



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 23 MARCH 2020 at 7.00 P.M in JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI  
Chief Officer

17 March 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 election of: Derek Prosser to the Planning and Public Services Committee and the Finance and General Purposes Committee.
8. To consider the election of Members to the various committees.
9. To approve the Minutes of the Council Meeting held on the 17 February 2020.
10. To receive and approve the Orders for Payment (List 12 attached).
11. To receive and note the monthly finance report.
12. To receive a report and consider the quotations in respect of the repairs to Lith Lane, and the appropriate course of action.
13. To receive a report and consider the quotations in respect of the tree carvings to be created within Catherington Lith.
14. To receive and consider the request for signage to be placed on parish land in respect of Down Road.
15. To consider the implementation of appropriate measures in order to protect staff/public/Members and restrict the spread of the Coronavirus.
16. To receive and consider the invitation received from the Planning Inspectorate to attend a Preliminary Meeting pertaining to an application submitted by Aquind.

17. To receive the recommendation from the Staff Committee on the 16 March 2020, in respect of the Flexible Working Policy.
  18. To receive the recommendation from the Staff Committee on the 16 March 2020, in respect of the training agreement.
  19. To note the next scheduled meeting of the Council being the 27 April 2020, and the Annual Parish Meeting on the 06 April 2020.
  20. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
  21. To approve the Confidential Minutes of the Council Meeting held on the 17 February 2020.
  22. To consider the way forward as to the overall management of the Jubilee construction project.
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# **HORNDEAN PARISH COUNCIL**

## **MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 17<sup>th</sup> FEBRUARY 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, Dr C Jacobs

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Chereé Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Finance Officer;

**PUBLIC ATTENDANCE:** There were 3 members of the public present. No press attended.

**HPC 224/19/20      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs I Weeks and County Councillors Mrs M Harvey.

**HPC 225/19/20      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 226/19/20      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. Members had no questions for Cllr Harvey.

**HPC 227/19/20      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

The written report from District Councillors was received and circulated.

In his report Cllr D Evans opposes the 20mph speed limit for Horndean as proposed in the LCWIP (Local Cycling and Walking Infrastructure Plan) in that there is no evidence that this will have any significant benefit. This was supported by both Cllrs R Veitch and D Alexander.

The chairman reminded members that the consultation process has started and comments are received via EHDC website. She encouraged members to respond and comment.

**HPC 228/19/20      TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman did not have any comments.

**HPC 229/19/20**

**TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were 3 members of the public present. No members of the press attended.

A resident raised a concern with regarding vehicles coming down Portsmouth Road and around the bend onto London Road. This has become a dangerous junction and calming measures are required.

The resident also requested an update regarding the car park at Blendworth Lane. Cllr Mrs E Tickell explained that the building at the rear of the car park has been let out commercially for a period of 12 months. Cllr D Evans added that there are no current plans to close the car park.

**HPC 230/19/20**

**TO CONSIDER THE CO-OPTION OF: DEREK PROSSER TO REPRESENT CATHERINGTON WARD**

Mr Derek Prosser presented himself and his interests.

It was **RESOLVED** to co-opt Mr Derek Prosser to Horndean Parish Council to represent Catherington Ward.

This was proposed by Cllr R Veitch and seconded by Cllr P Beck. All agreed.

**HPC 231/19/20**

**TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 20<sup>th</sup> JANUARY 2020**

One amendment of minute reference HPC 202/19/20 pertaining to County councillor Mrs M Harvey's report with regard to the bus lane as follows:

To replace "...the excessive bus route..." with "...the excessive length of the bus lane..."

It was **RESOLVED** that the minutes of the Council meeting held on 20<sup>th</sup> January 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch. All agreed.

**HPC 232/19/20**

**TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

The Orders for Payment was received.

It was **RESOLVED** that the Orders for Payment (List 11 attached) be approved and duly signed.

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

**HPC 233/19/20**

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

The monthly finance report was received and circulated. .

The RFO noted the following:

- That following the preparation of the report an additional invoice was paid to Speltham bringing the total spend to date over £300K
- that the underspend is likely to increase due to a short notice resignation in the countryside team

Cllr D Evans questioned when the PWL loan will be drawn down. The RFO explained that Speltham is behind schedule on their initial cash flow forecast and therefore drawing down the loan will likely be required around May/June.

The monthly finance report was noted.

**HPC 234/19/20            TO RECEIVE AND CONSIDER THE REVISED INVOICE PAYMENT FLOWCHART**

The amended flowchart was circulated and a brief discussion took place.

It was **RESOLVED** to adopt the Invoice Payment Flowchart and to include it in the Financial Regulations at the next review thereof.

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

**HPC 235/19/20            TO RECEIVE AND SIGN THE NEW LEASE PERTAINING TO TYFIELD HOUSE – PARISH OFFICE**

It was **RESOLVED** to sign the renewal lease pertaining to Tyfield House.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs E Tickell. All agreed.

**HPC 236/19/20            TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

Cllr Mrs L Evans advised that the recent meeting with the developers was cancelled and no further meeting has been arranged. The working party had reviewed the proposed improvements and layout and have submitted comments to EHDC.

**HPC 237/19/20            TO CONSIDER THE PROPOSED CLOSURE OF HORNDEAN LIBRARY, AND TO AGREE THE WAY FORWARD**

Cllr Mrs E Tickell advised that 10 libraries in Hampshire are listed for closure due to low usage. A brief discussion took place.

It was **RESOLVED** that the HPC will submit a comment raising the following points:

- propose a reduced service
- propose better signage and promotion of the service
- suggest additional uses of the building may be considered

The Chairman encouraged members to submit individual comments during consultation.

**HPC 238/19/20            TO RECEIVE AND AGREE THE REVISED SCHEDULE OF MEETINGS 2020/2021**

It was **RESOLVED** to agree the revised schedule of meetings.

