

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Tuesday 15 April 2014 at 7.30pm**

**PRESENT**

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

**ALSO PRESENT**

District Cllr Stephen Parker	to 9pm	Hart District Council
Ouida Grant		Hart District Citizens' Advice Bureau

**Abbreviations used**

HDC	Hart District Council
HCC	Hampshire County Council
DCLG	Department for Communities and Local Government

**Public Session**

None

<b>01/14</b>	<b>Apologies for Absence</b> None as all members were present	
<b>02/14</b>	<b>Declarations of Interest</b> Cllr Emma Watmore declared an interest in private and confidential item 15/14 as it involved a personal friend.	
<b>03/14</b>	<b>Approval of the Minutes</b> The minutes of the meeting on 18 March 2014 (Nos. 149/13 – 163/13) were confirmed as an accurate record.	
<b>04/14</b>	<b>Police Report</b> Members of the local neighbourhood team were unable to attend but had sent the crime report for March which was reviewed: <ul style="list-style-type: none"> <li>• Theft of children's scooters left unattended in a front garden for 2 days.</li> <li>• 2 instances of damage to vehicles parked outside 1 property</li> </ul>	

	<p>The Clerk reported that she had asked the PCSO about instances of cars racing around the area – this is an ongoing investigation and will be reported next month. She also enquired about the children seen walking across the top of the footbridge – this too is an ongoing investigation and will be reported next month.</p>	
<b>05/14</b>	<p><b>Citizens' Advice Bureau</b>  MR welcomed Ouida Grant who outlined the new Hart Access to Advice Project. Hart CAB has been awarded BIG Lottery funding to work collaboratively with other agencies in the district to increase accessibility to advice and information. Parish councils can be involved by taking one of 10 self-help kiosks which are available free of charge. These terminals need to be housed in community buildings with a high footfall.  It was agreed that EH would be a good place for one of these kiosks but some thought would be needed to find a suitable location.  Members thanked Ouida and she left the meeting at 7.55pm.</p>	
<b>06/14</b>	<p><b>Annual Residents' Evening</b>  The Clerk reported that under the Local Elections (Ordinary day of elections in 2014) Order 2013, DCLG issued some additional guidelines in March 2014 which have only recently been passed to local authorities. These state that parishes must hold their annual parish meetings/assemblies after the elections on May 22<sup>nd</sup> (normally these have to be held between March 1 and May 31).  <ul style="list-style-type: none"> <li>It was agreed that the evening planned for 30 April should still go ahead another event will be scheduled in June or July.</li> </ul> The Clerk then highlighted the issue of the purdah period (the 6 weeks prior to an election) when councils and their officers cannot do anything which may influence an elector in their decision on polling day. This could cause problems with the residents' evening if the election is contested.  <ul style="list-style-type: none"> <li>It was agreed that in that case the evening would be very informal with no presentations or Q&amp;A sessions. All candidates for both the parish and district elections would be invited to give residents the opportunity to meet them on a one-to-one basis. The presentation for the Key Resident would still go ahead but would be presented by the Clerk.</li> </ul> </p>	
<b>07/14</b>	<p><b>Key Centre Staffing</b>  Currently the Key Centre /facilities are staffed by a daytime manager and several assistants who act as duty managers in the evenings and at weekends. To date the majority of these assistants have been aged between 16 &amp; 18 years. Concerns had been raised that as duty managers these assistants have a significant level of responsibility and there are times when they are responsible for a building in which alcohol is being served.  <b>Resolved:</b> to change the policy on employing staff for the Key Centre and other facilities. The minimum age for all staff employed after April 2014 is 18 years.</p>	

