

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 19th October 2015 at 7.30pm

PRESENT

Cllr Marilyn Robson		Elvetham Heath PC
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Michelle McDarmaid (MM)		Elvetham Heath PC
Cllr Emma Watmore (EW)		Elvetham Heath PC
Jan Hyatt (JH)	Clerk	Elvetham Heath PC

ABBREVIATIONS

EHPC	Elvetham Heath Parish Council
HDC	Hart District Council
HCC	Hampshire County Council

90/15	<p>Apologies for Absence Apologies were received from Cllr Richard Woods for work commitments & Cllr Chris Alden for personal reasons.</p>
91/15	<p>Declarations of Interest & associated dispensations None.</p>
92/15	<p>Approval of the Minutes The minutes of the meeting of 21st September 2015 (nos. 74/15-89/15) were confirmed as an accurate record and signed by the Chairman.</p> <p>The minutes and recommendations of the following committees were received and accepted:</p> <ul style="list-style-type: none"> • Planning Committee 21st September 2015: Nos. 23/15 – 28/15 • Events Committee 16th September 2015: Nos. 08/15 – 15/15 • Key Centre & Sports Facilities Committee 28th September 2015: Nos. 10/15 – 19/15
93/15	<p>Public Session None</p>
94/15	<p>Police Report Members of the local neighbourhood team were unable to attend. A written report for September had been received which highlighted the following:</p>

	<ul style="list-style-type: none"> • Driver issued a Cannabis Street Warning • 1 x driving away without paying for fuel from Morrisons • Lady who has been living in a car by the station is due back in court 20th October • 3 x incidents of ASB – 2 involving youths. <i>MR suggested speaking to new youth worker at the Church on the Heath</i> • Arson – portaloo in park and ride area
95/15	<p>Remembrance Sunday</p> <ul style="list-style-type: none"> • It was agreed to donate £50 to purchase a wreath for the remembrance ceremony • MR has been offered 4 places for EHPC at the service of remembrance – she asked members to let her know by the end of the week if they would like to attend.
96/15	<p>Regeneration of Towns & Villages</p> <p>Following the presentation District Cllr Mike Morris at the last meeting, EW had met with him & 2 HDC officers to look at options for the wildflower meadow and community orchard. She reported the following:</p> <ul style="list-style-type: none"> • The meadow will be located on the area of land in the nature reserve adjacent to the balancing pond. This is HDC land and they intend to have the work done to enable flowering in the spring/summer. • The gate at the main entrance to the reserve opposite the cycle path from St Swithin's Road will be replaced. (HDC action) • It was suggested that 2 lines of 11 fruit trees be planted either side of the same cycle path creating a vista down to the new gate. These would be heritage fruit trees and cost £565 for all 22 plus cost of planting. This work would be carried out February. There are some failed trees already there that would need to be removed. <i>MR suggested seeking sponsorship for individual trees from local organisations who may also get involved in the planting.</i> • Cllr Morris is meeting with the management at Morrisons to ask them to pay for 2 benches for the green. <p>It was agreed that the meadow and the community orchard should go ahead in the suggested locations and that sponsorship should be sought once the full cost per tree had been ascertained.</p>
97/15	<p>Committees</p> <p>MR stated her concern at the number of absences from meetings especially when no or very late apologies are given. This has been a particular problem with committee meetings resulting in some meetings being inquorate and therefore postponed. She highlighted that fact that the agenda which is circulated at least 4 days before the meeting is actually a Summons and members are bound to attend unless they have good reason to send apologies.</p> <p>Possible solutions could be:</p> <ul style="list-style-type: none"> • the dissolution of the committees and only having one long meeting per month or • combining some committees to reduce the number of meetings. <p>Resolved:</p> <ul style="list-style-type: none"> • to maintain the existing committee structure and encourage attendance. • That each committee will review its structure, meeting schedule and terms of