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

**HPC 239/19/20                    TO CONSIDER ATTENDANCE AT THE HALC ANNUAL CONFERENCE ON WEDNESDAY 18<sup>TH</sup> MARCH 2020**

Attendance at the HALC Annual conference was considered.

The Chairman encouraged members to contact the Chief Officer if they wish to attend.

**HPC 240/19/20                    TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 10<sup>th</sup> FEBRUARY 2020, IN RESPECT OF THE CODE OF CONDUCT/AGREEMENT – OUTDOOR FITNESS CLASSES**

Cllr Mrs E Tickell recapped the experiences with outdoor fitness classes. The proposed fitness agreement was reviewed.

The addition of the following is required:

“...if the fitness operator holds the appropriate performing rights Licence,”

It was **RESOLVED** to adopt the Fitness Agreement following the amendment. This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch.

**HPC 241/19/20                    TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 23<sup>rd</sup> MARCH 2020**

The date was duly noted.

**HPC 242/19/20                    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 8:25 pm

Confidential part of the meeting

**HPC 243/19/20                    TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 20<sup>th</sup> JANUARY 2020**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 20<sup>th</sup> January 2020 be signed as a true record of the meeting.

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

**HPC 244/19/20                    TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 3<sup>rd</sup> FEBRUARY 2020 IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2020/21**

It was **RESOLVED** to accept and approve the recommendation from the Staff Committee in respect of the proposed changes to staff salaries for 2020/21.

HPC 245/19/20

**TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE  
ON THE 3<sup>rd</sup> FEBRUARY 2020 IN RESPECT OF THE PROPOSED  
CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2020/21**

It was **RESOLVED** to accept and approve the recommendation from the Staff Committee in respect of the proposed Chief Officer's salary for 2020/21.

Meeting concluded at 8:40pm.

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Signed - The Chairman

.....  
Date

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2019-20			LIST 12 - 23-MAR-2019			BANK ENTRIES SINCE LAST ORDER OF PAYMENTS 2019-20	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
<b>DIRECT DEBITS</b>		<b>BANK ENTRIES: 08/02/20 - 13/03/20</b>					
1	04/02/2020	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 4/2/20 - 3/3/20	
2	04/01/2020	Castle Water	£44.42	£0.00	£44.42	Napier Water: 1 Nov - 31 March	
3	03/02/2020	Fuelgenie	£111.10	£22.22	£133.32	Fuel: January 2020	
4	01/02/2020	Peach	£158.83	£31.77	£190.60	Tyfield Line/ Alarm, Napier & Jubilee WIFI : Jan Calls/Feb Rent	
5	04/02/2020	Business Stream	£229.19	£0.00	£229.19	Jubilee Water: 30 July - 21 Jan 2020 (175 days)	
6	05/02/2020	Business Stream	£103.08	£0.00	£103.08	Tyfield Water: 1 Aug - 28 Jan 2020 (180 Days)	
7	10/02/2020	SSE	£344.90	£68.98	£413.88	Napier Gas: 7 Jan- 7 Feb 2020	
8	31/01/2020	Veolia	£228.47	£45.69	£274.16	Waste Removal: January 2020	
9	20/02/2020	EE & T Mobile	£60.20	£12.04	£72.24	Mobiles: 20 Jan - 19 Feb 2020	
10	04/03/2020	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 4/03/19 - 3/4/20	
11	02/03/2020	Fuelgenie	£118.49	£23.70	£142.19	Fuel: February 2020	
<b>B.A.C.S.</b>		<b>BANK ENTRIES: 08/02/20 - 13/03/20</b>					
12	16/01/2020	Horndean Tyres	£16.25	£3.25	£19.50	Car Puncture Repair on HY65 UVJ	
13	01/02/2020	Dale Valley Training Ltd	£170.00	£34.00	£204.00	Tree Survey & Inspection Course	
14	31/01/2020	Richard Merritt Chemicals	£74.60	£14.92	£89.52	Janitorial Supplies	
15	12/02/2020	Speltham Contracts Ltd	£87,581.15	£17,516.23	£105,097.38	Certificate of Application No 5 (Jubilee Project)	
16	10/02/2020	SMS (Southern Mower Services)	£22.95	£4.59	£27.54	Replacement Pull Cord for Lawnmower	
17	05/02/2020	Screwfix	£14.98	£2.99	£17.97	Cabin Hooks/Barrier Tape	
18	10/02/2020	Travel Expenses	£26.95	£0.00	£26.95	Councillor Travel Expenses	
19	07/02/2020	Blendworth Tree Surgeons	£80.00	£16.00	£96.00	Dead Branch Overhanging Yoells Copse Footpath	
20	07/02/2020	Blendworth Tree Surgeons	£850.00	£170.00	£1,020.00	Ash Cut Down/Oak Reduced-Yoells Copse	
21	30/01/2020	Annodata	£201.93	£40.39	£242.32	Photocopier Rent: 26/2/20-25/5/20	
22	13/02/2020	Annodata	£180.97	£36.19	£217.16	Photocopier Use: 12/11/2019 - 13/2/2020	
23	11/12/2019	Initial (Cannon)	£116.35	£23.27	£139.62	Napier Hall Waste Collection: 01/12/19 - 29/02/20	
24	12/02/2020	AVS Fencing	£27.82	£5.56	£33.38	2 Rails/2 Posts	
25	15/02/2020	Happy Days Cleaning	£200.00	£0.00	£200.00	Jubilee/Napier Windows. Tyfield Office Clean x 4	
26	15/02/2020	Happy Days Cleaning	£260.00	£0.00	£260.00	Unclog, clear, clean Downpipes and Gutters	
27	15/02/2020	Blendworth Property Maintenance	£55.00	£0.00	£55.00	Supply/Fit Washer in Ladies at Tyfield House	
28	18/02/2020	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: February 2020	
29	20/02/2020	Horndean PC Employees	£13,987.80	£0.00	£13,987.80	Net Salaries: February 2020	
30	19/02/2020	PositivID	£12.50	£2.50	£15.00	2 x ID Badges	
31	18/02/2020	AVS Fencing	£12.50	£2.50	£15.00	Fence Panel Replaced - Dell Piece Way	
32	20/02/2020	J F Goodwillie Ltd	£25.56	£5.11	£30.67	Bat Boxes Joinery (Cath Lith Ash Dieback)	
33	29/02/2020	HM Revenue & Customs	£3,417.35	£0.00	£3,417.35	PAYE/National Insurance: February 2020	
34	29/02/2020	Hampshire Pension Fund	£4,109.24	£0.00	£4,109.24	Pension Contributions: February 2020	
35	02/03/2020	Luckylite	£560.00	£0.00	£560.00	Rent: March 2020	
36	02/03/2020	Staff Expenses	£25.80	£0.00	£25.80	Staff Expenses: February 2020	
37	28/02/2020	Viking	£32.13	£6.43	£38.56	Buffer Pads for Jubilee/Stationery	
38	27/02/2020	F R Jones & Son Ltd	£57.91	£11.58	£69.49	2 Stihl Rim Sprockets	
39	07/03/2020	Rialtas Business Solutions Ltd	£802.00	£160.40	£962.40	Annual Support & Maintenance	
40	29/02/2020	The New Blendworth Centre	£140.00	£28.00	£168.00	Litter Picking: February 2020	
41	28/02/2020	Sean Mason Electrical	£56.00	£11.20	£67.20	Repair Lights in Stairwell at Tyfield House	
42	07/03/2020	Blendworth Property Maintenance	£90.00	£0.00	£90.00	Supply & Fit Flush Button in Disabled Toilet	
<b>DEBIT CARD</b>		<b>BANK ENTRIES: 08/02/20 - 13/03/20</b>					
43	13/02/2020	St John Ambulance	£300.00	£60.00	£360.00	2 Day Course-Mental Health	
44	17/02/2020	Hampshire County Council	£25.00	£0.00	£25.00	Hanging Basket Consent Fee	
45	02/03/2020	K M Cleaning & Maintenance	£15.21	£3.04	£18.25	Cleaning Product for Floor cleaning machine.	
46	05/03/2020	Medisave	£33.51	£6.70	£40.21	8 Bottles Surface Spray - Tyfield, Jubilee, Napier	
<b>TOTAL EXPENDITURE</b>			<b>£115,016.64</b>	<b>£18,368.55</b>	<b>£133,351.68</b>		
<b>RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS</b>			<b>LIST 12 - 23-MAR-2019</b>			<b>BANK ENTRIES: 08/02/20 - 13/03/20</b>	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
<b>RECEIPTS</b>		<b>BANK ENTRIES: 08/02/20 - 13/03/20</b>					
47	various	Regular Hall Users	£2,058.37	£0.00	£2,058.37	Hire of Jubilee Hall	
48	various	Regular Hall Users	£3,139.37	£0.00	£3,139.37	Hire of Napier Hall	
49	various	Casual Hall Users	£363.66	£0.00	£363.66	Hire of Jubilee Hall	
50	various	Casual Hall Users	£127.91	£0.00	£127.91	Hire of Napier Hall	
51	various	Casual Hall Users	£500.00	£0.00	£500.00	Deposits Received	
52	various	Casual Hall Users	-£700.00	£0.00	-£700.00	Deposits Refunded	
53	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches	
54	29/02/2020	Bank Interest	£150.91	£0.00	£150.91	Interest- February 2020	
55	13/02/2020	Rural Payments Agency	£7,741.55	£0.00	£7,741.55	Higher Level Stewardship Payment 2019/2020	
<b>TOTAL INCOME</b>			<b>£13,556.77</b>		<b>£13,556.77</b>		

