



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 07 SEPTEMBER 2020 at 7.00 P.M.

Members of the public can login – please follow this link:

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

01 September 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 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.***
4. To consider the co-option of: Peter Little to represent Murray Ward.
5. To approve the Minutes of the Council Meeting held on the 24 August 2020.
6. To receive and approve the Orders for Payment (List 2 attached).
7. To receive a report and consider the purchase of a DDA compliant toddler swing at Downs Park funded by the Community Infrastructure Levy: Neighbourhood Portion.
8. To receive a report and consider the installation costs pertaining to the purchase of a DDA compliant roundabout - Five Heads Recreation Ground, funded by the Community Infrastructure Levy: Neighbourhood Portion.
9. To receive a verbal update in respect of the Speed Indicator Device and consider the way forward.
10. To receive a report and consider the costs pertaining to the purchase/installation of a viewing platform within Catherington Lith.
11. To receive a report and note the repairs undertaken in respect of play equipment at Five Heads and Downs Park, pursuant to HPC's Financial Regulations – para 3.4.
12. To receive and consider the renewal quotations in respect of HPC's All Risk Insurance Policy.
13. To note the offer from Hampshire County Council for an organisation to open an Independent Community Library.

14. To consider and agree the way forward in terms of returning to the scheduled Committee Meetings of the Parish Council.
 15. To note the Budget Workshop meeting scheduled for Monday 28 September 2020 at 7.00pm.
 16. To note the next scheduled meeting of the Council being the 12 October 2020.
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HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 24th AUGUST 2020 AT 7.00 P.M. WITH MICROSOFT TEAMS

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, D Evans, D Prosser, B Raymond, Mrs E Tickell, R Veitch, J Lay

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Sarah Guy, Operations Officer (Meeting Facilitator)

PUBLIC ATTENDANCE: There were no members of the public or press present.

HPC 025/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs I. Weeks and P Beck

HPC 026/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 027/20/21 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

The report from Cllr Mrs Marge Harvey was received and noted. Members had no questions for Cllr Harvey.

HPC 028/20/21 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

The report from District Councillors was received and noted. Members had no questions for District Councillors.

HPC 029/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

HPC 030/20/21 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 10 AUGUST 2020 AND THE EXTRAORDINARY COUNCIL MEETING ON 03 AUGUST 2020**

It was **RESOLVED** that the minutes of the Council meeting held on 10th August 2020 be signed as a true record of the meeting.

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

It was **RESOLVED** that the minutes of the Extraordinary Council meeting held on 3rd August 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Evans

HPC 031/20/21 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)

Cllr J Lay queried the high cost of electricity for Jubilee hall as the hall has been closed. The Chief Officer explained that any electricity used by the contractors will be offset to the final account.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed.

HPC 032/20/21 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

The finance report was circulated and noted.

HPC 033/20/21 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT THE 30 JUNE 2020

It was **RESOLVED** that the bank reconciliation as at 30th June 2020 be approved and duly signed.

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

HPC 034/20/21 TO RECEIVE A REPORT AND CONSIDER THE PURCHASE OF A DDA COMPLIANT TODDLER SWING AT DOWNS PARK FUNDED BY THE COMMUNITY INFRASTRUCTURE LEVY: NEIGHBOURHOOD PORTION

Item has been deferred to the next scheduled meeting of 7th September 2020 as quotations are yet to be received.

HPC 035/20/21 TO RECEIVE A REPORT AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:

- Citizens Advice East Hampshire - £1,000 per year for 2 yrs
- Horndean Technology College - £350
- Holy Trinity Church - £725
- Victim Support - £200

It was **RESOLVED** to:

- Approve a grant request by Citizen's Advice East Hampshire for £1,000.00 in the current financial year only. This was proposed by Cllr D Alexander and seconded by Cllr D Evans. The vote was 7 in favour and 2 against.
- Approve a grant request by Horndean Technology College Lunch Club for £350.00. This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell. All agreed.

- Approve a grant request by Holy Trinity Church for £725.00.00. This was proposed by Cllr Mrs E Tickell and seconded by Cllr D Evans. All agreed.
- Approve a grant request by Victim Support for £200.00. This was proposed by Cllr Mrs E Tickell and seconded by Cllr D Evans. All agreed.

