

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 20th November 2017 at 7.55pm

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)	Elvetham Heath PC
Cllr Gordon Smith (GS)	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer Elvetham Heath PC

Also Present

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

101/17	Apologies for Absence County Cllr A. Collett had sent apologies which were noted.
102/17	Declarations of Interest & associated dispensations None.
103/17	Approval of the Minutes The minutes of the meeting of 16 th October 2017 (nos. 84/17 – 100/17) 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"> • Planning Committee – 16th October 2017: Nos. 26/17 – 30/17
104/17	Public Session None.
105/17	Police Report Members of the local neighbourhood team were unable to attend at the start of the meeting but had submitted a report highlighting the following: <ul style="list-style-type: none"> • 1 x driving complaint received – 2 x old BMWs speeding and drifting around roundabouts. • 2 x instances of a driver leaving the petrol station without paying.

	<ul style="list-style-type: none"> • 2 x instances of ASB
106/17	<p>Appointments to Committees The appointment of Cllr Brooks-McGoldrick to the Planning Committee was confirmed.</p>
107/17	<p>Grant Request A request had been received from Fleet Town Council and Churches Together for a contribution towards the Christmas Day lunch at the Harlington for those who would otherwise spend Christmas alone.</p> <p>Resolved: To award a grant of £100.</p>
108/17	<p>Discretions Policy – Local Government Pension Scheme (LGPS) JH explained that the LGPS regulations include some ‘discretions’ which an employer can apply to its own policy. Since 2014, EHPC has had a discretions policy in place. The original policy did not include the discretion in relation to a scheme member who has left employment. This has now been added.</p> <p>Resolved: To adopt the updated discretions policy.</p>
109/17	<p>Controls & Audit Members reviewed & assessed the effectiveness of the updated controls procedures & internal audit.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To accept the updated documents, being satisfied with the controls and effectiveness of audit. • To continue the engagement of IAC Ltd for internal audit.
110/17	<p>Area 1 Boardwalk Taylor Wimpey plc had paid EHPC £8,400 in September for the construction of a boardwalk over part of the Area 1 footpath behind Hawkley Way which regularly floods. The payment was part of the planning consent and was based upon a quotation from EHPC’s grounds maintenance contractors dated January 2017. Given the delay, the contractors would no longer honour the price, so alternatives were sought. 2 other contractors were approached but could not deliver in a suitable time frame. VPS quoted for the work at £7,820 – higher than their original quotation but within the developer’s contribution.</p> <p>Resolved: To accept the quotation from VPS Grounds Services for £7,820.</p>
111/17	<p>Community Orchard Sign There has been a significant delay with this lecturn style sign. Finally, 3 quotations were received and the best value came from EHPC’s usual suppliers, Signs Express.</p>

	<p>Resolved: To accept the £545 quotation from Signs Express for the orchard sign to be paid for from the community events budget.</p>
112/17	<p>Policies JH had reviewed the council's policies and updated the Expenses Policy as a result of the review. She had also prepared a Reserves Policy.</p> <p>Resolved: To accept and adopt the following policies:</p> <ul style="list-style-type: none"> • Expenses Policy for Members & Staff • Reserves Policy
113/17	<p>Budget As part of the budget review, JH presented the current fees and charges for EHPC facilities. Many of these charges have not been increased since 2010. She put forward suggested increases to the headline rates.</p> <p>Resolved: To accept the increases to the headline hall rates of approx. 2.5% and make other changes as suggested.</p>
114/17	<p>Financial Review</p> <ul style="list-style-type: none"> • JH presented the financial reports for October – these were reviewed and accepted. • The schedule of debtors at 31 October was reviewed. It was noted that there was one debtor still owing over £700 of the £3,062 total. Most other debts had been settled prior to the meeting. JH confirmed that the debtor had been given until the end of November to settle the debt before further action would be taken. • The schedule of payments for November was reviewed and approved. (see attached).
115/17	<p>Chairman's Report and Announcements Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> • Attended the HDAPTC meeting where there was an update from HDC on the local plan & the Grove Farm appeal. • Represented EHPC at the Service of Remembrance & read a lesson. Took part in the march together with 3 other EHPC members and laid a wreath at the war memorial on behalf of the residents of Elvetham Heath. • Continue to monitor the recycling bring site at Morrisons. • Met with District/County Cllr Steve Forster to discuss potential improvements to the double roundabout at the railway bridge and the route to Calthorpe Park School.
116/17	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr Woods <ul style="list-style-type: none"> ○ Attended the confidential staffing meeting with NB ○ Following informal 'brainstorming' meeting, contacted Persimmon Homes again about purchasing the freehold of the Key Centre • Cllr Brown <ul style="list-style-type: none"> ○ Together with a group of volunteers, put up & took down the poppies on