SIGNED:	
SIGNED:	
DATE:	LIST 12 - 23-MAR-2019



## HORNDEAN PARISH COUNCIL

**COUNCIL MEETING : 23 March 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 February 2020. Subsequently we have received the March invoice for £34,128.62. This will mean that there will still be in excess of £140,000 available to use before there is a need to draw down the Public Works loan.

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		£106 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		£106 monies (part 2 of 4 - Total £279,722)		-£70,000.00	£263,832.34
P8	19-20	Spelthams		Construction Works (part 2)	£50,948.35		£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		£106 monies (part 3 of 4 - Total £279,722)		-£70,000.00	£229,909.48
P9	19-20	East Hants District Council		£106 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
P11	19-20	Spelthams		Construction Works (part 5)	£87,581.15		£174,992.45
TOTAL TO DATE: as at					29/02/2020	£307,712.86	-£482,705.31

### **Income : February 2020**

Horndean Parish Council received £7,742 from the Rural Payments Agency on the 13<sup>th</sup> February 2020 with regards to the Higher Level Stewardship Scheme for 2019-2020.

### **Current Bank Accounts**

The bank accounts held have been reconciled to the end of February 2020. At that point, in time they totalled £447.6k.

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

The February accounts have been finalised and the year to date position showed a favourable variance, after adjusting for earmarked reserve movements of £35.1k.

As at February 2020 Earmarked Reserves stood at £298.2k and General Reserves a further £176.8k giving total funds available of £475.0k.

### **Forecast**

The full year forecast to 31<sup>st</sup> March 2020 undertaken following the closure of the February accounts, indicates a year end outturn of c£40-£45k underspent against budget, after adjusting for movements in and out of earmarked reserves.

This does not include the work on the Ash Die Back which may still be completed prior to the end of March.

*Report Prepared by Simon Ritson, Responsible Finance Officer, March 16<sup>th</sup> 2020*

**SUBJECT TITLE:** Tree Carving works

**PURPOSE OF REPORT:** To discuss and choose tree carver

Due to ash die back we are looking to have 3 ash trees turned into tree sculptures at Catherington Lith.

