> December 2019 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

**HPC 207/19/20                      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 10 ATTACHED)**

The Orders for Payment was received.

It was **RESOLVED** that the Orders for Payment (List 10 attached) be approved and duly signed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All agreed.

**HPC 208/19/20                      TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT THE 31<sup>st</sup> DECEMBER 2019**

It was **RESOLVED** that the bank reconciliation – Co-Operative, Lloyds and Cambridge & Counties be approved and duly signed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr I Weeks. All agreed.

**HPC 209/19/20**

**TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

The monthly finance report was received and circulated. The RFO noted that the larger than normal bank balances were due to the s106 monies for the Jubilee Hall extension being rapidly received from EHDC and the cash flow request from Speltham contractors being a little behind. This will even out in due course.

The monthly finance report was noted.

**HPC 210/19/20**

**TO RECEIVE AND NOTE A REPORT PREPARED IN RESPECT OF VAT ADVICE – JUBILEE CONSTRUCTION**

The RFO explained that the report back up the information previously received the HPC can reclaim the VAT on the Jubilee project as discussed over the past few meetings.

The report in respect of VAT advice for Jubilee construction was noted.

**HPC 211/19/20**

**TO RECEIVE AND REVIEW THE FINANCIAL RISK ASSESSMENT**

The only change to note from the previous version of the document is the renaming of DPA to GDPR.

It was **RESOLVED** that to accept the Financial Risk Assessment.

This was proposed by Cllr D Evans and seconded by Cllr A Forbes. All agreed.

**HPC 212/19/20**

**TO RECEIVE A PRESENTATION IN RESPECT OF THE PROPOSALS FOR THE DEVELOPMENT OF LAND WITHIN LOVEDEAN**

The Chairman welcomed and introduced the representatives of Bargate Homes as Mr. Jonathan Quarrell and Mr Paul Thomas.

Mr Quarrell made a short presentation with regard to the planned development of Cottage Farm and provided members with revised plan depicting the proposed site entrance, boundaries and development layout of the proposed 60 dwellings.

Several members of the public posed questions. Questions included the following concerns:

- Proposed development timescale
- Flooding/drainage
- Adoption of roads and road maintenance
- Street lighting and
- Traffic management at access

Mr Quarrell answered all questions. He reiterated that this is an initial development plan and that the outline application is due for submission at the end of January.

**HPC 213/19/20**

**TO RECEIVE AND REVIEW THE HEALTH AND SAFETY POLICY STATEMENT**

The Health and Safety Policy was received and circulated. It is noted that this is the annual policy review.

It was **RESOLVED** that the Health and Safety policy is adopted and duly signed. All agreed.

**HPC 214/19/20**

**TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF  
HORNDEAN DEVELOPMENT**

The Chairman provided the verbal update as follows:

- Before Christmas a discussion was held and the Parish Council is aiming to take on the community facilities offered.
- The working party is looking at comments and offered improvements.
- The working party is investigating further consultation led by HPC as the developer has not offered such.
- The working party has requested the updated drawings and once this is received it will be shared with members of the council.

**HPC 215/19/20**

**TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE  
REMOVAL OF THE PLAY EQUIPMENT AT MERCHISTOUN HALL**

A report by the Grounds Manager was received and circulated. A brief discussion was held.

The useable play equipment was offered to HCA, which was declined. The play area at Merchistoun Hall will now be removed and the area reinstated to grass.

The quotations for the required work were scrutinised and it was **RESOLVED** to accept Quote 3 with the condition that it is a confirmed "Quote" and not "Estimate".

This was proposed by Cllr P Beck and seconded by Cllr J Lay. All agreed.

**HPC 216/19/20**

**TO RECEIVE AND CONSIDER A RESPONSE REGARDING THE AQUIND  
INTERCONNECTOR – NOTICE OF ACCEPTANCE ON AN APPLICATION  
FOR A DEVELOPMENT CONSENT ORDER**

The Aquind Interconnector project has been deemed as 'major infrastructure' and therefore now fall under the Planning Inspectorate. The application has been accepted for inspection.