08/14	<p><b>Key Centre</b></p> <ul style="list-style-type: none"> <li>• Window Boxes: EW raised the idea of installing window boxes at the front of the Key Centre. Indications are that these should cost in the region of £500 in total. The Clerk added that the contractor had suggested floor standing troughs as the window sill design makes it difficult to fix window boxes. Members agreed that quotes should be sought.</li> <li>• Dishwasher: The dishwasher has recently been repaired but is in poor condition. It is used daily and is not performing well due to a lack of water pressure. A quotation of £1200 has been received for a replacement with additional pump and water softener. This is nearly new but comes with a 12 month warranty. This is substantially cheaper than a new machine. <b>Resolved:</b> to accept the quotation and replace the machine.</li> </ul>	<p style="text-align: center;">JH</p> <p style="text-align: center;">JH</p>
09/14	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Year End Figures: the Clerk presented for review the final income and expenditure analysis for 2013-14 and the statutory I&amp;E account and balance sheet.</li> <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>	
10/14	<p><b>Chair's Report and announcements</b></p> <p>MR gave her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• She &amp; the clerks had attended a meeting with the publisher of the proposed Fleet Guide and the Deputy Clerk of Fleet Town Council. The Guide is due to be delivered to every household in Elvetham Heath but be published exclusively for Fleet Town Council and contain information about them. We have asked that it be published in association with EHPC and contain information about the parish council and its facilities.</li> <li>• She attended the Highways &amp; Transportation Forum</li> <li>• Met with a regional manager of Hall &amp; Woodhouse about the beer tent for the fete and learned that the De Havilland is to be re-launched and renamed once a new manager has been appointed.</li> <li>• Attended HDAPTC meeting</li> </ul>	
11/14	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Attended a music event meeting with EW</li> <li>○ Took part in the interview for the market manager position.</li> </ul> </li> <li>• <b>Cllr Watmore:</b> <ul style="list-style-type: none"> <li>○ Attended 2 x music event meetings. The layout has been worked out, 1 x food concession &amp; ice cream man booked. There will be a further meeting in 3 weeks' time.</li> </ul> </li> <li>• <b>Cllr Bond:</b> <ul style="list-style-type: none"> <li>○ Attended the meeting with the representative of Greenspan about his play area ideas.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Cllr Thomas:</b> <ul style="list-style-type: none"> <li>○ Attended the meeting with the representative of Greenspan about his play area ideas.</li> </ul> </li> <li>• <b>District Cllr Parker</b> <ul style="list-style-type: none"> <li>○ Little to report as the District Council is now in the run up to the elections in May 22.</li> </ul> </li> </ul>	
<b>12/14</b>	<p><b>Clerk's Report</b> The Clerk highlighted the following:</p> <ul style="list-style-type: none"> <li>• Street light complaints continue to come in and the Clerk is meeting with the officer at Highways who is helping to sort out the problems.</li> <li>• Continue to work to get the street light reinstated after it was removed by contractors for Thames Water.</li> <li>• Have been contacted by agents for SSE who need to cross a thin strip of parish land to connect electricity for the Edenbrook development to the pylon to the rear of Chineham Close. Ultimately all the electricity cables will go underground and the pylon will eventually be removed.</li> <li>• Regrettably the fish and chip man will no longer be trading in the Key on Tuesdays.</li> </ul> <p><b>NB. At 9.20pm GB &amp; District Cllr Parker left the meeting</b></p>	
<b>13/14</b>	<p><b>Planning</b> The following applications were considered:</p> <ul style="list-style-type: none"> <li>• <b>14/00653/MAJOR</b> – North Hants Golf Club: construction of a water storage pond within the golf course. Pond shall be constructed via a balanced excavation with a capacity of 18,500m3 <b>EHPC:</b> No objection.</li> <li>• <b>14/00634/HMC</b> – 65 Marrow Meade: Proposed single storey rear extension. <b>EHPC:</b> No objection</li> <li>• <b>14/00688/HMC</b> – 4 Heckfield Drive: Loft conversion incorporating 3 velux windows on front roof slope and 7 velux windows on rear roof slope. <b>EHPC:</b> No objection but concern over too little parking provision for a 7 bed property</li> </ul> <p>The following HDC decisions were reviewed:</p> <ul style="list-style-type: none"> <li>• <b>14/00448/HMC</b> – 6 Chertsey Street <b>Proposal:</b> Proposed single storey rear extension. <b>Status:</b> Grant Permission <b>EHPC:</b> No Objection</li> <li>• <b>13/01892/COU</b> – Pale Lane Farm <b>Proposal:</b> Change of use of existing barn into part mixed B1(c) &amp; B8 use and part parking for community mini bus and pick-up truck. <b>Status:</b> Grant Permission <b>EHPC:</b> No Objection</li> </ul>	

	There were no enforcement cases to report.	
<b>14/14</b>	<p><b>Resolution to exclude the public and press</b></p> <p><b>Resolved:</b> in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude public and press for discussions re staffing matters where publicity might be prejudicial to the nature of the business.</p>	
<b>15/15</b>	<b>See separate Private and confidential minute</b>	

There being no further business the meeting closed at 9.30pm

Signed.....

Date.....



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<b>15/15</b>	<p><b>Market Manager</b></p> <p><b>Resolved:</b> to employ Mrs K Milton as market manager on a 3 month temporary basis for approximately 15 hours per month at a rate of £9 per hour.</p>	
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Signed.....

Date.....