HPC 036/20/21 TO RECEIVE AND CONSIDER ROAD NAMES IN RESPECT OF THE 29 DWELLINGS BEING BUILT ON LAND WITHIN DOWNHOUSE ROAD

The road name options were considered and the name 'Collins' was proposed by Cllr Mrs E Tickell. This was seconded by Cllr B Raymond. All agreed.

HPC 037/20/21 TO ELECT CLLR TICKELL TO LIAISE BETWEEN EHDC/PARISH COUNCIL AND OTHER WARDENS IN RESPECT OF HER POSITION AS TREE WARDEN

It was **RESOLVED** to elect Cllr Mrs E Tickell as liaison between EHDC Tree Wardens and HPC. This was proposed by Cllr Mrs L Evans and seconded by Cllr D Evans. All agreed.

HPC 038/20/21 TO RECEIVE A REPORT AND CONSIDER THE ADVICE RECEIVED FROM HPC'S INSURERS PERTAINING TO THE REMOVAL OF TREES WITHIN YEOLLS COPSE, AND AGREE THE WAY FORWARD

The report was circulated and a brief discussion took place. It is noted that the cost of removal will be for HPC's account. The Grounds Manager will obtain quotes and present to Council and a future meeting.

It was **RESOLVED** to remove the trees recommended by the insurance company and to replant with suitable shrubs in keeping with an ancient woodland. This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch. All agreed.

HPC 039/20/21 TO NOTE THE FOLLOWING DECISIONS MADE AS PER THE DELEGATED POWERS AGREED AT THE MEETING OF THE COUNCIL ON THE 23 MARCH 2020:

- Tree Carving Quotation 1 Agreed
- Grant approved: Clanfield Coronavirus Community Support Group - £250
- Grant declined: Horndean Community Association - £600
- LEOH response to Messrs Terence O'Rourke
- Installation of signage within Down Road to be provided/installed by residents
- Replacement of fencing – Barton Close/Heath close - £1604.21 inc VAT, works undertaken in-house
- Jubilee construction - extension of contract additional cost £4,977.13
- Australian War Memorial Landscaping – proposed plan rejected
- Planning Applications as per attached list.

The above mentioned list of decisions made by Delegated Powers are noted.

HPC 040/20/21 TO RECEIVE AN UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT AND CONFIRM MEMBERS OF THE LEOH WORKING PARTY

Cllr Mrs L Evans provided a verbal update in respect of the LEOH development. She further outlined the existing working party and checked with those members if they wished to continue.

It was **RESOLVED** that the existing LEOH working party will continue.

HPC 041/20/21 TO RECEIVE AN UPDATE IN RESPECT OF THE JUBILEE CONSTRUCTION WORKS

The Chief Officer provided a verbal update in respect of the construction works at Jubilee.

HPC 042/20/21 TO AGREE THE SIGNAGE TO BE PLACED WITHIN CATHERINGTON LITH - LITH LANE

The proposed signage template was circulated and a brief discussion took place. It was proposed that the Chief Officer will liaise with a signage manufacturer to establish the correct size of the sign.

It was **RESOLVED** that the sign proposed is approved, ordered and erected. This was proposed by Cllr Mrs L Evans and seconded by Cllr Mrs E Tickell. All agreed.

HPC 043/20/21 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 07 SEPTEMBER 2020

The next meeting of the Council is noted as 7th September 2020.

HPC 044/20/21 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

There were no members of the public or press present.

Public meeting closed at 8:07pm

Confidential part of the meeting

HPC 045/20/21 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 10th AUGUST 2020

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 10th August 2020 be signed as a true record of the meeting.