I have met with 3 different sculptors and on Friday 19<sup>th</sup> forwarded you links to see images of their work.

All quotes would cost between £6,000 – £6,500 using up most of the South Downs S106 budget.

**Quote 1:**

I was planning on keeping to the fairy/mythical theme on at least a couple of the trees and Incorporating some woodland animals to be in keeping with the setting.

No pictures available at this time.

**Quote 2:**

I have attached a sketch for each tree we discussed; there are other options if you do not want something it can be changed, as there is enough timber to work with.

All sculptures will be finished to a high standard and safe for the public.

The pictures are a rough guide; little things will be added to make it more interesting for people and my artwork to stand out.

**Quote 3:**

The fairy house has thrown up some really good potential, and there are a few options. I like the idea of making a roof for it from the larger off cuts from the tree. Can we get the tree surgeons to leave the largest felled limbs on site please?

I could cut some rafters and shingle tiles and nail them on. I have worked on some timber-framed construction projects before, so I have some ideas that would make it look really bespoke and vintage.

This would mean keeping the trunk entire and therefore a larger finished piece, rather than carving the whole piece, which would require a considerable reduction.

It would have a chimney still integral to the body of the tree, and I would carve in some steps and a door and windows and add some trim from the off cuts. It would look similar, but better than the first two attached photos.

Alternatively it could be completely carved and look something like the next two photos.

The next double stemmed tree we saw on the track could be carved like a pair of totem poles.

They could be about 12ft tall and have images of native woodland animals carved in relief all the way up on which ever side suits.

This could include badger, squirrel, fox, hedgehog, owl, woodpecker, hare, rabbit, pheasant and any others you might like.

I think I could do five images on each pole.

I have attached a photo of something similar that I carved recently.

The last tree we saw was the biggest one, and here I had the idea of a woodland creatures ensemble. With a badger poking it's head out from a hole at the bottom. A fox coming down the tree and sneaking up on some rabbits. A deer carved from the smaller stem at the side and a buzzard or kite perched at the top, and maybe a pair of owls in a hole. This could be done in a way in which the tree would be reduced by about half laterally, and still resemble an old decaying tree stump.

REPORT PREPARED BY:

