

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 15th January 2018 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 Claire Brooks-McGoldrick (CBM)		Elvetham Heath PC
Cllr Gordon Smith (GS)	from 7.35pm	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)	from 7.35pm	Hart District Council

119/17	<p>Apologies for Absence Apologies were received from Cllr Richard Woods who had been held up at work.</p> <p>Resolved: to accept the apologies.</p> <p>County Cllr A. Collett had also sent apologies which were noted.</p>
120/17	<p>Declarations of Interest & associated dispensations None.</p>
121/17	<p>Approval of the Minutes The minutes of the meeting of 20th November 2017 (nos. 101/17 – 118/17) 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"> • Planning Committee – 18th December 2017: Nos. 39/17 – 44/17
122/17	<p>Public Session None.</p>
123/17	<p>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:</p> <ul style="list-style-type: none"> • 1 x theft from vehicles – tools stolen from van on driveway.

	<ul style="list-style-type: none"> • 1 x vehicle seized as had no insurance. • 3 x instances of ASB/nuisance
124/17	<p>The Key Centre To help keep the new floors clean in the centre, it was proposed that a scrubber/dryer machine be purchased over the Christmas break.</p> <p>Resolved: to confirm the purchase of a scrubber dryer through HCC County Supplies at a cost of £996.</p>
125/17	<p>Play Equipment This item was deferred to February due to lack of a third quotation.</p>
126/17	<p>Internal Audit JH had circulated the auditor's report following the interim audit. It included 3 observations:</p> <ol style="list-style-type: none"> 1. Re the Public Sector Deposit Fund – see item 127/17 below 2. The incorrect accounting treatment of the cash float for the fete – to be correctly treated going forward & adjusted this year. 3. The recovery of a large debt (£705) – noted. <p>Resolved: To accept the auditor's observations.</p>
127/17	<p>Investments Despite the council accepting the risks and agreeing to invest in the Public Sector Deposit in June 2017 – item 46/17 – the internal auditor requested that the council fully consider the risks associated with the fund. Prior to the meeting, JH had circulated the Key Investor information and details of the fund.</p> <p>Resolved: Having considered the facts, the sum invested is not subject to unreasonable risk.</p> <p>It was also agreed that another source of investment should be sought to further split the council's funds between financial institutions.</p>
128/17	<p>Grounds Maintenance Contract The grounds maintenance contract had been previously extended and is due to end on 31 March 2018. Given its size, the contract is likely to fall under the EU rules for contract tendering. Unfortunately, EHPC missed an opportunity for joint tendering with Fleet & Yateley Town Councils as this was discovered too late. It will therefore be necessary to extend the existing contract whilst work is undertaken to re-tender.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To extend the contract for another year. • To investigate separately tendering the litter element of the contract
129/17	<p>Recycling Bring Site MR explained that there had been a lot more fly-tipping over the Christmas period and despite an increased number of visits to empty bins and tidy the area, it was again a mess.</p>

	<p>She was seeking a preferred course of action which could be put to both Hart District Council who manage the site and Morrisons who own it.</p> <p>Resolved: To arrange a meeting with the HDC Cabinet member responsible for waste and the relevant officers to discuss the issue further and come up with solutions to solve the problem.</p>
<p>130/17</p>	<p>Budget & Precept</p> <p>JH had circulated the draft budget prior to the Christmas break and talked the members through it.</p> <p>Whilst the council does have reserves, the majority is S106 funds, ring-fenced for grounds maintenance. The council is reliant on these funds to balance the budget each year, drawing down up to £55,000 annually to cover most of the grounds maintenance costs. At this rate, the S106 reserve will last for less than 10 years. It was agreed that the precept should be increased a small amount each year to help extend the life of the S106 funds.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To accept and adopt the draft budget as presented. • To increase the precept for 2018/19 by 3.25% which results in a total of £130,480. The Band D equivalent is £64.86 per annum an increase of just over £2 per year. <p>The Chairman and Vice Chairman signed the precept form.</p>
<p>131/17</p>	<p>Financial Review</p> <ul style="list-style-type: none"> • JH presented the financial reports for December – these were reviewed and accepted. • The 3rd quarter performance to budget was reviewed. • The schedule of debtors at 31 December was reviewed. It was noted that the debtor who owed over £700 had agreed a payment plan and had started paying off the debts in instalments. • The schedule of payments for December was reviewed and approved (see attached). • The following budget virements were approved: <ul style="list-style-type: none"> ○ £1500 from Council event code 4500/110 to CAB grant 4830/110 ○ £750 from hygiene services 4160/201 to new H&S code 4165/201 ○ £320 from equipment maintenance 4175/201 to tennis court maintenance ○ £650 from council events to community orchard ○ £150 from councillor training to council development
<p>132/17</p>	<p>Chairman's Report and Announcements</p> <p>Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> • Attended a meeting with the church to finalise the arrangements for the Carols in the Key/Live Nativity Event. Then attended the very successful event. There will be a follow-up meeting to discuss the event and possible changes for 2018. <i>SF congratulated EHPC for a great event.</i> • Attended a meeting called by Church Crookham Parish Council with other parishes to discuss anti-social behaviour in play areas and open spaces. Charlotte Tickner attended to explain the outreach work Fleet Phoenix could provide and how much this would cost. The consensus reached - that this approach would not address the immediate issues. • Photographs MR had taken of some fly-tipping at the Morrisons recycling bring site

