

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 19<sup>th</sup> September 2016 at 7.30pm**

**PRESENT**

Cllr Marilyn Robson (MR)	Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)	Elvetham Heath PC
Cllr George Brown (GB)	Elvetham Heath PC
Cllr Michelle McDarmid (MM)	Elvetham Heath PC
Cllr Richard Woods (RW)	Elvetham Heath PC
Cllr Emma Watmore (EW)	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer Elvetham Heath PC

**Also Present**

2 x PCSOs	Hampshire Police
-----------	------------------

<b>73/16</b>	<b>Apologies for Absence</b> Apologies had been received from Cllr Chris Alden. District Cllrs Forster & Kinnell had also sent apologies.
<b>74/16</b>	<b>Declarations of Interest &amp; associated dispensations</b> None.
<b>75/16</b>	<b>Approval of the Minutes</b> The minutes of the meeting of 18 <sup>th</sup> July 2016 (nos.54/16-72/16) were confirmed as an accurate record and signed by the Chairman.  The minutes and recommendations of the following committee were received and accepted: <ul style="list-style-type: none"> <li>• Planning Committee – 18<sup>th</sup> July 2016: Nos. 24/16 – 27/16</li> </ul>
<b>76/16</b>	<b>Public Session</b> None.
<b>77/16</b>	<b>Police Report</b> PCSO Max Clayton and his colleague attended the meeting and gave the following report. Since the Fleet police have moved their offices to the civic offices, they have noticed that youths have moved away from the Views and Calthorpe Park and are targeting Elvetham Heath. <ul style="list-style-type: none"> <li>• In July there were several issues at the pond – mostly reported at July meeting.</li> <li>• 4 x issues of ASB on the Turners Way recreation area together with 4 instances of criminal damage – breaking through the fence to the services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Issues at the Scout HQ - litter and drug use</li> <li>• 4 other incidents of criminal damage</li> <li>• 4 x incidents of leaving Morrisons Petrol station without paying.</li> </ul> <p>JH reported that the office receives regular calls and emails from residents near both the Turners Way recreation area and the footbridge in Giffard Lane who are having to put up with noise, mess and bad behaviour from youths on a regular basis. Many residents believe that 101 is not passing on the information from their calls and the number of incidents reported above would appear to confirm this.</p> <p>PCSO Clayton urged people to still use the 101 number as a large number of calls would enable him to set up an operation here. He also suggested signing up to the Hampshire Alerts.</p> <p>He also suggested the use of by-laws to enable the police to deal with those leaving litter etc.</p> <p>The council thanked the police representatives for attending and they left the meeting at 7.55pm.</p>
<b>78/16</b>	<p><b>Community Orchard</b></p> <p>EW reported that she is looking into whether the location chosen for the orchard is suitable to ensure that the trees will thrive. This is ongoing and as the trees should not be planted until November, she suggested deferring this item until the October meeting.</p> <p>JH will check the number of potential sponsors.</p>
<b>79/16</b>	<p><b>Audit for Year ended 31 March 2016</b></p> <p>JH presented the audited annual return and confirmed that there were no issues arising.</p> <p><b>Resolved:</b> to accept and approve the final audited annual return.</p>
<b>80/16</b>	<p><b>Tennis Courts</b></p> <p>Concerns have been raised that the courts are not always available for hire. This is because they are kept locked and so can only be accessed when the Key Centre is open &amp; staff are on duty. Possible solutions have been considered:</p> <ul style="list-style-type: none"> <li>• Leaving permanently unlocked – previous issues with vandalism &amp; potential difficulties for regular hirers to access courts.</li> <li>• Deposit system with keys – unlikely to offer any more flexibility than current system</li> <li>• Keypad/PIN entry system – the current gate is unsuitable.</li> <li>• Duty caretakers – using a smart phone they can be notified of online bookings via email and people can phone/text to book at relatively short notice.</li> </ul> <p><b>Resolved:</b> to use the smart phone system in the short term but look into ways the gate can be adapted to enable a keypad entry system.</p>
<b>81/16</b>	<p><b>Workplace Pensions</b></p> <p>With the council's staging date approaching, JH reported that the council needed to decide which workplace pension scheme to use to satisfy obligations under the auto enrolment rules. 2 members of staff are already members of the Hampshire Pension Fund (Local Government Pension Scheme) and will remain so but other eligible employees could be enrolled into a different, and more cost effective, scheme.</p>

**Resolved:** to use NEST as the council's workplace pension scheme for all new members of staff and to set contributions at the minimum level.