The remaining concern for HPC is the routing of construction vehicles. A representative from Aquind explained that any comments or objections can be submitted to the Planning Inspectorate, the closing date of which is 19<sup>th</sup> February 2020.

Matter to be discussed at the next meeting of the Planning & Public Services Committee.

**HPC 217/19/20**

**TO RECEIVE AND CONSIDER THE DRAFT SCHEDULE OF MEETINGS  
2020/2021**

The draft schedule of meetings was circulated and approved. All agreed

The Chairman reminded members that the Budget Workshop date is of vital importance and to ensure that the date is noted.

**HPC 218/19/20**

**TO RECEIVE AN UPDATE IN RESPECT OF THE NATIONAL GRID –  
UPGRADE WORKS**

The Chairman requested the information regarding the upgrade work of the National Grid is posted on HPC website. Details of the National Grid's Community Grant Programme is to be included.



**HPC 219/19/20**      **TO RECEIVE AND CONSIDER A RESPONSE TO THE EHDC LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

The information was received and a brief discussion took place.

Cllr Mrs L Evans proposed that each member downloads the questionnaire and responds individually.

It was **RESOLVED** not to respond with a collective HPC Parish view. All agreed.

This was recommended by Cllr Mrs L Evans and seconded by Cllr J Lay. All agreed

**HPC 220/19/20**      **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 17<sup>th</sup> FEBRUARY 2020**

The date was duly noted.

**HPC 221/19/20**      **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

Members of the public were excused.

Public Meeting closed at 8:53 pm

Confidential part of the meeting

**HPC 222/19/20**      **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 16<sup>th</sup> DECEMBER 2019**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 16<sup>th</sup> December 2019 be signed as a true record of the meeting.

**HPC 223/19/20**      **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE NEW LEASE PERTAINING TO TYFIELD HOUSE, AND DISCUSS THE WAY FORWARD**

Cllr Mrs L Evans updated members following the meeting with the landlady as follows:

- The rent will increase by 9% over 3 years therefore £1,260 p.m. + VAT
- The current lease conditions remain unchanged
- At present the landlady is not requesting the building be reinstated upon giving notice

It was **RESOLVED** to accept the rent increase.

This was proposed by Cllr J Lay and seconded by Cllr P Beck. All agreed.

Meeting concluded at 8:58pm.