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

Meeting concluded at 8:10pm

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 2 - 07-SEP 2020			BANK ENTRIES: 15 AUG - 28 AUG 2020
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: 15 AUG - 28 AUG 2020				
1	01/08/2020	Peach	£173.55	£34.71	£208.26	Tyfield Line-July Calls, Aug Rent + Alarm. Jub/Nap Wi Fi
2	04/08/2020	Castle Water	£6.35	£0.00	£6.35	Tyfield Water: 1 July - 31 July 2020
3	04/08/2020	Castle Water	£8.92	£0.00	£8.92	Jubilee Water: 1 July - 31 July 2020
4	04/08/2020	SSE Gas	£12.09	£0.60	£12.69	Napier Gas: 2 July - 3 Aug
5	20/08/2020	EE	£81.76	£16.35	£98.11	Mobiles: 20 July- 19 Aug 2020
6	31/07/2020	Veolia	£252.50	£50.50	£303.00	Waste Collection: July 2020
B.A.C.S.		BANK ENTRIES: 15 AUG - 28 AUG 2020				
7	12/08/2020	A1 Security Systems	£250.00	£50.00	£300.00	To Relocate All Cameras Onto Main Building
8	31/07/2020	Annodata	£201.93	£40.39	£242.32	Photocopier Rental 26 Aug - 25 Nov 2020
9	11/08/2020	AVS Fencing	£1,400.00	£280.00	£1,680.00	38 Fence Panels/Posts/Bolt -Heath Close
10	11/08/2020	Screwfix	£32.13	£6.43	£38.56	Staple Gun/Staples
11	11/08/2020	Screwfix	£8.33	£1.66	£9.99	Heavy Duty Hasp & Staple
12	12/08/2020	AVS Fencing	£47.11	£9.42	£56.53	7 Rails for Replacement Steps at Cath Lith
13	10/08/2020	Speltham Contracts Ltd	£75,490.29	£15,098.06	£90,588.35	Contract Payment No 10 - Jubilee Project
14	18/08/2020	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: August 2020
15	20/08/2020	Horndean PC Employees	£15,901.49	£0.00	£0.00	Net salaries: August 2020
16	07/08/2020	MOT & Service World	£621.04	£124.21	£745.25	Repair Window on ST08 XVV
17	18/08/2020	A1 Security Systems	£100.00	£20.00	£120.00	Monthly Rental of CCTV at Jubilee Hall
18	13/08/2020	Annodata Ltd	£139.45	£27.89	£167.34	Photocopier printing: 13/5/20 - 13/8/20
19	13/08/2020	Happy Days	£235.00	£0.00	£235.00	Jubilee, Napier In/Out, Tyfield Windows/Office Clean
20	19/08/2020	CIA Ltd	£45.00	£9.00	£54.00	6 High Security Keys - All Sites
21	05/08/2020	SSE (Xmas Lights)	£21.45	£1.07	£22.52	Christmas Lighting Supply Charges
22	27/08/2020	CAB	£1,000.00	£0.00	£1,000.00	Grant Issued
23	27/08/2020	Holy Trinity Church	£725.00	£0.00	£725.00	Grant Issued
24	27/08/2020	Horndean Technology College	£350.00	£0.00	£350.00	Grant Issued
25	27/08/2020	Quattro Products Ltd	£75.50	£15.10	£90.60	Wet Pour Repair Kit
26	28/08/2020	Hampshire Pension Fund	£4,645.85	£0.00	£4,645.85	Pensions: August 2020
27	28/08/2020	HM Revenue & Customs	£4,294.25	£0.00	£4,294.25	PAYE/NI: August 2020
DEBIT CARD		BANK ENTRIES: 15 AUG - 28 AUG 2020				
28	17/08/2020	St John Ambulance	£10.57	£2.11	£12.68	Bandages and Low Adherent Dressings
		TOTAL EXPENDITURE	£106,136.06	£15,787.50	£106,022.07	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 2 - 07-SEP 2020		BANK ENTRIES: 15 AUG - 28 AUG 2020	
29	various	Casual Hall Users	£120.99	£0.00	£120.99	Hire of Jubilee Hall
30	various	Casual Hall Users	£60.00	£0.00	£60.00	Hire of Napier Hall
31	various	Casual Hall Users	-£200.00	£0.00	-£200.00	Deposits Refunded
32	27/08/2020	South Downs National Park	£307.73	£0.00	£307.73	Tree Planting at St Giles
		TOTAL INCOME	£288.72		£288.72	

SIGNED:	
SIGNED:	
DATE:	LIST 2 - 07-SEP 2020

HORNDEN PARISH COUNCIL

COUNCIL MEETING

Date: 07 September 20

AGENDA ITEM: 8

SUBJECT OF REPORT

Installation costs pertaining to the purchase of a DDA compliant roundabout – Five Heads Recreation Ground, funded by the Community Infrastructure Levy: Neighbourhood Portion

BACKGROUND AND COST

It was resolved at the Council meeting on 10 August 2020, to proceed with the purchase of a DDA compliant roundabout, funded by the Community Infrastructure Levy: Neighbourhood Portion.

