

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 20<sup>th</sup> March 2017 at 7.30pm**

**PRESENT**

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Chris Alden (CA)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

**Also Present**

Cllr Steve Forster (SF)	Hart District Council (HDC)
Cllr Sara Kinnell (SK)	Hart District Council (HDC)

<b>181/16</b>	<p><b>Apologies for Absence</b>          Apologies had been received from Cllrs Richard Woods, Emma Watmore &amp; Michelle McDarmaid who were all delayed at work. County Cllrs Sharyn Wheale &amp; Adrian Collett had also sent apologies which were noted.</p>
<b>182/16</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>          None.</p>
<b>183/16</b>	<p><b>Approval of the Minutes</b>          The minutes of the meeting of 20<sup>th</sup> February 2017 (nos.159/16 - 180/16) were confirmed as an accurate record and signed by the Chairman.</p>
<b>184/16</b>	<p><b>Public Session</b>          There were no members of the public present.</p>
<b>185/16</b>	<p><b>Police Report</b>          Members of the local neighbourhood team were unable to attend. A written report for February had been received which highlighted the following:</p> <ul style="list-style-type: none"> <li>• 1 x theft from Morrisons</li> <li>• 1 x incidence of ASB at Morrisons.</li> <li>• A report of nuisance/ASB regarding a group of teenagers using the green.</li> <li>• 4 x vehicle related incidents – no MOTs</li> </ul>
<b>186/16</b>	<p><b>Neighbourhood Plan</b>          This item was deferred again to the next meeting as no members of the public were present to express interest in being involved in the development of a neighbourhood plan. Cllr Woods was also absent.</p>

	<p>It was noted that a call both for volunteers and for opinions is being included in the next newsletter which will be delivered before the end of March.</p>
<b>187/16</b>	<p><b>Fleet Town Council Request</b>  EHPC has received a letter from Fleet Town Council asking whether the parish would consider contributing towards the future of the Harlington. MR gave the members the background of how both EHPC and Church Crookham Parish Council bought themselves out of the Harlington when the parishes were created in 2010.  It was noted that the letter did not state what level of support was being requested or what EHPC would get in return for its support.</p> <p><b>Resolved:</b> to ask Fleet TC for more information and to ask opinions of the residents at the Annual Residents' Evening in May.</p>
<b>188/16</b>	<p><b>Annual Residents' Evening</b>  This is now being held on Thursday May 11<sup>th</sup> – 7pm for 7.30pm.  It was agreed to follow the same format as previously with displays from the council and other community groups followed by a Q&amp;A session.  It was suggested that an HDC planning officer be invited to attend as there should be another Local Plan consultation at that time.</p>
<b>189/16</b>	<p><b>Insurance</b>  The annual insurance cover starts on 1 April 2017. EHPC is entering the final year of its long-term agreement with Came and Company (brokers) using Aviva as the council's insurers. The members reviewed the cover and it was noted that the cost had not increased.</p>
<b>190/16</b>	<p><b>Reserves</b>  The Clerk presented the list of reserves and their movements for review.</p> <ul style="list-style-type: none"> <li>• It was agreed that the level of reserves was approaching adequate for the council's needs.</li> <li>• The movements in the ear-marked reserves were approved as follows: <ul style="list-style-type: none"> <li>○ S106 reserve: drawdown of £52,638 - £15,000 the S106 contribution to Highway verge maintenance and the balance to cover other grounds maintenance &amp; tree surgery.</li> <li>○ Any balance remaining in the budget at year end for the Key Centre maintenance and refurbishment should be transferred to the Key Centre reserve.</li> </ul> </li> </ul>
<b>191/16</b>	<p><b>Monthly Financial Review</b>  The council reviewed and accepted the following:</p> <ul style="list-style-type: none"> <li>• The management accounts comparing actual to budget to the end of February</li> <li>• The monthly schedule of debtors</li> <li>• Cash books and bank reconciliations.</li> <li>• It was also noted that some budget virements should be made as follows: <ul style="list-style-type: none"> <li>○ Transfer balance (£6k) in Code 4181 – Key Centre Car Park to 4180 – Key Centre Refurbishment</li> <li>○ Transfer balance (£50) in Democratic code 4041 (Mileage) to 4530 – Council Development</li> </ul> </li> </ul>

○ Transfer £90 from Subscriptions (Code 4460) to postage (4455)

