

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Tuesday 18 February 2014 at 7.30pm**

**PRESENT**

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Emma Watmore (EW)	from 7.35pm	Elvetham Heath PC
Cllr Ben Thomas (BT)	from 7.50pm	Elvetham Heath PC
Cllr Nicky Bond (NB)	from 8.30pm	Elvetham Heath PC
Jan Hyatt (JH)	Clerk	Elvetham Heath PC

**ALSO PRESENT**

District Cllr Stephen Parker to 9pm Hart District Council

**Abbreviations used**

EH	Elvetham Heath
HDC	Hart District Council
HCC	Hampshire County Council
EHPS	Elvetham Heath Primary School

**Public Session**

Prior to the start of the meeting, District Cllr Stephen Parker gave his report – see minute ref 146/13.

<b>134/13</b>	<b>Apologies for Absence</b> Apologies were received from Cllr Nicky Bond who would be late. The apologies of District Cllr Barrell were noted.	
<b>135/13</b>	<b>Declarations of Interest</b> None.	
<b>136/13</b>	<b>Approval of the Minutes</b> The minutes of the meeting on 21 January 2014 (Nos. 120/13 – 133/13) were confirmed as an accurate record.	
<b>137/13</b>	<b>Police Report</b> Members of the local neighbourhood team were unable to attend but had sent the crime report for January which was reviewed: <ul style="list-style-type: none"> <li>• 1 x instance of inconsiderate car parking</li> <li>• 1 x instance of trespass in the school grounds</li> </ul>	

	<ul style="list-style-type: none"> <li>• 3 x instances of attempted theft from or of vehicles</li> </ul>	
<b>138/12</b>	<p><b>Hart Youth Bus Project</b> Members had previously viewed the bus and believe it could be of benefit to the young residents of the Heath. For a cost of £200, the bus can be hired for an evening together with 2 youth workers.</p> <p><b>Resolved:</b> to hire the youth bus for a 3 month trial period – 1 Friday evening per month.</p>	
<b>139/13</b>	<p><b>Interim Audit</b> The internal auditor carried out an interim audit in January and provided a report to the council which had been previously circulated. The Clerk had suggested several actions in line with his recommendations.</p> <p><b>Resolved:</b> To accept the report of the auditor and carry out the actions as per his recommendations.</p>	
<b>140/13</b>	<p><b>Financial Regulations</b> The Clerk presented the revised regulations which she had amended in line with the recommendations of the internal auditor.</p> <p><b>Resolved:</b> To adopt the financial regulations as amended.</p>	
<b>141/13</b>	<p><b>Fete Committee Bank Account</b> A separate bank account had been set up for the fete committee during the organisation of the 2013 summer fete. The internal auditor noted that the account mandate did not follow the financial regulations. Rather than change the mandate, the Clerk recommended closing the account and bringing the funds back into the council's main account.</p> <p><b>Resolved:</b> to close the Fete Committee bank account with immediate effect.</p>	
<b>142/13</b>	<p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Review of the effectiveness of internal audit and controls: the clerk had previously circulated a document which was reviewed.</li> </ul> <p><b>Resolved:</b> to accept the report outlining the standards and effectiveness of the internal audit and agreed to retain the services of IAC Ltd.</p> <ul style="list-style-type: none"> <li>• Risk Assessment: The updated risk register was presented to the council for review</li> </ul> <p><b>Resolved:</b> to accept the revised risk assessment.</p>	