**82/16**

**Monthly Financial Review**

The council reviewed and accepted the following:

- Management accounts comparing actual to budget for August
- The monthly schedule of debtors as at 31 August 2016
- Cash books and bank reconciliations for the August.

**83/16**

**Finance**

The Clerk presented the schedule of payments for August & September as below. These were reviewed and signed.

Date	Chq	Payee	Description	VAT	Total
<b>AUG</b>				<b>£</b>	<b>£</b>
01-Aug	DDR	Hart District Council	Key Centre Rates 5/10		351.00
01-Aug	DDR	Milk & More	Office milk		12.48
16-Aug	DDR	Engie Gas Ltd	Key Centre gas - July	6.38	134.01
19-Aug	DDR	SSE Swalec	Cycle path electricity - July	1.26	26.66
19-Aug	BP	Staff	Payroll		6,346.16
19-Aug	BP	Npower Ltd	Key Centre electric Qtr1	183.04	1,098.26
19-Aug	BP	Happy Hoppers	Bouncy castle hire x 3		210.00
19-Aug	BP	Roupcycle Ltd	Fly tipping clearance		78.00
19-Aug	BP	Playsafe Playgrounds Ltd	Zip wire maintenance	58.80	352.80
19-Aug	BP	Lincat Ltd	Water heater filter x 2	10.14	60.84
19-Aug	BP	Catersolve /FDB Leasing Ltd	Dishwasher repair	20.20	121.20
19-Aug	BP	Adabe Engraving Services	Staff badges x 6		12.00
19-Aug	BP	Disconsulting Ltd	IT support - July & new hardware	70.19	421.11
19-Aug	BP	Lyreco UK Ltd	Janitorial supplies & stationery	9.00	53.98
19-Aug	BP	Lotus Landscapes Ltd	Monthly maintenance & tree works	1,323.98	7,943.88
19-Aug	BP	W C Baker & Son	Hardware supplies	10.33	61.87
19-Aug	BP	Intouch Communications Ltd	Monthly telephone & broadband	11.74	70.42
19-Aug	BP	BDO	2015/16 Audit	160.00	960.00
19-Aug	BP	Network Security Ltd	alarm maintenance	15.80	94.80
19-Aug	BP	Primavera Cleaning Services	July cleaning service		1,430.00
19-Aug	BP	Hampshire County Council	Janitorial & first aid supplies	4.57	27.43
19-Aug	BP	SE Water	Allotment water bill Feb - Aug		53.54
28-Aug	BP	Veolia Ltd	Refuse collection - July	27.38	164.27

31-Aug	BP	HMRC	Tax & NI re August payroll		1,200.13
31-Aug	BP	Hampshire Pension Fund	Pension contributions - August		518.54
				<b>1,970.81</b>	<b>21,803.38</b>

Date	Chq	Payee	Description	VAT	Total
				£	£
01-Sep	DDR	Hart District Council	Key Centre Rates 6/10		351.00
01-Sep	DDR	South East Water	Centre water charges Feb-July 2016		294.34
01-Sep	DDR	Milk & More	Office milk - August		10.92
15-Sep	DDR	Intouch communications Ltd	Phone & Broadband - August	13.36	80.16
16-Sep	DDR	Engie Gas Ltd	Key Centre gas - August	4.01	84.12
16-Sep	DDR	SSE Swalec	Cycle path electricity - August	1.26	26.66
19-Sep	BP	Staff	Payroll		5,986.30
19-Sep	BP	Network Security Ltd	alarm maintenance (failed to clear in Aug)	15.80	94.80
19-Sep	BP	Play Inspection Co Ltd	Annual play area check	60.00	360.00
19-Sep	BP	DisConsulting Ltd	IT support, hosting & back up - Aug	27.40	164.39
19-Sep	BP	Cleaning & Maint South Ltd	Cleaning services - August		1,242.50
19-Sep	BP	WC Baker & Son Ltd	Hardware	23.97	143.72
19-Sep	BP	HALC	Staff review - final instalment	300.00	1,800.00
19-Sep	BP	Lotus Landscapes Ltd	August maintenance	1,229.38	7,376.28
19-Sep	BP	Hart Windows & Glazing Ltd	Balance on installation windows & doors	4,422.75	26,536.50
19-Sep	BP	Colourworks Coatings Ltd	Tennis/netball courts refurbishment	2,103.00	12,618.00
29-Sep	DDR	Veolia ES (UK) Ltd	Refuse collection - August	21.83	130.96
30-Sep	BP	British Gas	Village sq/courts electric - june-Sept	1.67	35.22
30-Sep	BP	HMRC	Tax & NI re Sept payroll		1,273.44
30-Sep	BP	Hampshire Pension Fund	Pension contributions - Sept		518.54
				<b>8,224.43</b>	<b>59,127.85</b>