Matthew Madill

QUOTE 2 SKETCHES

A

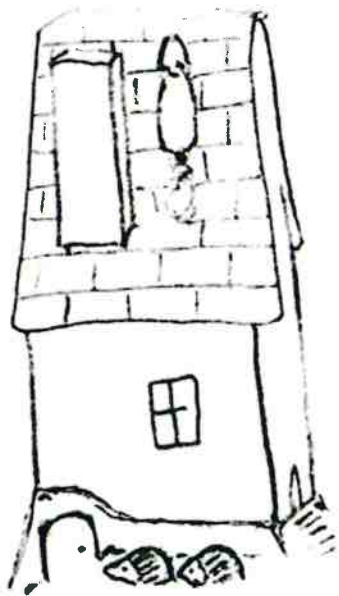


Woodland House

— Squirrels playing

— Front door with stairs

— Windows all round



— tiled roof for effect

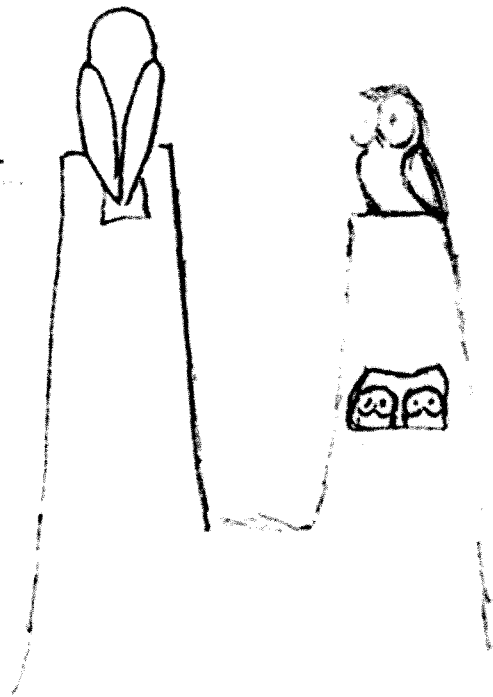
— Hedgehog family

— front door

— window at bottom

B

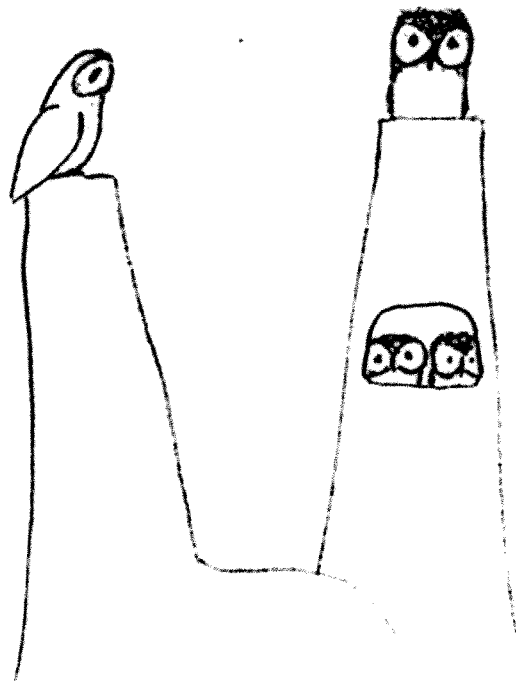
Front view



2.5 Family

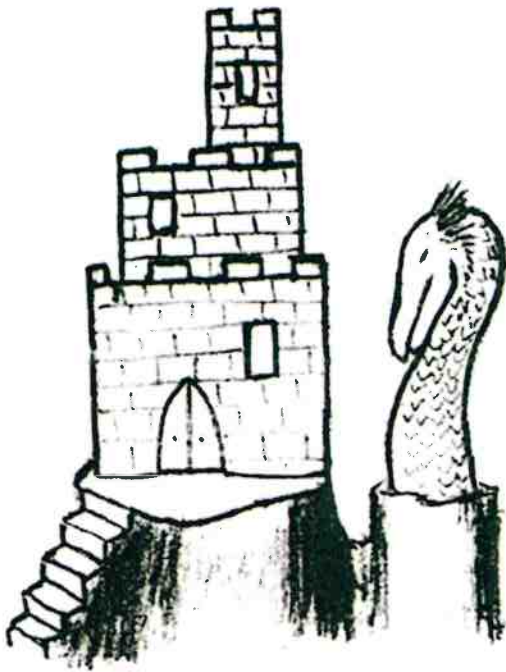
Parent Owls  
with their  
babies.

Back view



# Castle and Dragons neck

C





QUOTE 3 PICTURES







## **HORNDEAN PARISH COUNCIL**

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**AGENDA ITEM**

**14**

**19<sup>th</sup> March 2020**

**SUBJECT TITLE:** Signage for Down Road

**PURPOSE OF REPORT:** To discuss signage on Down Rd

Due to the discussion of signage on Down Rd I would like to mention some things for discussion.

- There is already a street sign with the name Down Rd – could any new information be attached to current sign or would this need replacing?
- Who will be in charge of installing and maintaining a new sign?
- Lith Lane residents have mentioned they would like a similar sign when we discussed resurfacing works. They said people are driving up the track and getting lost – could signage that benefits both sets of residents be installed?

**REPORT PREPARED BY:**

**Matthew Madill**

**Carla Baverstock-Jones**

11/11/14

**Subject:** FW: Down Road Sign Request

**Subject:** Down Road Sign Request

Dear Mrs Baverstock-Jones,

The residents of Down Road would like to erect a "Private Road" road sign on the Parish Council side of Down Road at the entry point to the lane, and so we are seeking Parish Council approval to do so. The aim is to deter public vehicle access and parking from what is technically a footpath. The lane is private and unadopted with a public right of way as a footpath. All residents have vehicle access rights written in to their deeds.

The reason for this request is due to the ongoing situation at the end of Down Road, whereby they have destroyed 15m x 3m of hedge row along the lane, [REDACTED]

[REDACTED] The residents wish to protect the lane and eventually to restore the hedgerow.

We specifically wish to erect the sign on the Parish side of the lane because [REDACTED] has already removed the public footpath sign once situated on the verge. They have also removed two protective fences erected by the residents to prevent parking. We are sure that erecting the sign on the un-registered part of the lane means he would simply remove this as well. Therefore we believe that by erecting it on the Parish side he will be deterred from interfering with it, and most importantly be reminded of the true status of the lane. This second point has further relevance now as members of the public have now started to use the cleared verge as a car park.

# **HORNDEAN PARISH COUNCIL**

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## **COUNCIL MEETING**

**Date: 23 March 2020**

## **AGENDA ITEM: 15**

### **SUBJECT OF REPORT: Coronavirus (COVID-19) Update**

#### **BACKGROUND**

The current situation in terms of Council business is as follows:

- Halls remain open and fully operational – no cancellations to date
- Parish Office staff/Countryside Team – no reported symptoms of coronavirus
- Anti-viral surface sprays available for office and hall use
- Hand sanitiser/washing facilities and tissues are available to staff
- Information as to the management of the virus has been provided to all employees.

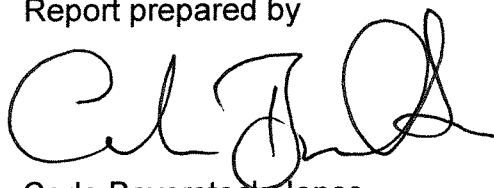
In the event that the situation escalates, the following contingency options could be considered in order to maintain a basic service to the community, and minimise risk of infection to staff/public/Members:

- Working from home if and when necessary/possible
- Short-time working
- Closure of halls
- Closure of the Parish Office to members of the public
- Cancellation/reduction of Council and Committee meetings.

#### **RECOMMENDATION:**

Council may wish to consider and approve the above measures as a preparatory safeguard should expeditious action become necessary, as at present the situation/advice are both changing daily (please see attached).

Report prepared by



Carla Baverstock-Jones  
Chief Officer



# Coronavirus: advice for employers and employees

This advice is being reviewed daily. We're monitoring government updates and when legal changes happen, we will update this page.

In case coronavirus (COVID-19) spreads more widely in the UK, employers should consider some simple steps to help protect the health and safety of staff.

It's good practice for employers to:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus
- make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them
- consider if protective face masks might help for people working in particularly vulnerable situations
- consider if any travel planned to affected areas is essential



Employers must not single anyone out. For example, they must not treat an employee differently because of their race or ethnicity.

## Sick pay

The workplace's usual sick leave and pay entitlements apply if someone has coronavirus.

Employees should let their employer know as soon as possible if they're not able to go to work.

### Pay if someone has to go into self-isolation

The government has stated that if NHS 111 or a doctor advises an employee or worker to self-isolate, they should receive any [Statutory Sick Pay \(SSP\)](#) due to them. If the employer offers contractual sick pay, it's good practice to pay this.

The employee must tell their employer as soon as possible if they cannot work. They should tell their employer the reason and how long they're likely to be off for.

The employer might need to be flexible if they require evidence from the employee or worker. For example, someone might not be able to provide a [sick note \('fit note'\)](#) if they've been told to self-isolate for 14 days.

Find out more about:

- [NHS 111](#)
- [self-isolating on GOV.UK](#)

### If an employee is not sick but the employer tells them not to come to work

If an employee is not sick but their employer tells them not to come to work, they should get their usual pay. For example, if someone has returned from China, Italy or another affected area and their employer asks them not to come in.