	<p>lampposts throughout the Heath.</p> <ul style="list-style-type: none"> ○ Morrisons' poppy collection over 4 days took £3,750 ● Cllr Watmore <ul style="list-style-type: none"> ○ Attended the Remembrance Service ○ Attended the market ● Cllr Brooks-McGoldrick <ul style="list-style-type: none"> ○ Unfortunately, unable to attend Remembrance Service ● Cllr Bond <ul style="list-style-type: none"> ○ Attended the Remembrance Service ○ Attended the confidential staffing meeting with RW ○ Attended the market & impressed by new stalls ● Cllr Smith <ul style="list-style-type: none"> ○ Attended the Remembrance Service ● District/County Cllr Forster <ul style="list-style-type: none"> ○ Fleet Pond Society looking to create a community orchard as so impressed by the one on EH ○ RAF Odiham asked that he express thanks to all parishes in the area for the support and treatment of military personnel in the district. ○ No. 7 bus is at risk, but Stagecoach is under pressure to maintain the service ○ Has received almost no complaints about buses despite the local bus survey urging people to get in touch. ○ Hampshire Police & Crime Commissioner stated that Hart has lowest crime rate in Hampshire & he has not received a single complaint from this area. ○ Fleet Carnival Committee resigned this year, but a new committee has been formed so the carnival will continue. ○ Church Road car park will be upgraded next May ○ Fleet Station will have some upgrades – mainly for cyclists. ○ South Western Railway consultation is still live – important that people respond. ● District Cllr Kinnell <ul style="list-style-type: none"> ○ Community Bus consultation is still open ○ Bramshott Country Park is opening shortly. There is already some access on foot but the car park gate is not yet open.
<p>117/17</p>	<p>Officer Report</p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> ● More instances of tampering with padlocks & many of the signs/banners on the Heath for the market were removed. A CCTV image showed the culprit taking down the signs. Police were informed and having viewed the footage decided to pay the gentleman a visit. ● Tennis/netball courts have been cleaned and chemically treated. ● CAB Self-help kiosk (monitor) is to be removed ● Newsletter has been prepared and should be available for delivery before the end of November. ● Road Adoptions – some further maintenance work is required to the bridge at the Ancells End of Elvetham Heath Way but otherwise it passed HCC assessment. Persimmon has asked HCC to provide a cost for their carrying out the works to enable the adoption of EH Way to go ahead. ● Solar Panels – information has been received from Hartley Wintney about the solar panels on the Victoria Halls and current levels of feed-in tariff. The next stage is to ask a company to carry out a survey and prepare a quotation.

118/17	Date of next meeting The next meeting is scheduled for Monday 18 December 2017.
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There being no further business the meeting closed at 9.15pm

Signed.....

Date.....