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Signed - The Chairman

.....  
Date

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2019-10			LIST 11 - 17-FEB-2019			BANK ENTRIES: 11/01/20 - 07/02/20
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>DIRECT DEBITS</b>		<b>BANK ENTRIES: 11/01/20 - 07/02/20</b>				
1	01/01/2020	Peach	£156.92	£31.38	£188.30	Tyfield Line/ Alarm, Napier & Jubilee WIFI : Dec Calls/Jan Rent
2	04/01/2020	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 4/01/19 - 3/2/20
3	02/01/2020	Fuelgenie	£143.66	£28.73	£172.39	Fuel: December 2019
4	06/01/2020	SSE	£82.39	£4.11	£86.50	Napier Electric: 21 Sept - 19 Dec 2019
5	08/01/2020	SSE	£396.38	£79.27	£475.65	Napier Gas: 3 Dec- 6 Jan 2020
6	31/12/2019	Veolia	£213.34	£42.67	£256.01	Waste Removal: December 2019
7	20/01/2020	EE & T Mobile	£60.20	£12.04	£72.24	Mobiles: 20 Dec - 19 Jan 2020
8	19/01/2020	British Telecom	£42.60	£8.52	£51.12	Jubilee Payphone 01 Jan - 31 Mar 2020
9	21/01/2020	British Telecom	£183.46	£36.69	£220.15	Tyfield Wi Fi/Jubilee Alarm: 01/01/20-31/03/20
10	20/01/2020	SSE	£685.02	£137.00	£822.02	Tyfield House Electric: 22 Oct to 10 Jan 2020
11	21/01/2020	SSE	£1,637.41	£327.48	£1,964.89	Jubilee Hall Electric: 17 Oct to 10 Jan 2020
<b>B.A.C.S.</b>		<b>BANK ENTRIES: 11/01/20 - 07/02/20</b>				
12	31/12/2019	Richard Merritt Chemicals	£51.55	£10.31	£61.86	Janitorial Supplies
13	07/01/2020	Blendworth Parish Magazine	£32.50	£0.00	£32.50	Advertising February to December 2020
14	16/01/2020	Petersfield Post	£144.00	£28.80	£172.80	Newspaper Advert for Estate Warden
15	16/10/2019	St. John Ambulance	£300.00	£60.00	£360.00	First Aid for Jubilee Caretaker
16	09/01/2020	Speltham Contracts Ltd	£35,833.64	£7,166.72	£43,000.36	Certificate of Application No 4 (Jubilee Project)
17	20/01/2020	Hornean PC Employees	£16,244.17	£0.00	£16,244.17	Net Salaries: January 2020
18	14/01/2020	Hampshire County Council	£52.20	£10.44	£62.64	A4 Copier Paper
19	06/01/2020	Sean Mason Electrical	£880.00	£176.00	£1,056.00	Car Park Lights/Immersion Heater at Jubilee Hall
20	13/01/2020	HALC	£95.00	£19.00	£114.00	Training for Councillor
21	08/01/2020	B & Q	£35.83	£7.17	£43.00	Polystyrene Sheet for Noticeboard - Dell Piece West
22	13/01/2020	Connected IT	£1,420.00	£0.00	£1,420.00	Windows 10 installed plus parts
23	14/01/2020	F R Jones & Son Ltd	£85.49	£17.10	£102.59	Chainsaw Items, File Depth Gauges
24	16/01/2020	Working Health Solutions	£480.00	£0.00	£480.00	Occupational Health Assessment
25	17/01/2020	Blendworth Tree Surgeons	£550.00	£110.00	£660.00	Fallen Oak Dismantled at Yoells Copse
26	31/12/2019	The New Blendworth Centre	£105.00	£21.00	£126.00	Litter Picking: December 2019
27	16/01/2020	Hornean Tyres	£166.66	£33.34	£200.00	Front Tyres on ST08XVV
28	21/01/2020	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: January 2020
29	12/01/2020	Happy Days	£235.00	£0.00	£235.00	Window Cleaning at Halls. Office Cleaning at Tyfield House
30	20/01/2020	AVS Fencing	£79.46	£15.90	£95.36	Kissing Gate and Hinge