It appears that the company omitted to include an installation price in their previous quotation and unfortunately this was not picked up. Due to this, the previous quotation of **£5,908.50 + VAT** did not include the cost of installation. I have therefore requested a revised quotation, showing this.

I took the opportunity to seek a further two quotations from another two companies as a comparison. Please see quotations below, which all include

- Supply of a DDA Inclusive roundabout.
- Installation of the roundabout.
- Wet pour.
- Removal & disposal of existing roundabout.

Replacement Equipment (including installation cost)

Play Equipment	Location	Action/work	Quote 1	Quote 2	Quote 3
Roundabout	Five Heads Recreation Ground	Supply & Installation of a DDA compliant roundabout	£13,339.11	£9,252.46*	£10,738.20

**Quote 2- "The cost has been detailed separately for the PCC edging as this is something that some customers are choosing not to have to retain the wetpour surface. If it is decided to go ahead with the quotation but omit the pcc edgings then we would possibly need to allow an extra 1 or 2 sqm of wetpour to ensure that there is enough to tuck beneath the turf at the perimeters".*

RECOMMENDATION

Council may wish to consider the quotations received for a replacement roundabout, DDA inclusive funded by the Community Infrastructure Levy: Neighbourhood Portion.

Report prepared by:

Sarah Guy
Operations Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING

Date: 07 September 2020

AGENDA ITEM:

SUBJECT OF REPORT: Expenditure – Play Area Repairs

BACKGROUND

The annual inspection report prepared by RoSPA on the 07 May 2020 identified the following:

- Downs Park – Tyre Swing assessed as Medium Risk (8)
- Five Heads – Trailblazer Amazon Basin assessed as Medium Risk (10).

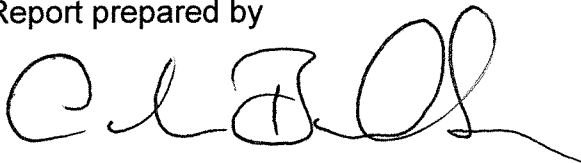
The tyre swings universal joint needed to be replaced, and the integral ropes of the trailblazer were described as 'very badly damaged' by the inspector.

In view of the stated risks the works have been undertaken pursuant to HPC's Financial Regulations – para 3.4.

Costs as per the attached are as follows:

Trailblazer Amazon Basin - £848.17 + VAT
Tyre Swing - £1,102.00 + VAT.

Report prepared by



Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING

Date: 07 September 2020

AGENDA ITEM: 12

SUBJECT OF REPORT: Renewal of Insurance Policy

BACKGROUND

The current policy expires on the 30 September 2020, which also marks the completion of the Long Term Agreement (3 years).

Council may wish to consider the renewal premium as presented by the existing insurance provider:

Long Term Agreement (LTA) active until 01 October 2023 - £ 6,634.51

Further quotations from alternative providers have been received as follows:

Quote 1 - £6,473.56 (LTA)

Quote 2 - £9,552.27

Quote 3 - £10,519.46.

The key differences between the policy currently in place and the schedule of cover provided within Quote 1 are detailed below:

- Public Liability - £10,000,000, comparison to existing policy £12,000,000
- Fidelity Guarantee limit - £750,000, current cover £1,000,000
- Claim Excess for most categories - £250, currently £100.

Recommendation

Insurance cover has been provided by the existing company for 6 years, and the level of service has been fit for purpose.

Members may wish to accept the renewal figure and enter into a further LTA, or alternatively transfer the policy to the company represented as Quote 1.

Report prepared by

Carla Baverstock-Jones
Chief Officer

Report