**84/16**

**Chairman's Report**

MR highlighted the following:

- She had been attended the RAF Odiham annual reception.
- Attended the Elvetham Chase roundtable discussions following up on the transport presentation in July.
- Had received a letter from the local MP congratulating the council on the award for another year of the Green Flag.

<p><b>85/16</b></p>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Watmore</b> <ul style="list-style-type: none"> <li>○ Allotments: had contacted HDC planning about possibility of converting some of car park into another allotment plot.</li> <li>○ Orchard research – as above</li> </ul> </li> <li>• <b>Cllr McDarmaid</b> <ul style="list-style-type: none"> <li>○ Attended Elvetham Chase meeting with MR</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Attended the HDC planning enforcement training</li> <li>○ Is working with Royal British Legion regarding the poppies for lamp posts</li> </ul> </li> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Attended the HDC planning enforcement training</li> </ul> </li> <li>• <b>Cllr Woods</b> <ul style="list-style-type: none"> <li>○ Apologised for recent absences due to family bereavement</li> </ul> </li> <li>• <b>District Cllr Kinnell</b>  Although unable to attend, Cllr Kinnell had sent the following: <ul style="list-style-type: none"> <li>○ Working with officers at Hart to try to resolve the issue of the buggy fit classes held around the pond.</li> <li>○ Working to try to get Environmental Health Dept to reinstate the regular meetings with the operators of the sewage works as the smell has been noticeably worse this summer.</li> </ul> </li> </ul>
<p><b>86/16</b></p>	<p><b>Officers' Report</b></p> <p>JH reported the following:</p> <ul style="list-style-type: none"> <li>• Turners Way recreation area – the problems with youths sleeping rough etc are far worse than the police seem to believe.</li> <li>• Key Centre Cleaning Contract – it looked as though the cleaning company might leave but following some discussions, they have agreed to continue.</li> <li>• Tennis Courts – the resurfacing has been completed but did uncover some issues with trees along the school's fence line. The school has been notified and will investigate.  <i>Agreed to present Sarah Gorton, who had helped with the grant bid, with a gift when she next uses the courts.</i></li> <li>• Brickyard Plantation – the developers have approached the council over the installation of an area of boardwalk along the woodland walk behind Hawkley Way. This is a condition of the planning consent. Lotus Landscapes are currently working on a quotation. EHPC will get the work carried out but the developers will provide the funds.</li> <li>• Electoral Review – the recommendations from the boundary commission will result in Elvetham Heath being split between 2 county council divisions.</li> </ul>
<p><b>87/16</b></p>	<p><b>Exclusion of Public &amp; Press</b></p> <p>With no press or public present this resolution was not required.</p>
<p><b>88/16</b></p>	<p><b>Staffing Changes</b></p> <p>JH had circulated the details of the staff changes prior to the meeting.</p> <p><b>Resolved:</b> To employ Mrs Jo Perkins as Customer Services Officer working 20 hours per week &amp; Mrs S Pepper as Services Manager working 15 hours per week.</p>

<b>89/16</b>	<b>Date of next meeting</b> The next meeting is scheduled for Monday 17 October 2016. There will be a meeting of the Staffing Committee on Monday 3 <sup>rd</sup> October
--------------	---

There being no further business the meeting closed at 9.25pm

Signed.....

Date.....