## If an employee needs time off work to look after someone

Employees are entitled to time off work to help someone who depends on them (a 'dependant') in an unexpected event or emergency. This would apply to situations to do with coronavirus. For example:

- if they have children they need to look after or arrange childcare for because their school has closed
- to help their child or another dependant if they're sick, or need to go into isolation or hospital

There's no statutory right to pay for this time off, but some employers might offer pay depending on the contract or workplace policy.

The amount of time off an employee takes to look after someone must be reasonable for the situation. For example, they might take 2 days off to start with, and if more time is needed, they can book holiday.

Find out more about:

- [sick pay](#)
- [time off for dependants](#)

## If employees do not want to go to work

Some people might feel they do not want to go to work if they're afraid of catching coronavirus.

An employer should listen to any concerns staff may have.

If there are genuine concerns, the employer must try to resolve them to protect the health and safety of their staff. For example, if possible, the employer could offer flexible working.

If an employee still does not want to go in, they may be able to arrange with their employer to take the time off as holiday or unpaid leave. The employer

does not have to agree to this.

If an employee refuses to attend work, it could result in disciplinary action.

[Find out more about absence from work.](#)

## If someone becomes unwell at work

If someone becomes unwell in the workplace and has recently come back from an area affected by coronavirus, they should:

- get at least 2 metres (7 feet) away from other people
- go to a room or area behind a closed door, such as a sick bay or staff office
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

The unwell person should use their own mobile phone to call either:

- 111, for NHS advice
- 999, if they're seriously ill or injured or their life is at risk

They should tell the operator:

- their symptoms
- which country they've returned from in the last 14 days

## If someone with coronavirus comes to work

If someone with coronavirus comes to work, the workplace does not necessarily have to close.



The local Public Health England (PHE) health protection team will get in contact with the employer to:

- discuss the case
- identify people who have been in contact with the affected person
- carry out a risk assessment
- advise on any actions or precautions to take

[Find out more about PHE health protection teams on GOV.UK.](#)

The process may be different in Scotland and Wales. For more advice, see:

- [Health Protection Scotland \(HPS\)](#)
- [Welsh Government](#)

## If the employer needs to close the workplace

An employer may want to plan in case they need to close the workplace temporarily. For example, making sure staff have a way to communicate with the employer and other people they work with.

### Working from home

Where work can be done at home, the employer could:

- ask staff who have work laptops or mobile phones to take them home so they can carry on working
- arrange paperwork tasks that can be done at home for staff who do not work on computers

[Find out more about homeworking.](#)

### Lay-offs and short-time working

In some situations, an employer might need to close down their business for a short time. Unless it says in the contract or is agreed otherwise, they still

need to pay their employees for this time.

If the employer thinks they'll need to do this, it's important to talk with staff as early as possible and throughout the closure.

[Find out more about lay-offs and short-time working.](#)

## More about coronavirus

- [coronavirus on NHS.UK](#)
- [latest coronavirus information and advice on GOV.UK](#)

## **ADDENDUM**

The measures announced by central government regarding the closure of schools, home working and self-isolation have necessitated the need to purchase 3 laptops for the purpose of working from home. The quotation received including setup is £1,497, to ensure that the business of the Council can continue, should the situation escalate the order has been placed, pursuant to HPC's Financial Regulations – para 3.4.

Hall hire update - cancellations have reached a significant level (figures to be confirmed).

Prepared by

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones', with a stylized, cursive script.

Carla Baverstock-Jones  
Chief Officer



National Infrastructure Planning  
Temple Quay House  
2 The Square  
Bristol, BS1 6PN

Customer Services: 0303 444 5000  
e-mail: [aquind@planninginspectorate.gov.uk](mailto:aquind@planninginspectorate.gov.uk)

All Interested Parties, Statutory Parties  
and Other Persons

Your Ref:

Our Ref: EN010085

Date: 5 March 2020

Dear Sir/ Madam

## **Planning Act 2008 – Section 88 and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rule 6**

### **Application by AQUIND Limited for an Order Granting Development Consent for the AQUIND Interconnector Project**

### **Notice of appointment of the Examining Authority and date, time and place of the Preliminary Meeting**

I write to you following my appointment by the Secretary of State as the lead member of a Panel who will be the Examining Authority (the ExA) to carry out an Examination of the above application. I am Andrew Mahon and the other members of the Panel are David Wallis and Stephen Roscoe. A copy of the appointment notice can be viewed at:

<https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/EN020022/EN020022-001050-EN020022%20Notice%20of%20Appointment%20of%20Panel%20of%20Examiners.pdf>.

We would like to thank those of you who submitted Relevant Representations. These representations have assisted us when preparing our proposals regarding how to examine this application.

### **Invitation to the Preliminary Meeting (PM)**

This letter is an invitation to the PM to discuss the Examination procedure. It contains a number of important supporting annexes.

**Date of meeting:** **Wednesday 22 April 2020**

**Seating available from:** **09:30**

**Meeting begins:** **10:00**

**Venue:** **The Village Hotel, Lakeshore Drive, Cosham, Portsmouth PO6 3FR**

**Access and parking:** There will be a free parking code for delegates to use. However, the car parking at the Village Hotel is managed by a third party and if someone forgets to register their car with the venue, the venue has no power to waive a fine. The Applicant will have representatives in the hotel reception to provide this number for attendees to register their number plate. There is a machine in the hotel entrance or delegates can download the JUSTPARK app and use the code for free parking.