31	21/01/2020	Countryside Jobs Service	£100.00	£20.00	£120.00	Advertisement for Estate Warden
32	20/01/2020	Working Planet	£199.00	£39.80	£238.80	Advertisement for Estate Warden
33	25/01/2020	Beaver Tool Hire	£172.20	£34.44	£206.64	Flail Mower
34	24/01/2020	Screwfix	£45.76	£9.15	£54.91	Trailer Board Plug, Safety Gloves
35	27/01/2020	Royal British Legion	£35.00	£0.00	£35.00	Wreath for Australian War Memorial
36	31/01/2020	HM Revenue & Customs	£4,009.99	£0.00	£4,009.99	PAYE/National Insurance: January 2020
37	31/01/2020	Hampshire Pension Fund	£4,598.67	£0.00	£4,598.67	Pension Contributions: January 2020
38	03/02/2020	Luckylite	£560.00	£0.00	£560.00	Rent: February 2020
39	03/02/2020	Staff Expenses	£24.53	£0.00	£24.53	Staff Expenses: January 2020
40	01/01/2020	Gillet & Johnson	£170.00	£34.00	£204.00	Annual Service of Holy Trinity Clock
41	24/01/2020	Blendworth Property Maintenance	£50.00	£0.00	£50.00	Adjust Skylight at Napier Hall
42	31/01/2020	Blendworth Property Maintenance	£120.00	£0.00	£120.00	Repair to Ladies Toilet
43	24/01/2020	Cluson Engineering Ltd	£21.00	£4.20	£25.20	Overalls for new Countryside Team Member
44	31/01/2020	The New Blendworth Centre	£105.00	£21.00	£126.00	Litter Picking: January 2020
45	01/01/2020	Mackarness & Lunt	£70.00	£14.00	£84.00	Deeds Storage 2020
46	21/12/2019	Robert Harriott	£3,500.00	£700.00	£4,200.00	Tyfield House Rent: 1 Jan - 30 Mar 2020
47	21/12/2019	Robert Harriott	£201.55	£0.00	£201.55	Tyfield House Insurance: 1 Jan - 30 Mar 2020
48	31/01/2020	Parkinson Partnership	£1,000.00	£0.00	£1,000.00	VAT Advice on Jubilee Project
<b>DEBIT CARD</b>		<b>BANK ENTRIES: 11/01/20 - 07/02/20</b>				
49	24/01/2020	Top Notch Signs	£42.95	£8.59	£51.54	2 x Signs for 'Happy To Chat' Benches
50	06/01/2020	Zafety Supplies	£18.57	£3.71	£22.28	First Aid Supplies
51	04/02/2020	Shen Zen (Amazon)	£9.16	£1.83	£10.99	Wireless USB Presentation Clicker
52	06/02/2020	Top Notch Signs	£24.45	£4.89	£29.34	1 x Sign for Happy To Chat Bench
<b>TOTAL EXPENDITURE</b>			<b>£75,491.21</b>	<b>£9,282.29</b>	<b>£84,773.50</b>	
<b>RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS</b>			<b>LIST 11 - 17-FEB-2019</b>			<b>BANK ENTRIES: 11/01/20 - 07/02/20</b>
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>RECEIPTS</b>		<b>BANK ENTRIES: 11/01/20 - 07/02/20</b>				
53	various	Regular Hall Users	£1,603.71	£0.00	£1,603.71	Hire of Jubilee Hall
54	various	Regular Hall Users	£705.00	£0.00	£705.00	Hire of Napier Hall
55	various	Casual Hall Users	£690.00	£0.00	£690.00	Hire of Jubilee Hall
56	various	Casual Hall Users	£310.57	£0.00	£310.57	Hire of Napier Hall
57	various	Casual Hall Users	£900.00	£0.00	£900.00	Deposits Received
58	various	Casual Hall Users	£500.00	£0.00	£500.00	Deposits Refunded
59	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
60	31/01/2020	Bank Interest	£161.12	£0.00	£161.12	Interest- January 2020
61	14/01/2020	HMRC	£35,468.37	£0.00	£35,468.37	Q3 2019-20 VAT Return
<b>TOTAL INCOME</b>			<b>£39,513.77</b>		<b>£39,513.77</b>	