**192/16**

**Finance**

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

Date	No.	Payee	Description	VAT	Total
01-Mar	DDR	Milk & More	Office milk supply - February		10.92
01-Mar	DDR	TV Licensing	Annual licence		145.50
15-Mar	DDR	Intouch Communications	Phone & broadband - February	15.92	95.50
16-Mar	DDR	Engie Gas Ltd	Key Centre gas - Feb	59.35	356.07
19-Mar	DDR	SSE Swalec	Cycle path electric - Feb	1.22	25.77
19-Mar	DDR	Staff	March Payroll		5,051.81
19-Mar	DDR	J Perkins	Expenses - postage		20.16
19-Mar	DDR	K Howden	Expenses		40.73
20-Mar	BP	HCC	Stationery & janitorial supplies	6.76	40.59
20-Mar	BP	Litho Xpress	Market flyers		420.00
20-Mar	BP	Crystal Clear Cleaning	Windows - Feb	8.00	48.00
20-Mar	BP	Disconsulting IT Ltd	IT support & backup - Feb	27.40	164.39
20-Mar	BP	WC Baker & Son	Hardware supplies - Feb	15.08	90.40
20-Mar	BP	Sixth Sense Marketing	Marketing services - Feb	79.80	478.80
20-Mar	BP	Lyreco UK Ltd	Stationery & janitorial supplies	4.57	45.42
20-Mar	BP	Travis Perkins Ltd	Building supplies	6.89	41.32
20-Mar	BP	CH Cleaning Services	Caretaking services - Feb	136.00	816.00
20-Mar	BP	Little Monsters Event hire	deposit for fete attractions	100.00	600.00
20-Mar	BP	VPS Grounds Services (Lotus)	Monthly maintenance - Feb	1,229.38	7,376.28
28-Mar	BP	Veolia UK	Refuse collection - Feb	25.70	154.18
31-Mar	BP	Hampshire Pension	March contributions		453.20
31-Mar	BP	HMRC	Tax & NICs March		1,358.54
31-Mar	BP	NEST	Pension contributions - March		24.62
		<b>TOTAL</b>		<b>1,716.07</b>	<b>17,858.20</b>

**193/16**

**Chairman's Report**

MR reported the following:

- Attended a meeting in Winchester together with JH, the 2 County Councillors and representatives from Persimmon regarding road adoptions. It was a very positive meeting and it appears that there is a will on both sides to bring about the adoption of EH Way this year.
- Attended the 'Question Time' at the Harlington about the proposed development options.

	<ul style="list-style-type: none"> <li>• Met with the Minister of The Church on the Heath.</li> <li>• Have passed on information and photographs to JH relating to a car accident which damaged railings in the Key and the most recent hole in the motorway fence at Turners' Way Recreation Area.</li> </ul> <p><b>NB. At 8.35pm District Cllr Shaun Dickens entered the meeting.</b></p>
<p><b>194/16</b></p>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Nothing to report.</li> </ul> </li> <li>• <b>Cllr Alden</b> <ul style="list-style-type: none"> <li>○ Have met with Suzanne in the office on 2 occasions regarding plans for the concert. Looking to make 3 changes: <ul style="list-style-type: none"> <li>▪ Seek sponsorship – <i>Morrisons, SW Trains and the pub were suggested.</i></li> <li>▪ Have an additional food provider – <i>agreed</i></li> <li>▪ Change the event name to Summer (Music) Festival – <i>agreed</i></li> </ul> </li> </ul> </li> </ul> <p><b>NB. At 8.45pm District Cllr Sara Kinnell left the meeting.</b></p> <ul style="list-style-type: none"> <li>• <b>District Cllr Forster</b> <ul style="list-style-type: none"> <li>○ Waste collections – HDC starting an 'Oops' Campaign to help with the high level of contamination in blue recycling bins with wrong plastics.</li> <li>○ HDC is aware of the level of fly-tipping at the recycling area at Morrisons.</li> <li>○ Attended a meeting at SW Trains – the bicycle parking area is to be increased, season tickets cards are now available for tapping in/out.</li> <li>○ HDC has purchased new Speed Indicator Devices – EHPC can request these be installed in EH Way for a 2-week period.</li> <li>○ Saturday 25 March there is an electric car event in Church Road car park.</li> </ul> </li> </ul>
<p><b>195/16</b></p>	<p><b>Officers' Report</b></p> <p>JH reported the following:</p> <ul style="list-style-type: none"> <li>• Attended the road adoption meeting with MR. The potholes have now been temporarily repaired with more permanent repairs promised in the next month.</li> <li>• HCC has started work on the culvert investigations which should enable adoption of EH Way and the rest of the Persimmon phases to progress.</li> <li>• Fly-tipping in EH Way: the caretaker is still hoping to move the fly-tipped earth himself. A letter will be sent to Calthorpe Estates as owners of the land. <i>SF suggested contacting the Safer Neighbourhood Team at HDC for their help.</i></li> <li>• The fence separating the motorway services from the Turners Way Recreation Area has been badly damaged again – perhaps a condition to maintain the fence could be added to the consent given to the services imminent planning application. <i>SF offered to investigate.</i></li> </ul>
<p><b>196/16</b></p>	<p><b>Exclusion of Public &amp; Press</b></p> <p>A resolution was passed in accordance with Public Bodies (Admission to Meetings) Act 1960 to exclude the public for discussions re staffing matters.</p> <p><b>At 9.00pm Cllrs Forster &amp; Dickens left the meeting.</b></p>

<b>197/16</b>	<p><b>Staffing</b></p> <p>It was agreed to pay any overtime still owing at 31 March 2017 and to allow unused holiday to be carried over provided it was used as soon as possible in the new financial year. Members recognised that this had been a difficult year but JH assured them that there should no longer be a problem with overtime and leave as the staffing levels had now increased.</p>
<b>198/16</b>	<p><b>Date of next meeting</b></p> <p>The next meeting is scheduled for Tuesday 18 April 2017.</p>

There being no further business the meeting closed at 9.15pm

Signed.....

Date.....