**Train:** 1 mile from Cosham Train Station; 5 miles from Portsmouth Harbour Mainline Station.

**Buses:** The following buses have stops nearby: 18, 20, 3, 8.

The agenda for the meeting is at **Annex A**. This has been set following our Initial Assessment of Principal Issues arising from our reading of the application documents and the Relevant Representations received. That assessment is set out in **Annex B**. As a result of this assessment we wish to hear at the meeting from the Applicant, Interested Parties, Statutory Parties and Local Authorities where they consider changes may be needed to the draft Examination Timetable set out in **Annex C**.

Whilst we are aware that this venue may be some distance from those that have registered their interest in the project, with a linear scheme of this length it is extremely difficult to find a venue to suit all parties. We have sought to host the Preliminary Meeting at a venue has all the necessary facilities for the meeting. However, during the course of the Examination we will give consideration to holding Hearings at different venues along the route of the Proposed Development.

### **Purpose of the PM**

The PM enables views to be put to us about the way in which the application is to be examined. At this stage the Panel is looking at the procedure and not the merits of the application. The merits of the application will only be considered once the Examination starts, which is after the PM has closed.

The PM provides a useful introduction to the Examination process. We will use it to make Procedural Decisions that will affect everyone participating in the Examination. The meeting provides you with an opportunity to have your say about procedural issues before these decisions are finalised. You will find it useful to attend this meeting if you intend to play an active part in the Examination or if you have questions about procedure. Advice Note 8.3 provides further information, and is available at: <https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2014/06/Advice-note-8-3v4.pdf>

Please note that **you are not required to attend the PM in order to participate in the Examination**. If you are an Interested Party, you will still be able to make a Written Representation and comments on the Written Representations made by other Interested Parties. You will also be able to participate in any hearings that are arranged.

Further information is given in Advice Note 8.4, which is available on the National Infrastructure Planning website at:  
<https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2013/04/Advice-note-8-4v3.pdf>

### **Attendance at the PM**

If you wish to attend the PM, please contact the Case Manager, Mr Hefin Jones, using the details set out at the top of this letter, **by no later than Wednesday 1 April 2020**.

If a large number of attendees confirm their attendance it may be necessary to publish a seating plan on the project page of our website around a week before the Preliminary Meeting.

It will help the management of the meeting and benefit everyone if as part of the above confirmation you also:

- tell us whether you wish to speak at the meeting and on which agenda items, listing points you wish to make; and
- notify us of any special requirements you may have (eg disabled access, hearing loop etc).

We wish to run a fair, efficient and effective meeting so that all relevant views can be heard. As such, we strongly encourage groups of individuals who have similar views on the procedure to choose one representative to speak for the group.

If you wish to make any submissions on matters not set out in the agenda, bearing in mind that we will not be considering the merits of the application at this PM, please write to the Case Manager, Mr Hefin Jones, setting out the submissions that you wish to make, **by no later than Wednesday 1 April 2020**. We will try to accommodate reasonable requests and alter the agenda on opening the Preliminary Meeting, but only if we consider this will assist the discussion of the procedure for the Examination.

### **After the PM**

After the PM you will be sent a letter setting out the finalised Examination Timetable. An audio recording and a note of the meeting will also be published on the project webpage: <https://infrastructure.planninginspectorate.gov.uk/projects/south-east/aquind-interconnector/?ipcsection=overview>.

Interested Parties have the right to request an Open Floor Hearing and those persons affected by any request for Compulsory Acquisition or Temporary Possession of their land or rights may request a Compulsory Acquisition Hearing. Any other Issue Specific Hearings are held at the discretion of the Panel and will be arranged if we feel that



consideration of oral representations would ensure an issue is adequately examined. Our initial suggestion for Issue Specific Hearings is set out in the draft timetable at **Annex C** with the particular topics indicated.

Our Examination will take account of Relevant Representations, Written Representations, responses to our Written Questions and any oral representations made at the meetings and hearings. In addition, we will take account of the application documents, Local Impact Reports, policy and legal considerations, site inspections and any other matters we consider to be relevant and important. All of these will be taken into account when we make a recommendation to the Secretary of State for Business, Energy and Industrial Strategy, who will make the final decision in this case.

### **Procedural Decisions made by the Examining Authority**

We have made some Procedural Decisions which are set out in full at **Annex E**. These include, but are not limited to:

- request for documents which informed the s35 Direction in advance of the Preliminary Meeting;
- requests for Local Impact Reports by Deadline 1;
- requests for Statements of Common Ground;
- requests for regular updated documents during the Examination; and
- the acceptance of Additional Submissions into the Examination.

### **Your status in the Examination**

You have received this letter because you fall within one of the groups described in this FAQ document: <https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2019/02/Status-faq.pdf>

If your reference number begins with 2002 or AQUI-AFP you are in Group A. If your reference number begins with AQUI-SP you are in Group B. If your reference number begins with AQUI-OP you are in Group C.

If, having read the FAQ document published at the link above, you are still unsure about your status, please contact the Case Team using the details at the top of this letter.

**Note:** Given the volume and frequency of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, we aim to communicate with people by e-mail wherever possible as electronic communication is more environmentally friendly and cost effective for the Inspectorate as a Government agency. If you have received a postcard but are able to receive communications by e-mail, please confirm this with the Case Team using the contact details at the top of this letter, by **Deadline 1, Wednesday 6 May 2020.**

Should you no longer wish to be an Interested Party and do not wish to be involved in the Examination process, you can notify the Case Team of this in writing.



## Flexible Working Policy

### Introduction

Horndean Parish Council recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore the Parish Council wishes to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The Parish Council is committed to considering any flexible working arrangements, provided that the needs and objectives of both the Council and the employee can be met.

It is the Council's policy to encourage open discussion with employees. An employee who thinks they may benefit from flexible working is encouraged to contact the Chief Officer to arrange an informal discussion to talk about the options.

### What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the Council recognises that there may be alternatives or a combination of options which are suitable to both the Council and the employee:

- Compressed hours
  - Flexitime
  - Home-working
  - Job-sharing
  - Part-time working
  - Term-time working
- 
- **Compressed hours** is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10-day fortnight into nine days
  - **Flexitime** allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of a calendar week.