Payments - November

Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
Internet Payments								
Total Employment Costs			Total Payroll costs - November	19-Nov	4,681.21		4,681.21	BP
Mrs Sankey		17/10/2017	Refund party deposit	26-Oct	200.00	-	200.00	BP
Red Key Locksmiths	RK1087	25/10/2017	Replace & fit door lock	03-Nov	180.00	-	180.00	BP
Signs Express	REF4529/2	19/10/2017	50% deposit orchard sign	03-Nov	272.50	54.50	327.00	BP
LR Wynn		04/11/2017	Refund party deposit	06-Nov	200.00	-	200.00	BP
R Moule		11/11/2017	Refund party deposit	13-Nov	200.00	-	200.00	BP
J Hyatt		14/11/2017	Expenses	19-Nov	38.13		38.13	BP
Hampshire CC	58057346	16/10/2017	Stationery	19-Nov	16.48	3.30	19.78	BP
Hampshire CC	58058667	30/10/2017	Stationery & janitorial supplies	19-Nov	19.38	3.88	23.26	BP
Hampshire CC	58059544	06/11/2017	Stationery	19-Nov	9.52	1.90	11.42	BP
HALC	INV-1977	18/10/2017	Training - officer update	19-Nov	40.00	8.00	48.00	BP
Npower plc	LGU5LPVB	13/10/2017	KC electricity 1 July - 30 Sept	19-Nov	776.20	155.24	931.44	BP
Disconsulting Ltd	11925	26/10/2017	IT support - October	19-Nov	136.99	27.40	164.39	BP
Banner	9776463	16/10/2017	Printer cartridge set	19-Nov	231.88	46.38	278.26	BP
The Bin Cleaning Co Ltd	25684	21/10/2017	Bin cleaning	19-Nov	17.00	3.40	20.40	BP
Castle Water Ltd	765813	24/10/2017	KC Waste water 1 Oct - 31 March	19-Nov	475.98	-	475.98	BP
SLCC		31/10/2017	Membership subs	19-Nov	177.00	-	177.00	BP
Sixth Sense Marketing Ltd	714	30/10/2017	Comms & marketing service - Oct	19-Nov	399.00	79.80	478.80	BP
Lyreco UK Ltd	6300245782	31/10/2017	Stationery & janitorial supplies	19-Nov	49.97	9.99	59.96	BP
WC Baker & Son Ltd	1476	31/10/2017	Hardware supplies	19-Nov	34.80	6.96	41.76	BP
CH Cleaning Services	684	31/10/2017	Caretaking, cleaning & windows - Oct	19-Nov	2,243.25	448.65	2,691.90	BP
Tyrrell Services Ltd	12603	02/11/2017	Water boiler repair & maintenance	19-Nov	173.15	34.63	207.78	BP
Richard Thorpe Fire	E26400	26/10/2017	Annual Fire alarm testing/maint	19-Nov	110.00	22.00	132.00	BP
Clearway Sport	20/11/1911	09/11/2017	Tennis court maintenance	19-Nov	320.00	64.00	384.00	BP
VPS Grounds Services	SMLT-006493	30/10/2017	Grounds Maint & litter collection - Oct	19-Nov	6,146.90	1,229.38	7,376.28	BP
VPS Grounds Services	SMLT-006260	30/09/2017	Clearance to badger runs etc	19-Nov	250.00	50.00	300.00	BP
Direct Debit Payments								
Milk & More	39508621	26/10/2017	Office milk - October	01-Nov	7.80		7.80	DDR
Intouch Communications	7427473	01/11/2017	Telephone & Broadband - Oct	15-Nov	82.55	16.51	99.06	DDR
Engie	1-00027427	08/10/2017	Key Centre gas - Oct	19-Oct			-	DDR
SSE Swalec		03/10/2017	Cycle path electricity - Oct	19-Nov	25.08	1.25	26.33	DDR
British Gas		07/11/2017	Key & courts electricity - Oct	22-Nov	20.58	1.02	21.60	DDR
Veolia Ltd	8801097762	31/10/2017	Refuse collection - Oct	28-Nov	144.54	28.91	173.45	DDR
TOTAL					17,679.89	2,297.10	19,976.99	