<b>SIGNED:</b>	
<b>SIGNED:</b>	
<b>DATE:</b>	<b>LIST 11 - 17-FEB-2019</b>

## HORNDEAN PARISH COUNCIL

### COUNCIL MEETING : 17<sup>th</sup> February 2020

#### SUBJECT OF REPORT: Finance Report

#### Jubilee Hall Construction: Income and Expenditure

The table below shows a full breakdown of the Earmarked Reserve code for the project to the end of January 2020.

Further details were presented at the Finance and General Purposes Meeting held on Monday 27<sup>th</sup> January.

JUBILEE HALL PROJECT COSTS (from EARMARKED RESERVES)							
MTH	YR	Supplier	Sub Contractor	Service	DR	CR	Balance
	17-18			Creation of Earmarked Reserve		-£177,983.09	£177,983.09
P11	17-18	East Hants District Council		Architect Fees re Jubilee Extension	£1,669.70		£176,313.39
P12	17-18	East Hants District Council		Jubilee Hall Extension Pre Application	£104.17		£176,209.22
P3	18-19	Woodside Tree Consultancy		Tree Survey	£795.00		£175,414.22
P3	18-19	ECOSA		Ecological Appraisal	£720.00		£174,694.22
P4	18-19	J Brotherton & Partners		Topographical Survey	£550.00		£174,144.22
P4	18-19	East Hants District Council		Jubilee Extension Planning Fees	£924.00		£173,220.22
P5	18-19	PDP Architecture LLP		Submission of Planning Application	£7,014.52		£166,205.70
P8	18-19	PDP Architecture LLP	KSP Consultancy	Estimates of construction costs	£650.00		£165,555.70
P9	18-19	PDP Architecture LLP		Planning Decision	£3,445.00		£162,110.70
P10	18-19	Sound Advice		Acoustic Report	£1,200.00		£160,910.70
P11	18-19	Your Environment		Your Environment - Ground Investigation	£3,150.00		£157,760.70
P11	18-19	East Hants District Council		Jubilee Extension Release Documents	£42.92		£157,717.78
P11	18-19	East Hants District Council		Building Control Plan Fee Extension	£350.00		£157,367.78
P12	18-19	Millstream Associates Limited		Subscription to myTenders	£995.00		£156,372.78
P12	18-19	Portal Planquest Ltd		Planning Application Portal Fee	£132.67		£156,240.11
P12	18-19	PDP Architecture LLP		Submission of Building Regulation Application	£3,445.00		£152,795.11
P12	18-19	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (1st payment)	£3,450.00		£149,345.11
P1	19-20	PDP Architecture LLP	T.N.G. Consulting Engineers	Mechanical & Electrical Consultancy Services (1st payment)	£3,000.00		£146,345.11
P1	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (2nd payment)	£2,000.00		£144,345.11
P2	19-20	Pulse Mapping Ltd		Utility Mapping	£900.00		£143,445.11
P2	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (3rd payment)	£1,450.00		£141,995.11
P2	19-20	PDP Architecture LLP	T.N.G. Consulting Engineers	Mechanical & Electrical Consultancy Services (2nd payment)	£2,500.00		£139,495.11
P3	19-20	PDP Architecture LLP		Preparation of Tender Documents / receipt of competitive tenders	£1,722.50		£137,772.61
P3	19-20	PDP Architecture LLP		Building Regulation Approval	£3,445.00		£134,327.61
P3	19-20	PDP Architecture LLP	KSP Consultancy	Quantity Surveyor	£5,600.00		£128,727.61
P3	19-20			Transfer from General Reserves to EMR		-£25,000.00	£153,727.61
P6	19-20	East Hants District Council		Building Control Inspection Fee	£725.00		£153,002.61
P7	19-20	PDP Architecture LLP		Completion of additional detailed drawings/schedules	£3,445.00		£149,557.61
P7	19-20	PDP Architecture LLP		Appointment of Main Contractor	£3,445.00		£146,112.61
P7	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (4th payment)	£1,150.00		£144,962.61
P7	19-20	Spelthams		Construction Works (part 1)	£20,550.36		£124,412.25
P7	19-20	East Hants District Council		s106 monies (part 1 of 4 - Total £279,722)		-£70,000.00	£194,412.25
P7	19-20	Express Matting Services Ltd		37 Rubber Grass Mats for Jubilee Path	£579.91		£193,832.34
P8	19-20	East Hants District Council		s106 monies (part 2 of 4 - Total £279,722)		-£70,000.00	£263,832.34
P8	19-20	Spelthams		Construction Works (part 2)	£50,348.35		£213,483.99
P8	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (5th payment)	£800.00		£212,683.99
P9	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (6th payment)	£700.00		£211,983.99
P9	19-20	Spelthams		Construction Works (part 3)	£52,074.51		£159,909.48
P9	19-20	East Hants District Council		s106 monies (part 3 of 4 - Total £279,722)		-£70,000.00	£229,909.48
P9	19-20	East Hants District Council		s106 monies (part 4 of 4 - Total £279,722)		-£69,722.22	£299,631.70
P10	19-20	Sean Mason Electrical		Car Park Lights Repair	£805.00		£298,826.70
P10	19-20	Spelthams		Construction Works (part 4)	£35,833.64		£262,993.06
P10	19-20	SSE		Electricity : 17 Oct - 10 Jan 2020	£419.46		£262,573.60

