

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 16<sup>th</sup> October 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
Cllr Claire Brooks-McGoldrick (CM)	from 7.40pm	Elvetham Heath PC
Cllr Gordon Smith (GS)	from 7.40pm	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

**Also Present**

Cllr Adrian Collett (AC)		Hampshire County Council (HCC)
Cllr Steve Forster (SF)	from 7.55pm	Hart District (HDC) & Hampshire County

<b>84/17</b>	<b>Apologies for Absence</b> None.
<b>85/17</b>	<b>Declarations of Interest &amp; associated dispensations</b> Cllr Brown declared an interest in item 90/17 Grant Requests due to his connections with the Royal British Legion.
<b>86/17</b>	<b>Approval of the Minutes</b> The minutes of the meeting of 18 <sup>th</sup> September 2017 (nos. 66/17 – 83/17) 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>• Staffing Committee– 2<sup>nd</sup> October 2017: Nos. 01/17 – 08/17</li> </ul>
<b>87/17</b>	<b>Co-option of Councillors</b> Claire Brooks- McGoldrick & Gordon Smith had applied to fill the 2 vacancies on the council. Members considered their applications and voted to co-opt them.  MR welcomed them to the council and JH handed them their councillor handbooks, badges & Register of Interests form. Both signed their Declarations of Acceptance of Office.
<b>88/17</b>	<b>Public Session</b> None.

<p><b>89/17</b></p>	<p><b>Police Report</b>  Members of the local neighbourhood team were unable to attend at the start of the meeting but had submitted a report highlighting the following:</p> <ul style="list-style-type: none"> <li>• 2 x incidents of criminal damage – locks to the Key Centre &amp; tennis courts being superglued.</li> <li>• 1 x incident of driving whilst being unfit to do so – resulting in a 17-month driving ban &amp; 160 hours of community service</li> <li>• 1 x report of dangerous driving</li> <li>• 2 x instances of a driver leaving the petrol station without paying.</li> <li>• 2 x instances of ASB</li> </ul> <p>At 8.10pm a member of the local neighbourhood police team entered the meeting to take questions. He explained that the undisclosed incidents relate to domestic issues, child protection &amp; ongoing investigations. He also stressed the need to report any incident to 101 so that the police are made aware.</p>
<p><b>90/17</b></p>	<p><b>Grant Request Resolved:</b></p> <ol style="list-style-type: none"> <li>1. To award a grant of £250 to the Royal British Legion for Great Pilgrimage (S137 LGA 1972)</li> <li>2. To make a £50 donation for the purchase of a poppy wreath for Remembrance Sunday</li> <li>3. To extend the support for the CAB under S142(2A) LGA 1972 to cover 2018/19 as well as 2017/18 (£1,500 for each year).</li> </ol>
<p><b>91/17</b></p>	<p><b>Key Centre Contracts</b></p> <ul style="list-style-type: none"> <li>• The council had received 3 quotations for the decorating of the hall, office &amp; corridors in the Key Centre.</li> </ul> <p><b>Resolved:</b> To accept the quotation from DSD Painters &amp; Decorators for £3,950 plus £160 to upgrade to diamond matt emulsion.</p> <ul style="list-style-type: none"> <li>• The CCTV has now been installed. The council had received 4 quotations and had delegated the decision to the Executive Officer. The installation was carried out by Pegasus Building Services at a cost of £1,480.</li> </ul>
<p><b>92/17</b></p>	<p><b>CCTV Policy</b>  In light of the CCTV installation, the Executive Officer had written a CCTV policy &amp; registered the system with the Information Commissioner.  It was agreed that the time for images to be held should be increased from 14 to 28 days.</p> <p><b>Resolved:</b> To adopt the CCTV policy with the amendment.</p>
<p><b>93/17</b></p>	<p><b>Grounds Maintenance – Harrow Road Roundabout.</b>  Quotations had been obtained for various options to landscape the roundabout at the northern junction of EH Way and Harrow Road. These had been supplied by VPS – the grounds maintenance contractors – and one other company.</p> <p><b>Resolved:</b> to choose the shingle option but ensure that the verges are grassed over and that</p>