	reference at its next meeting. Key Centre & Sports Facilities Committee – it was agreed that CA would step down from this committee and MM would join.																																				
98/15	<p>Washroom Refurbishment</p> <p>The Key Centre & Sports Facilities Committee had recommended the acceptance of the quotation from LAN Services Ltd for the refitting of the washrooms in the Key Centre. This quotation was subject to some negotiation and had been revised to £28k. This sum exceeds the budget of £25k but the additional £3k can be moved from the building maintenance budget.</p> <p>Resolved: to accept the revised quotation from LAN Services Ltd and to make the necessary transfers between the budget heads.</p>																																				
99/15	<p>Staff Policies</p> <p>It was agreed to accept the proposed redundancy policy and add it to the staff handbook.</p>																																				
100/15	<p>Budget Process</p> <p>The Clerk explained that each committee has been asked to submit project ideas for to the Finance & Policy Committee for possible inclusion in the 2016/17 budget. It was agreed that the following could also be investigated:</p> <ul style="list-style-type: none"> • Replacement fencing at the Twyford Close play area. • Re-stringing the witch’s hat/spider’s web in the Key play area • An additional piece of equipment for Key Play area (large trampoline?) • CCTV to cover the Key play area & the layby in Area 21 • Additional leisure equipment • Replacement shrubs • New dishwasher for Key Centre 																																				
101/15	<p>Quarterly Review</p> <p>The Clerk had circulated an updated status report for review and suggested any questions be sent via email.</p>																																				
102/15	<p>Finance</p> <p>The Clerk presented the schedule of payments for October as below. These were reviewed and signed by the Chairman.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Cheque no.</th> <th style="text-align: center;">Payee</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">VAT</th> <th style="text-align: center;">Total</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01-Oct</td> <td style="text-align: center;">DDR</td> <td>Hart District Council</td> <td>Key Centre Rates 7/10</td> <td></td> <td style="text-align: right;">348.00</td> </tr> <tr> <td style="text-align: center;">05-Oct</td> <td style="text-align: center;">BP</td> <td>Intial Washroom Hygiene</td> <td>3rd quarter hygiene services</td> <td style="text-align: right;">144.60</td> <td style="text-align: right;">867.57</td> </tr> <tr> <td style="text-align: center;">19-Oct</td> <td style="text-align: center;">100373</td> <td>T Bateson</td> <td>Party refund - goodwill</td> <td></td> <td style="text-align: right;">20.00</td> </tr> <tr> <td style="text-align: center;">20-Oct</td> <td style="text-align: center;">BP</td> <td>Staff</td> <td>Oct payroll</td> <td></td> <td style="text-align: right;">5,568.92</td> </tr> </tbody> </table>	Date	Cheque no.	Payee	Description	VAT	Total					£	£	01-Oct	DDR	Hart District Council	Key Centre Rates 7/10		348.00	05-Oct	BP	Intial Washroom Hygiene	3rd quarter hygiene services	144.60	867.57	19-Oct	100373	T Bateson	Party refund - goodwill		20.00	20-Oct	BP	Staff	Oct payroll		5,568.92
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20-Oct	BP	Unison	SMS contributions re Oct payroll		17.25
20-Oct	BP	Lotus Landscapes Ltd	monthly maintenance - Sept	1,229.38	7,376.28
20-Oct	BP	Hampshire CC	cleaning products	37.89	227.32
20-Oct	BP	Primavera Cleaning Services	Cleaning - Sept		1,552.50
20-Oct	BP	Aroma Janitorial	Cleaning materials	11.15	66.91
20-Oct	BP	Richard Thorpe Fire	Annual fire extinguisher service	11.80	70.80
20-Oct	BP	MDS Leisure	PIPA inspection & new fan blower	66.23	397.38
20-Oct	BP	SSE	Cycle path electric	1.26	26.66
20-Oct	BP	W E Hyatt	Duty Manager cover - Sept-Oct		213.50
20-Oct	BP	Lyreco UK Ltd	Stationery	6.43	38.58
20-Oct	BP	Cryle Trading Ltd	Telephone & broadband - Sept	9.82	58.90
20-Oct	BP	HCC	Stationery	4.97	29.82
20-Oct	BP	Wynn Creative	Market logo work		280.00
20-Oct	BP	Garden Creations	Garden services 1 Oct		35.50
20-Oct	BP	St Johns Ambulance	First aid cover for concert	24.64	147.84
20-Oct	BP	Big Little Magazine Co	Market Advert in EHD/Fleet life	5.00	30.00
21-Oct	DDR	British Gas	Tennis court/The Key electric -2nd qtr	4.09	85.90
22-Oct	DDR	British Gas	Centre gas - September	6.82	143.40
28-Oct	DDR	Veolia environmental	Refuse collection - Sept & annual	35.66	213.97
31-Oct	BP	Hampshire Pension Fund	Contributions re Sept payroll		483.23
31-Oct	BP	HMRC	Tax & NI September		998.24
				1,599.74	19,298.47
103/15	<p>Chairman's Report</p> <p>MR reported that she and the Clerk had been asked to meet 2 representatives of the buses for Hart campaign – District Cllr Jenny Radley & Mrs Sarah Horton.</p> <p>With concern over future funding from HCC, they were seeking views and hoping to secure funding from EHPC for the Fleet Link bus. Currently they are no registered users of this bus service. MR & JH had told the representatives that funding for a regular local 'hopper' style bus would probably have more support here.</p> <p>It had been agreed that this would be discussed at the next council meeting in November.</p>				
104/15	<p>Councillor Reports</p> <ul style="list-style-type: none"> ● Cllr Watmore <ul style="list-style-type: none"> ○ Confirmed that the WI would provide gluhwein for the Carols in the Key ○ Allotment car park is still covered in weeds. ● Cllr Brown <ul style="list-style-type: none"> ○ Nothing to report ● Cllr McDarmaid <ul style="list-style-type: none"> ○ Nothing to report 				

	<ul style="list-style-type: none"> • Cllr Bond <ul style="list-style-type: none"> ○ Nothing to report
105/15	<p>Clerk's Report</p> <p>The Clerk had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> • The rebranded market had been a huge success and more stalls are booked in for November and December • Yodel vans continue to cause problems for the residents of the Kingsley Square area. • A local resident is keen for a cricket team to be established on the Heath which could play on the green. <i>It was thought that the Turner's Way pitch would be more suitable.</i>
106/15	<p>Date of next meeting</p> <p>The next meeting will be held on Monday 16th November at 7.30pm.</p>

There being no further business the meeting closed at 9.20pm

Signed.....

Date.....