TOTAL TO DATE (as at 31st JANUARY 2020)

£220,131.71 -£482,705.31

### **Current Bank Accounts**

The bank accounts held have been reconciled to the end of January 2020. At that point, in time they totalled £575.8k.

The main reason for the higher level of cash is largely due to the fact that we have banked all the s106 monies from East Hampshire District Council (£279.7k) but have only paid out £158.8k in bills from Spelthams.

### **Management Accounts : Income & Expenditure**

The January accounts have been finalised and the year to date position showed a favourable variance, after adjusting for earmarked reserve movements of £30.2k.

As at January 2020 Earmarked Reserves stood at £386.7k and General Reserves a further £194.8k giving total funds available of £581.5k.

### **Forecast**

The full year forecast to 31<sup>st</sup> March 2020 undertaken following the closure of the January accounts, indicates a year end outturn of c£40k underspent against budget, after adjusting for movements in and out of earmarked reserves.

*Report Prepared by Simon Ritson, Responsible Finance Officer, February 10th 2020*





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## **HORNDEAN PARISH COUNCIL**

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**COUNCIL MEETING : 17<sup>th</sup> February 2020**

**SUBJECT OF REPORT:** Invoice Payment Flowchart

A clarification of the procedure with regards to the payment of invoices was discussed at the Finance and General Purposes Meeting held on 27<sup>th</sup> January 2020.

Attached is a revised flow chart laying out the steps taken following receipt of an invoice.

*Report Prepared by Simon Ritson, Responsible Finance Officer, 10<sup>th</sup> January 2020,*