	<p>an olive tree also be included in the planting scheme. Final cost to be confirmed but accept the VPS quotation provided is close to the original shingle price of £6,140.</p> <p>EW requested that the roundabout at the junction of EH Way &amp; St Swithin's Road also be re-landscaped. JH will investigate if it would be more cost effective to landscape both roundabouts at the same time.</p>
<b>94/17</b>	<p><b>Finance – Investment/Financial Opportunities</b></p> <p>RW stated that the Council needs to look for ways to extend the life of the S106 funds or find alternative income sources. He had approached Persimmon about buying the freehold to the Key Centre with a view to possibly extending the building.</p> <p><b>Resolved:</b> that a 'brain-storming' session is required to consider all possible options. The meeting was set for November 13<sup>th</sup> at 7.30pm.</p> <p><b>N.B. At 8.40pm &amp; 8.55pm respectively Cllrs Collett &amp; Forster left the meeting (see their reports in 81/17 below).</b></p>
<b>95/17</b>	<p><b>Finance – budget</b></p> <p>JH had prepared a forecast for the year based upon the first half results. She anticipates that the council should end the year with a small surplus.</p> <p>She proposed and the council accepted the following budget virements:</p> <ul style="list-style-type: none"> <li>• To use the £5k budget set aside for the potential neighbourhood plan to cover the cost of the decorating &amp; the flagpole.</li> <li>• To use the £5K budget set aside for the Key Centre Car Park &amp; half the £2k for the community bus for the re-landscaping of the Harrow Road Roundabout</li> <li>• To move £1k from the Key Centre salaries budget to cover the additional water/sewerage costs.</li> <li>• To use the second £1k budget set aside for the community bus project to cover the increased gas and electricity costs.</li> </ul> <p>It was agreed that potential budget initiatives would be considered at the meeting set for Nov 13<sup>th</sup>.</p>
<b>96/17</b>	<p><b>Financial Review</b></p> <ul style="list-style-type: none"> <li>• JH presented the financial reports for September – these were reviewed and accepted.</li> <li>• The schedule of debtors at 30 September was reviewed. It was noted that there was one debtor still owing over £700 of the £2,577 total whereas most other debts had been settled prior to the meeting.</li> <li>• The schedule of payments for October was reviewed and approved. (see attached).</li> </ul>
<b>97/17</b>	<p><b>Chairman's Report and Announcements</b></p> <p>Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> <li>• Attended a meeting with Suzanne Pepper and representatives from the Church on the Heath about the Christmas Carols/live nativity event.</li> <li>• Attended a meeting called at her request with officers from HDC, Cllr Alan Oliver and a representative from Morrisons about the fly-tipping problem at the recycling</li> </ul>

	<p>area at the entrance to Morrisons. HDC has promised a written response to all the issues raised within a month.</p>
<p>98/17</p>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Woods</b> <ul style="list-style-type: none"> <li>○ Chasing Persimmon with regards to the leasehold on the Key Centre</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Attended the market</li> </ul> </li> <li>• <b>Cllr Watmore</b> <ul style="list-style-type: none"> <li>○ Attended the market</li> </ul> </li> <li>• <b>Cllr Brooks-McGoldrick</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Attended the market</li> <li>○ Joined the volunteer group for the nature reserve</li> </ul> </li> <li>• <b>Cllr Smith</b> <ul style="list-style-type: none"> <li>○ Had seen complaints on social media about a gentleman visiting houses to remind them to register to vote.</li> </ul> </li> <li>• <b>County Cllr Collett</b> <ul style="list-style-type: none"> <li>○ <b>Brickyard Plantation</b> – it has been noted that the extent of officer delegation appears to go further than the council would like. Highways work now only have to be completed once 20 houses have been occupied whereas the original condition stated before any houses have been occupied.</li> <li>○ <b>Road adoptions:</b> good progress has been made with regards to EH Way. It is hoped that the bridge will pass its final assessment at the end of October which will then allow for the adoption process to begin. It is important to check on the time frame for remedial work to be carried out – Persimmon will pay HCC to carry out all the repairs themselves.</li> <li>○ A scheme has been accepted to make safer crossing Ancells Road near the Farm Drive (shops) junction. It is an area used by many school children catching school buses.</li> </ul> </li> <li>• <b>District/County Cllr Forster</b> <ul style="list-style-type: none"> <li>○ HCC budget cuts of £140million over 2 years were approved by Cabinet and a decision will be made by full council on 2 November. The officers will then prioritise and look at what consultations are required. It will be important to respond to these consultations. Changes are expected from 2019.</li> <li>○ SW trains consultation is still running and is looking at improving services from Fleet but reducing those from Winchfield and Hook.</li> <li>○ EW asked for clarification about his comments on social media about the local markets.</li> </ul> </li> </ul>
<p>99/17</p>	<p><b>Officer Report</b></p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> <li>• Youth Club has disbanded as no one is willing to run it. We will move their equipment to the pavilion store.</li> <li>• Several more instances of malicious damage.</li> <li>• Flag pole should be installed in time for Remembrance Day.</li> <li>• Met with officers from HDC to try to sort out which body is responsible for various areas of land as the original transfers in 2010 were not carried out correctly and the problems were made worse when EHPC took over the highway verge maintenance.</li> <li>• New data protection regulations come into force at the end of May 2018. These</li> </ul>

	require a large amount of work in preparation. Local clerks are trying to organise some training and the workload may result in EHPC having to employ a temp.
<b>100/17</b>	<b>Date of next meeting</b> The next meeting is scheduled for Monday 20 November 2017.