	<p>are to be used as evidence in a prosecution.</p> <ul style="list-style-type: none"> • Attended the HDC Cabinet and Council meetings where the draft Local Plan was agreed. • Attended the HDAPTC meeting with JH where the joint CE of HDC and the Leader of the Council presented the Local & Corporate plans.
<p>133/17</p>	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr Brooks-McGoldrick <ul style="list-style-type: none"> ○ Attended the Elvetham Chase developer meeting & the carols. • Cllr Brown <ul style="list-style-type: none"> ○ Attended the Elvetham Chase developer meeting & the market. • Cllr Watmore <ul style="list-style-type: none"> ○ Attended the market & carols • Cllr Smith <ul style="list-style-type: none"> ○ Attended the Elvetham Chase developer meeting. • Cllr Bond <ul style="list-style-type: none"> ○ Attended the Elvetham Chase developer meeting, market & carols. • District/County Cllr Forster <ul style="list-style-type: none"> ○ Attended an HCC children's & young people's select committee which looked at respite care. ○ There is currently no change planned to community bus services in Fleet. HCC officers are keen to facilitate a new Fleet based service and would like to meet with representatives from Fleet Town Council & EHPC. ○ Edenbrook phase 2 has provided a limited budget for some pedestrian improvements in Hitches Lane primarily to improve the route to Calthorpe Park School. ○ HDC the draft Local Plan has been agreed. It is hoped that this will help to defend the Pale Lane/Elvetham Chase application. The plan will now be determined by a planning inspector. ○ As there is no site for a new secondary school in the short-term, HCC will go ahead with the Calthorpe Park extension with a £9.8million budget. This will enable a 12-form entry by September 2021. • District Cllr Kinnell <ul style="list-style-type: none"> ○ The draft Local Plan has been agreed but it could be overturned if a new administration is elected in May.
<p>134/17</p>	<p>Officer Report</p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> • The December market was very successful. The next market is on February 10th and 2 new regular stalls have been secured – a cheese stall & a gluten free bakery. • The flagpole is finally due for installation this week. • Road Adoptions – Persimmon is still awaiting the quotation for the bridge works from HCC. There is apparently more work required than originally anticipated. • The quotation from the grounds maintenance contractor for the Harrow Road roundabout has finally been received. Both that roundabout & the one at the St Swithin's junction can be re-landscaped for £6.5k. In October, minute ref 93/17, it had been agreed that work should be started if the quote for Harrow Road was close to £6,140. The quotation has therefore been accepted. • Openreach has requested a Wayleave to site ducting around the edge of the Turner's Way recreation area to provide facilities to the new M3 service station and the motel. It was agreed that this could go ahead but a payment would be required. JH & CBM to research an appropriate fee.

135/17	Date of next meeting The next meeting is scheduled for Monday 18 February 2018.
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There being no further business the meeting closed at 9.35pm

Signed.....

Date.....

		Payments - January						
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
Internet Payments								
Total Employment Costs			Total Payroll costs - January	19-Jan	4,681.21		4,681.21	BP
Hampshire CC	58065361	21/12/2017	Janitorial supplies	19-Jan	7.66	1.53	9.19	BP
Disconsulting Ltd	12214	26/12/2017	IT support - December	19-Jan	136.99	27.40	164.39	BP
BCC Ltd	26071	21/12/2017	Large bin cleaning	19-Jan	17.00	3.40	20.40	BP
Sixth Sense Marketing Ltd	84	30/12/2017	Comms & marketing service - Dec	19-Jan	399.00	79.80	478.80	BP
Stamps Direct Ltd	639948	02/01/2018	Stationery supplies	19-Jan	17.72	3.54	21.26	BP
CH Cleaning Services	714	31/12/2017	Caretaking, cleaning & windows - Dec	19-Jan	2,078.25	415.65	2,493.90	BP
Hampshire CC	58065846	08/01/2018	County supplies - hall clock	19-Jan	28.89	5.78	34.67	BP
Litho Xpress Ltd	17/10/1905	10/01/2018	Market flyers	19-Jan	420.00	-	420.00	BP
VPS Grounds Services	SMLT-007136	31/12/2017	Grounds maint & litter - Nov	19-Jan	6,146.90	1,229.38	7,376.28	BP
VPS Grounds Services	SMLT-007150	31/12/2017	Play area inspections x 3 weeks	19-Jan	300.00	60.00	360.00	BP
DMH Soutions Ltd	887	18/12/2017	Risk Assessment software	19-Jan	110.00	22.00	132.00	BP
J Hyatt		15/01/2018	Expenses	19-Jan	52.65		52.65	BP
DSD Painters & Decorators		15/01/2018	Hall, offices & corridor decorating	19-Jan	4,110.00		4,110.00	BP
Direct Debit Payments								
Milk & More	39683731	21/12/2017	Office milk - December	01-Jan	6.24		6.24	DDR
Intouch Communications	7506655	01/01/2018	Telephone & Broadband - dec	15-Jan	81.51	16.30	97.81	DDR
SSE Swalec		03/01/2018	Cycle path electricity - Dec	20-Jan	25.61	1.27	26.88	DDR
British Gas	280809215	03/01/2018	Courts & the Key electric - 3rd qtr	22-Jan	149.04	7.45	156.49	DDR
Engie	1-00034827	09/01/2018	Key Centre Gas - December	23-Jan	336.08	67.22	403.30	DDR
Veolia Ltd	8801100190	32/12/2017	Refuse collection - Dec	28-Jan	128.48	25.70	154.18	DDR
TOTAL					19,233.23	1,966.42	21,199.65	