143/13	<p><b>Treasury and Investment Policy</b> The policy for 2014 was presented to the council for review.</p> <p><b>Resolved:</b> to adopt the Treasury and Investment policy.</p>	
144/13	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• The Clerk presented the list of payments for review and approval to enable the invoices to be settled</li> <li>• The bank reconciliations were reviewed. The Chair signed the reconciliations and corresponding cash books.</li> </ul>	
145/13	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• The year to date financial statements were reviewed</li> <li>• The following movements between budget headings were approved: <ul style="list-style-type: none"> <li>○ allotment project code 4300: £2000 from the green drainage code to cover the additional costs</li> <li>○ playground maintenance code 4230: £4,500 from the pavilion project to cover the unexpected costs associated with the Mounts Way play area.</li> <li>○ Tree Surgery code 4250: £700 from grounds maintenance</li> <li>○ Postage code 4455: £100 from promotion and publicity.</li> </ul> </li> </ul>	
146/13	<p><b>Councillor &amp; Chair's Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Robson – Chair's report:</b> <ul style="list-style-type: none"> <li>○ Road adoption meeting: real progress appears to have been made with HCC accepting that EH Way can be adopted in stages. Leaving only the St Swithin's Road/Turbarry Road areas until the issues with culverts can be resolved.</li> <li>○ Fete meetings continue regularly</li> <li>○ Trying to organise a meeting with the Head Teacher of EHPS, the County Councillor and the police to discuss the parking issues at the back of the school in and around the Turner's Way car park</li> <li>○ Correspondence with Fleet Town Council over the circulation of their Fleet Town Guide to EH residents</li> <li>○ Correspondence with a resident complaining about parking, volume of traffic on EH Way and Morrisons' delivery lorries.</li> </ul> </li> <li>• <b>District Cllr Parker</b> <ul style="list-style-type: none"> <li>○ Local plan – HDC has received the consultants' first indication of required housing numbers expected to be between 360-410 new homes per annum. This could be increased as Hart could be required to take houses which neighbouring districts cannot accommodate.</li> <li>○ Budget meeting will be held at the end of February – an unchanged budget is proposed. It is considered too late to</li> </ul> </li> </ul>	

	<p>pass on the full grant to the parishes this year but the policy will be reviewed in time for 2014 budget setting .</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 Thomas:</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• <b>Cllr Watmore</b> <ul style="list-style-type: none"> <li>○ Has set up a fact-finding meeting re the possible summer concert with someone who has experience of organising festivals/concerts.</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Attended the police liaison meeting with the Police Commissioner and Hart &amp; Rushmoor District Commander.</li> <li>○ Helped to organise contractors to quote for work in the Key Centre</li> </ul> </li> </ul>	
<b>147/13</b>	<p><b>Clerk's Report</b> The Clerk highlighted the following:</p> <ul style="list-style-type: none"> <li>• The potholes along EH Way have been repaired.</li> <li>• Taylor Wimpey has now sent through plans for the 2 areas it would like the parish to adopt.</li> <li>• More large holes have appeared in the acoustic fence between the Turner's Way pitch and the M3 services.</li> <li>• A request has been received to set up a kebab van in the park and ride area every evening until the early hours. This request will be turned down in line with previous similar requests.</li> </ul>	
<b>148/13</b>	<p><b>Planning</b> The following applications were considered:</p> <ul style="list-style-type: none"> <li>• <b>13/02689/HMC Amended</b> – 44 Marrow Meade: loft conversion with front dormer windows <b>EHPC:</b> No objection as the amendment dealt with the council's concerns.</li> <li>• <b>14/00214/HMC</b> – 3 Lower Mount Street: Erection of single storey rear extension. <b>EHPC:</b> No objection</li> </ul> <p>The following HDC decisions were reviewed:</p> <ul style="list-style-type: none"> <li>• <b>13/02625/FUL</b> – De Havilland Arms Proposal: Removal of corrugated metal shed and erection of a new brick and tiled roof building for staff amenity purposes. Status: Grant Permission EHPC: No Objection</li> <li>• <b>13/02689/HMC</b> – 44 Marrow Meade Proposal: loft conversion with front dormer windows Status: Grant Permission EHPC: No Objection</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>14/00028/HMC</b> – 19 Whitewater Road  Proposal: erection of single storey rear extension  Status: Grant Permission  EHPC: No Objection</li> </ul> <p>There were no enforcement cases to report</p>	
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There being no further business the meeting closed at 9.23pm

Signed.....

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