There being no further business the meeting closed at 9.55pm

Signed.....

Date.....

**Payments - October**

Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
<b>Internet Payments</b>								
Total Payroll			Payroll - October	19-Oct	3,523.13		3,523.13	BP
Mrs Warner		30/09/2017	Refund party deposit	04-Oct	200.00	-	200.00	BP
Radii Skatepark Repairs	1382	30/09/2017	Repair to skate ramp	04-Oct	925.00	-	925.00	BP
Initial Washroom Hygiene	32472440	07/09/2017	3rd quarter hygiene services	01-Oct	70.85	14.17	85.02	BP
Hampshire CC	58053474	19/09/2017	Janitorial Supplies	19-Oct	27.77	5.55	33.32	BP
Hampshire CC	58054520	26/09/2017	Janitorial Supplies	19-Oct	32.92	6.58	39.50	BP
Hampshire CC	58055502/3	02/10/2017	Stationery	19-Oct	21.11	4.22	25.33	BP
Hampshire CC	58056507	10/10/2017	Stationery	19-Oct	10.20	2.04	12.24	BP
Play Inspection Co	27651	18/09/2017	Annual play area inspections	19-Oct	300.00	60.00	360.00	BP
Richard Thorpe Fire Safety	E26146	18/09/2017	Annual fire extinguisher check	19-Oct	74.80	14.96	89.76	BP
Disconsulting Ltd	11789	26/09/2017	IT support - Sept	19-Oct	136.99	27.40	164.39	BP
Lincat Ltd	180131	19/09/2017	Water boiler filters x 4	19-Oct	106.45	21.29	127.74	BP
EJ Services Ltd	6249	25/09/2017	Cableway repair	19-Oct	75.00	15.00	90.00	BP
JFK Plumbing & Heating Ltd	11136	04/10/2017	Service 2 boilers & safety certificates	19-Oct	190.00	38.00	228.00	BP
Hart District Council	4000005998	04/10/2017	Dog warden service April - Oct	19-Oct	585.00	117.00	702.00	BP
CH Cleaning Services	669	04/10/2017	Caretaking, cleaning & windows - Sept	19-Oct	2,078.25	415.65	2,493.90	BP
Sixth Sense Marketing Ltd	696	30/09/2017	Comms & marketing service - Sept	19-Oct	399.00	79.80	478.80	BP
Hampshire Flag Company	126209	29/09/2017	Flagpole & flag	19-Oct	419.35	83.87	503.22	BP
VPS Grounds Services	SMLT-006260	30/09/2017	Grounds Maint & litter collection - Sept	19-Oct	6,146.90	1,229.38	7,376.28	BP
Adabe Engraving Services	2017/619	11/10/2017	5 x staff & councillor badges	19-Oct	15.00	-	15.00	BP
C&S Banners Ltd	CSL13027	11/10/2017	Market Banner	19-Oct	11.00	2.20	13.20	BP
CAB	Min 71/17	18/09/2017	Grant 2017/18	19-Oct	1,500.00		1,500.00	BP
Red Key Locksmiths	RK1077	13/09/2017	Lock replacement	19-Oct	130.00		130.00	BP
HMRC			Tax & NI re Oct payroll	30-Oct	765.37		765.37	BP
Hampshire Pension Fund			Pension contributions - October	30-Oct	368.23		368.23	BP
<b>Direct Debit Payments</b>								
Milk & More	39348522	25/09/2017	Office milk - September	01-Oct	6.24		6.24	DDR
Intouch Communications	7329106	01/10/2017	Telephone & Broadband - Sept	15-Oct	87.30	17.46	104.76	DDR
Engie	1-00027427	08/10/2017	Key Centre gas - Sept	19-Oct	89.50	4.48	93.98	DDR
SSE Swalec		03/10/2017	Cycle path electricity - Sept	20-Oct	25.40	1.26	26.66	DDR
British Gas		08/10/2017	Key & courts electricity - 2nd qtr	22-Oct	195.61	9.78	205.39	DDR
Veolia Ltd	8801094664	31/09/2017	Refuse collection - Sept	28-Oct	128.48	25.70	154.18	DDR
NEST			Pension contributions - October	28-Oct	24.48		24.48	DDR
<b>TOTAL</b>					<b>18,669.33</b>	<b>2,195.79</b>	<b>20,865.12</b>	