

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 17<sup>th</sup> July 2017 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 Emma Watmore (EW)	Elvetham Heath PC
Cllr Richard Woods (RW)	Elvetham Heath PC
Suzanne Pepper (SP)	Elvetham Heath PC

**Also Present**

Cllr Sara Kinnell (SK)	Hart District Council (HDC)
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<b>54/17</b>	<p><b>Apologies for Absence</b> County Cllr A. Collett and Jan Hyatt had sent apologies which were noted.</p> <p><b>Resolved:</b> To accept the apologies</p>
<b>55/17</b>	<p><b>Declarations of Interest &amp; associated dispensations</b> None.</p>
<b>56/17</b>	<p><b>Approval of the Minutes</b> The minutes of the meeting of 19<sup>th</sup> June 2017 (nos. 40/17 – 53/17) were confirmed as an accurate record and signed by the Chairman.</p> <p>The minutes and recommendations of the following committee were received and accepted:</p> <ul style="list-style-type: none"> <li>• Planning Committee– 19<sup>th</sup> June 2017: Nos. 14/17 – 19/17</li> </ul>
<b>57/17</b>	<p><b>Public Session</b> None.</p>
	<p><b>Cllr Kinnell gave her report at the beginning of the meeting as she was unable to stay for the entire meeting</b></p> <ul style="list-style-type: none"> <li>• <b>District Councillor Kinnell</b> <ul style="list-style-type: none"> <li>○ The District Council are introducing a Pavement and Verge Parking Policy. Cllr Kinnell asked the Parish Council to liaise with the District Council on this as it may help to deter residents from parking on grass verges. It was agreed</li> </ul> </li> </ul>

	<p>MR would discuss the matter further with John Ellison</p> <p>Cllr Kinnell left the meeting at 7.45pm</p>
58/17	<p><b>Police Report</b></p> <p>Members of the local neighbourhood team were unable to attend but had submitted a report highlighting the following:</p> <ul style="list-style-type: none"> <li>• 1 x Assault</li> <li>• 1 x report of theft – bicycle stolen from park</li> <li>• 1 x case of criminal damage – being dealt with as a civil manner</li> <li>• 1 x drug offence</li> <li>• 2 x instances of ASB – groups of youths in the school grounds and near the Key Centre</li> <li>• 1 x Vehicle Nuisance – 2 vehicles racing around the park and ride car park</li> </ul>
59/17	<p><b>Grant Request</b></p> <p>Tracey Shrimpton attended this part of the meeting to put forward the case for the Fleet BID Group grant request for the Nutcracker Trail. Fleet BID are seeking to put in place an additional event, the Nutcracker trail, to encourage families to come into Fleet Town and visit businesses over an extended period of time. Tracey Shrimpton left the meeting at 8.10pm to allow the Councillors to discuss the grant request in more detail.</p> <p><b>Resolved:</b> Grant request was refused</p>
60/17	<p><b>Key Centre Contracts</b></p> <ul style="list-style-type: none"> <li>• <b>Quotation for the internal decoration of the building</b> – one quote has been received and review</li> </ul> <p><b>Resolved:</b> To obtain at least one more quote for the internal decoration. Decoration may need to be deferred until October Half Term if another quote if not available in time for the work to commence.</p> <ul style="list-style-type: none"> <li>• <b>Cleaning and Caretaker Contract</b> – reviewed the quote from the current evening/weekend caretaker which incorporated both the caretaking and the cleaning. The current cleaning company have so far been unable to provide a quote</li> </ul> <p><b>Resolved:</b> To accept the quote from the current evening/weekend caretaker in the absence of an alternative quotation.</p>
61/17	<p><b>Financial Review</b></p> <ul style="list-style-type: none"> <li>• The management accounts &amp; financial reports for June were reviewed and accepted</li> <li>• The schedule of debtors for June was reviewed.</li> <li>• Suzanne Pepper on behalf of the Clerk presented the schedule of payments for June as below. These were reviewed and signed.</li> </ul> <p><b>Resolved:</b> Follow up on unpaid invoices from Little Elves and Zumba by Michael</p> <ul style="list-style-type: none"> <li>• MR concerned party bookings were down in June and all bouncy castle bookings in</li> </ul>

The Key Centre have to go through one company.