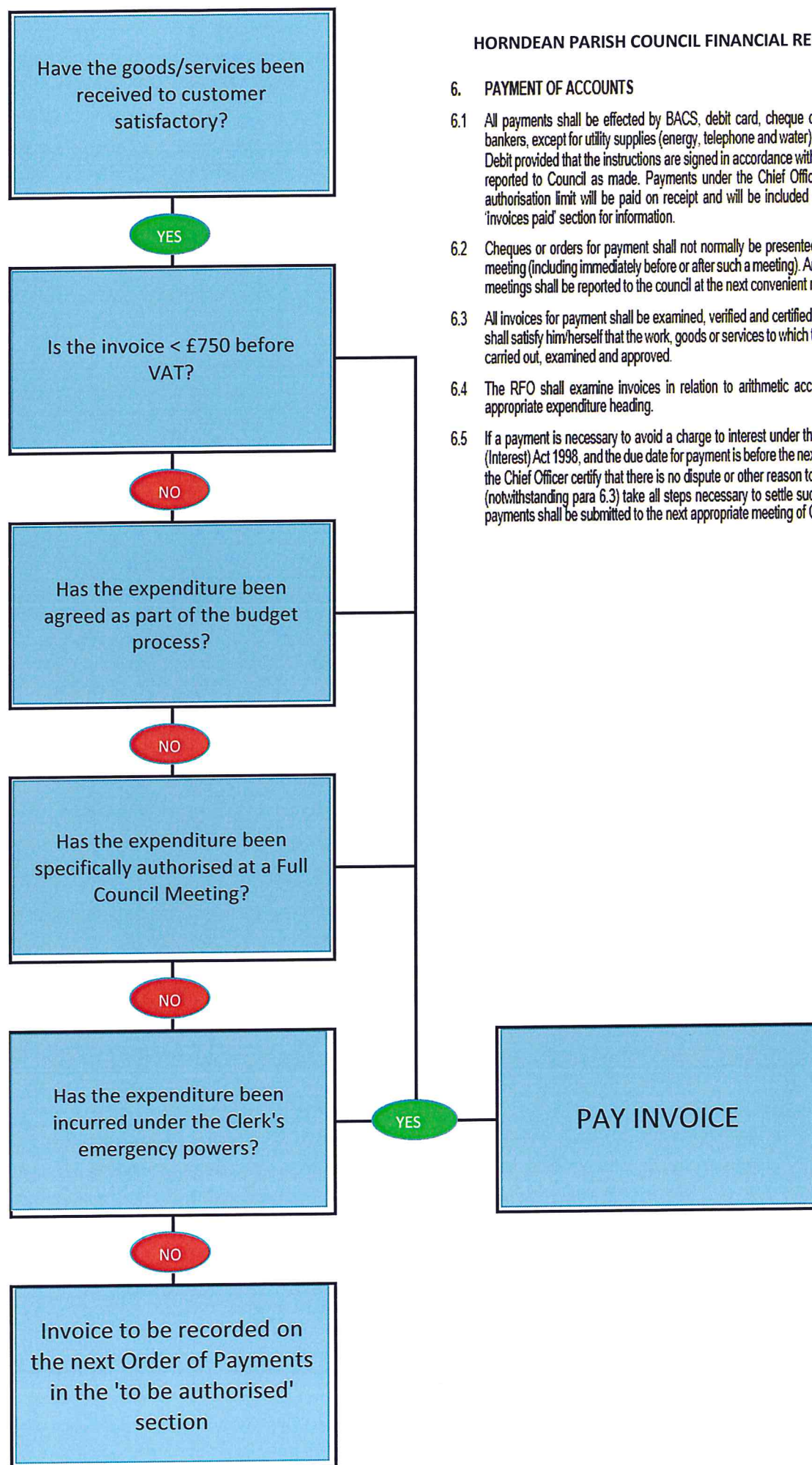


# INVOICE PAYMENT FLOWCHART

## HORNDEAN PARISH COUNCIL FINANCIAL REGULATIONS EXTRACT

### 6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by BACS, debit card, cheque or other order drawn on the Council's bankers, except for utility supplies (energy, telephone and water) which may be made by variable Direct Debit provided that the instructions are signed in accordance with the Bank Mandate and payments are reported to Council as made. Payments under the Chief Officer's delegated £750 (excluding VAT) authorisation limit will be paid on receipt and will be included on the Order of Payments under the 'Invoices paid' section for information.
- 6.2 Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.3 All invoices for payment shall be examined, verified and certified by the Chief Officer. The Chief Officer shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.4 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading.
- 6.5 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Chief Officer certify that there is no dispute or other reason to delay payment, the Chief Officer may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.





# Horndean Parish Council Schedule of Meetings 2020-2021

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL
	FINANCE & GENERAL PURPOSE
	GROUNDS
	PLANNING & PUBLIC SERVICES
	STAFF

	ANNUAL PARISH MEETING
	ANNUAL MEETING
	EVENTS
	BANK HOLIDAY
	OFFICE CLOSURE

May 2020					
Mon	Mon	Mon	Mon		
4	11	18	25		

June 2020					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

July 2020					
Mon	Mon	Mon	Mon		
6	13	20	27		

August 2020					
Mon	Mon	Mon	Mon	Mon	
3	10	17	24	31	

September 2020					
Mon	Mon	Mon	Mon		
7	14	21	28		

October 2020					
Mon	Mon	Mon	Mon		
5	12	19	26		

November 2020					
Mon	Sun	Mon	Mon	Mon	Mon
2	8	9	16	23	30
2					

December 2020					
Mon	Tue	Mon	Mon	Mon	
7	8	14	21	28	
7					

January 2021					
Mon	Mon	Mon	Mon		
4	11	18	25		

February 2021					
Mon	Mon	Mon	Mon		
1	8	15	22		

March 2021					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	
			22		

April 2021					
Mon	Mon	Mon	Mon		
5	12	19	26		

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL

(Unless otherwise stated on HPC Website. Times may vary particularly when 2 meetings are held on the same day)