- **Home-working** is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The Parish Council can consider home-working on the basis of an occasional agreed day.
- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the Council. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time.
- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The Parish Council will consider if the post is suitable to be undertaken on a part-time basis.
- **Term-time working** is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave)

### **The needs of the Parish Council**

The Council is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the Council will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the existing structure of the department
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

## **Eligibility**

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working.

## **Submitting a flexible working request**

An eligible employee is entitled to submit one flexible working request in a twelve month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

All requests must be made by email or letter. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions
- the date from when the employee would like the proposed change to come into effect
- what effect the employee thinks the requested change would have on the Council
- how, in their view, any such effect could be dealt with
- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications

If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

If an application does not contain all of the required information the Chief Officer will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

## **Meetings regarding flexible working**

Upon receiving a written request for flexible working the Chief Officer will usually seek to arrange a meeting with the employee to:

- discuss the request
- find out more about the proposed working arrangements
- how it could be of benefit to both the employee and Council.

If a meeting is arranged it will be held within 28 days of the Council receiving the request. This time limit may be extended with the agreement of both the employee and Chief Officer/Council.

The employee will be given advance notice of the time, date and place of the meeting. If the initial date is problematic then one further date will be proposed.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary. The employee will be informed of the Council's decision regarding the request by a confirmation letter as outlined in the section 'Responding to a flexible working request' within 28 days of the Council receiving the request. This time limit may be extended with the agreement of both the employee and Chief Officer/Council.

### **Responding to a flexible working request**

The Chief Officer will consider the proposed flexible working arrangements, looking at the potential benefits, and adverse affects, to the employee and to the Parish Council in implementing the proposed changes.

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of the Council's decision as soon as is reasonably practicable, but no later than 14 days after the meeting.

The request may be granted in full, in part or refused. The Parish Council may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed then the employee will be sent a confirmation letter which will include details of the new arrangements. The employee should contact the Chief Officer within 14 days if they wish to discuss the new arrangements further, or have any concerns.

### **Right to appeal decision**

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal within 14 days of being notified of a decision on their application. This should be done in writing and clearly state the grounds on which they are appealing. The appeal will be heard by the Staff Committee within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting. These time limits may be extended with the agreement of both the employee and the Chief Officer/Council.

## **Trialling new working arrangements**

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or the Parish Council a trial period may be agreed. If a trial period is arranged the Parish Council will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

## **Varying an employee's contract**

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee within 28 days of the change to the employee's working pattern being agreed.

If the employee has any questions or concerns about the new contract of employment they should contact the chief Officer to discuss the matter further.

Where a trial period has been arranged the Parish Council will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the Parish Council may reduce or lengthen the trial period where necessary with the agreement of the employee). The Council will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

## **Complaints and further information**

The Parish Council is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible working process, they should raise their concerns informally with the Chief Officer.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the Parish Council's grievance procedure.

For further information an employee should refer to the documents listed below and/or contact the Chief Officer.

Law relating to this document:

Employment Rights Act 1996  
Equality Act 2010  
Flexible Working Regulations 2014



Item B

## **Horndean Parish Council Training Agreement**

### **1.0 Parties to the contract**

This contract is between Horndean Parish Council and [name of employee].

### **2.0 Costs of training**

The Council agrees to pay the costs of training related to [name of training course or qualification]. It is understood that the training will cost [amount]. This amount will be paid directly by the Council to the training provider.

### **3.0 Additional costs**

In addition to the costs of the training, the employer agrees to meet [include those that are applicable]:

- The cost of purchasing textbooks that are required to complete the training course. The employee must contact the employer prior to purchasing textbooks to agree the costs. The employee must seek the most cost effective approach to purchasing the books.
- The cost of materials required to successfully conclude the training. The employee must discuss these costs with the employer before making any commitment to their expenditure.
- The costs of sitting examinations or other assessments. The employee must inform the employer of the nature of these costs before committing to the expenditure.

### **4.0 Study time**

The employee is permitted to be absent from work to attend the training sessions.

### **5.0 Completion of the course**

The employee is required to attend all training sessions associated with the course. If the employee misses any sessions, he or she is required to inform the training provider and the employer, giving a reason for the lack of attendance. This should be provided within two hours of the session's starting time.

If the course requires the employee to pass an assessment, the employee must make every effort to successfully complete those assessments. The employee is responsible for informing the employer of the result of any assessments as soon as it is available. If the employee is unsuccessful in any assessment, he or she must discuss with the employer the most appropriate way of proceeding.

## **6.0 Unacceptable behaviour**

If the employer is made aware by the training provider, or other source, that the employee is:

- not attending the training sessions
- behaving inappropriately at the training sessions
- behaving in an unacceptable manner

disciplinary action may be taken against the employee. In serious cases this could include dismissal.

## **7.0 Leaving the Council**

If the employee leaves the Council within 12 months of completing the qualification, the employee will pay back to the employer 80% of the costs of the training qualification. This will include all costs that have been incurred by the employer.

If the employee leaves the Council after 12 months, but before 24 months from the date of completing the qualification, the employee will pay back to the employer 60% of the costs of the training qualification. This will include all costs that have been incurred by the employer.

If the employee leaves the Council after 24 months, but before 36 months from the date of completing the qualification, the employee will pay back to the employer 25% of the costs of the training qualification. This will include all costs that have been incurred by the employer.

If the employee is made redundant by the employer, he or she will not be required to repay any costs associated with the training. However, if the employee volunteers for redundancy then the repayment terms set out above will apply.

## **Acceptance**

I have read, understood and accepted the terms and conditions in relation to the [name of training course or qualification] training course.

Signed by:

on behalf of the Council:

Date: [insert date]

Signed by the employee:

Date: [insert date]