**Resolved:** Councillors would like to see a copy of the contract with Bouncing Bunnies

Date	Ref.	Payee	Description	VAT	Total
30-Jun	BP	Millers Ark Animals	Deposit for Countryside Day		200.00
30-Jun	BP	PRS for Music	2017/18 Royalties licence	116.23	697.38
03-Jul	BP	Initial Washroom Service	2nd qtr service July - Sept	14.17	85.02
03-Jul	DDR	Mik & More	Office milk - June	-	6.24
11-Jul	406	C Goodburn	Fete PA services		200.00
15-Jul	DDR	Intouch Communications	Telephone & Broadband - June	15.75	94.49
19-Jul	BP	Staff	Payroll - July		4,391.26
19-Jul	BP	J Hyatt	Expenses - cable ties	9.70	58.18
19-Jul	BP	M Robson	Expenses re fete & ARE		23.97
19-Jul	BP	HCC	Janitorial Supplies	11.37	68.24
19-Jul	BP	HCC	Stationery	3.80	22.81
19-Jul	BP	HALC	Officer Training course x 2	30.00	180.00
19-Jul	BP	Disconsulting IT Ltd	IT Support - June	27.40	164.39
19-Jul	BP	Lyreco UK Ltd	Office Equipment & janitorial supplies	21.19	127.16
19-Jul	BP	CH Cleaning Services	Caretaking - June & fete cover	144.00	864.00
19-Jul	BP	WC Baker & Son	Hardware	18.02	108.08
19-Jul	BP	Chrys Stuart Products	Fete		200.00
19-Jul	BP	Sixth Sense Marketing	Marketing Services - June	79.80	478.80
19-Jul	BP	C&M (South) Ltd	Cleaning - June	245.50	1,473.00
19-Jul	BP	BCC Co Ltd	Bin cleaning	3.40	20.40
19-Jul	BP	VM Grounds Services	Grounds maintenance/litter - May	1,229.38	7,376.28
19-Jul	BP	Crystal Clear Cleaning	Window cleaning - June	8.00	48.00
19-Jul	BP	SMS Environmental Ltd	Water testing	19.20	115.20
19-Jul	407	A Perkins	Newsletter delivery		75.00
19-Jul	BP	W Hyatt	Newsletter delivery		75.00
19-Jul	DDR	British Gas	Electric - the Key & courts Qtr 1	10.06	211.45
21-Jul	BP	SSE Swalec	Cycle path electricity - june	1.27	26.88
23-Jul	408	T Plowright	Countryside Day - sheepdog display		227.00
23-Jul	409	Mike's Donkeys	Countryside Day - donkeys		300.00
23-Jul	410	Millers Ark Animals	Countryside Day - farm animals		361.00
23-Jul	411	Extreme Falconry	Countryside Day - falconry display		425.00
23-Jul	DDR	Engie Gas Ltd	Key Centre Gas - June	4.24	89.07
24-Jul	BP	Red Key Locksmiths	High security padlock for courts		38.00
27-Jul	BP	Veolia	Refuse collection - June	32.03	192.16
28-Jul	BP	NEST	contributions re July payroll		24.48
31-Jul	BP	C&S Banners Ltd	Countryside Day - banners	11.80	70.80
31-Jul	BP	HCC	Janitorial Supplies	4.73	28.37
31-Jul	BP	Litho Xpress Ltd	Newsletter printing		246.00
31-Jul	BP	Npower Ltd	Key Centre electric Qtr 1	171.11	1,026.67

	31-Jul	BP	Silkiskills	Website update final payment		661.50
	31-Jul	BP	Hampshire Pension Fund	contributions re July payroll		368.23
	31-Jul	BP	HMRC	Tax & NI - July		1,036.23
			<b>TOTAL</b>		<b>2,061.04</b>	<b>22,485.74</b>
<b>62/17</b>	<p><b>Chairman's Report</b> MR highlighted the following:</p> <ul style="list-style-type: none"> <li>• Attended the British Legion Poppy Appeal garden party.</li> <li>• Met Chrys Goodburn, who provided the PA for the fete, for a post event meeting.</li> <li>• She &amp; SP attended a meeting with the Rev. Patrick Butler and his wife to discuss a live Christmas Nativity being held before Carols in the Key</li> <li>• Met with Cllr Watmore and SP to finalise arrangements for the Countryside Day</li> <li>• MR nominated Jan Hyatt to be Treasurer of the HDAPTC</li> </ul>					
<b>51/17</b>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Watmore</b> <ul style="list-style-type: none"> <li>○ Continues to work towards the Countryside Day – another 3 stalls have been added</li> </ul> </li> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Attended the Artisan Market</li> </ul> </li> <li>• <b>Cllr Woods</b> <ul style="list-style-type: none"> <li>○ Advised there was a change in the culture at the District Council and they were becoming more commercially driven similar to Basingstoke Council. Grove Farm appeal starts on 18 July 2017.</li> </ul> </li> </ul>					
<b>65/17</b>	<p><b>Officer Report</b></p> <ul style="list-style-type: none"> <li>• No Officer Report as Clerk was absent.</li> </ul>					
<b>53/17</b>	<p><b>Date of next meeting</b> The next meeting is scheduled for Monday 18 September 2017.</p>					

There being no further business the meeting closed at 9.30pm

Signed.....

Date.....