Events:
Remembrance Day - 8th November 2020
Carol Service - 8th December 2020

Office Closure Dates:
29th December 2020
30th December 2020
31st December 2020

Bank Holiday Dates
Early May Bank Holiday (VE Day) - 8th May 2020
Spring Bank Holiday - 25th May 2020
Summer Bank Holiday - 31st August 2020
Christmas Day - 25th December 2020
Boxing Day - 26th December 2020
December Bank Holiday - 28th December 2020
New Year's Day - 1st January 2021
Good Friday - 2nd April 2021
Easter Monday - 5th April 2021

BUDGET WORKSHOP
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**From:** Admin - Hampshire ALC <admin@Hampshirealc.org.uk>  
**Sent:** 24 January 2020 10:30  
**To:** Admin - Hampshire ALC  
**Subject:** SAVE THE DATE! - HALC Annual Conference 18 March 2020  
**Attachments:** image004.wmz

Dear All

We are pleased to announce that the **HALC Annual Conference** will be on **Wednesday 18 March 2020**, so please **save the date** in your diary! Please pass this on through your networks as it would be lovely to see as many Clerks and Councillors as possible 😊

It will take place at the Doubletree Hilton, Chilworth, Southampton SO16 3RB (hotel website [link](#)).

More information will follow shortly on topics for the presentations and how to book.

We hope to see you all there!



Kind Regards

**Sarah Rowland**  
Office Manager



HELPING TO INSPIRE & EMPOWER PARISH AND TOWN COUNCILS ACROSS HAMPSHIRE

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### **Hampshire Association of Local Councils**

Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN (SATNAV-SO50 9FD)

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e: [Sarah.Rowland@hampshirealc.org.uk](mailto:Sarah.Rowland@hampshirealc.org.uk)

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Hampshire Association of Local Councils Limited [Registered Office - (as listed above)]Registered in England - Company number: 6879309

### **Horndean Parish Council Code of Conduct and Licence Agreement for Outdoor Fitness Classes**

Persons wishing to undertake formal fitness classes on Horndean Parish Council Land, must in the first instance seek permission, agree to/sign the below code of conduct, and provide the Parish Council with a risk assessment and a copy of their Public Liability insurance.

#### **The purpose of this agreement is:**

- To avoid conflict between those undertaking fitness classes in our parks and other park users.
- To protect our parks
- To ensure fitness classes comply with current Health and Safety Regulations
- To ensure that all fitness classes are fully insured and hold public liability for participants safety.

Horndean Parish Council accept no liability for any accident/incident related to outdoor fitness classes

#### **The Code**

The fitness operator shall not have exclusive rights over any area and shall ensure that right of way is given to members of the general public.

Fitness operators shall leave the parks in a clean and tidy condition, and be liable for any loss, damage or tidy up to Council property through their direct improper use.

The fitness operator must make sure that no particular area is overused to the extent it causes damage to the grass – if this is the case the fitness operator will be liable for repair/reinstatement.

The fitness operator must provide a copy of their Risk Assessment

The fitness operator must provide a copy of their Public Liability Insurance (£5 Million cover)

Music is allowed, but this must not be played at a volume to cause disturbance to other park users

<p>Fitness instructor Name:</p>  <p>Company Name:</p>  <p>The Park you wish to use:</p>  <p>Day(s) and time you will use the Park:</p>  <p>Signed:</p>	<p>Address:</p>          <p>Telephone Number:</p>  <p>Email:</p>
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Horndean Parish Council have the right to revoke this licence at any time