

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 15th February 2016 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 Michelle McDarmaid (MM)		Elvetham Heath PC
Cllr Emma Watmore (EW)		Elvetham Heath PC
Jan Hyatt (JH)	Clerk	Elvetham Heath PC

Also Present

2 x Members of the public	to 7.45pm	
Cllr Sharyn Wheale	from 7.55pm	Hampshire County Council

155/15	<p>Apologies for Absence Apologies had been received from Cllr Richard Woods (RW) who had work commitments. Cllr Chris Alden was absent.</p>
156/15	<p>Declarations of Interest & associated dispensations None.</p>
157/15	<p>Approval of the Minutes The minutes of the meeting of 18th January 2016 (nos.144/15-154/15)) 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 January 2016: Nos. 52/15 – 57/15
158/15	<p>Public Session 2 x members of public raised the issue of potholes on the unadopted part of Elvetham Heath Way. There is now one dangerous one on the driving line near the junction with Turbary Road. MR updated them on the adoption process – Persimmon will attend to these and all snagging issues once Hampshire CC are close to accepting the culverts. It is hoped that work will be completed over the summer. The Clerk will pass on the details of the large pothole to Persimmon’s contractor.</p> <p>2 x members of public left meeting at 7.45pm</p>

<p>159/15</p>	<p>Police Report Members of the local neighbourhood team were unable to attend. A written report for January had been received which highlighted the following:</p> <ul style="list-style-type: none"> • 2 x bicycle thefts – one of 4 bikes from locked garage & one from rear garden • 1 x attempted motorbike theft from rear garden • Theft of gas bottles from Morrisons petrol station • Criminal damage – 7 cars had tyres slashed probably on same night • 1 x instance of graffiti on garden fence • 2 x complaints of anti-social behaviour – loud music from cars in Morrisons car park & youths sitting under footbridge – noise & suspected cannabis use.
<p>160/15</p>	<p>Staffing Review The Clerk confirmed that the initial consultation with the staff had been completed with very few comments and none that changed the proposed new structure.</p> <p>NB. At 7.55pm Cllr S Wheale entered the meeting.</p>
<p>161/15</p>	<p>Tree Surgery A full tree survey had been carried out which recommended works on health & safety grounds (required within the next 12 months) & good management grounds.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To carry out all health & safety tree works before 31 March 2016 accepting quotation from Lotus Landscapes Ltd of £6,343 • To transfer the funds from the grounds maintenance budget to cover the cost
<p>162/15</p>	<p>Turner’s Way Car Park The line marking in the car park has faded and is causing some safety concerns particularly for the school. Quotations were sought to repaint the lines – 2 were received from Lotus Landscapes and a verbal quotation from Pegasus Building both for £1,000.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To accept the quotation of Lotus Landscapes Ltd to repaint the car park at a cost of £1,000. Work to be carried out in half term to minimise disruption • To transfer the funds from the allotment maintenance budget to cover the cost
<p>163/15</p>	<p>Revaluation of Assets It is 5 years since the buildings were valued for insurance purposes and the council is at risk of being underinsured. The internal auditor has recommended a five yearly review.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To engage the services of Cunningham Lindsey Valuation Services to carry out a buildings valuation survey as soon as possible at a cost of £900.
<p>164/15</p>	<p>Mounts Way Play Area The wooden multi-play unit in the play area is in need of replacing. The metal unit from the old Key play area was stored for this purpose. The installation company who are storing the piece of equipment has provided quotations to replace the item and either patch repair the surface or resurface the whole play area.</p>

	<p>The work has been budgeted in the 2016/17 budget and will be scheduled at the start of the financial year to prevent an additional storage charge.</p> <p>Resolved:</p> <ul style="list-style-type: none"> To dispose of the old multi-play unit and replace with the stored unit. To accept the quotation from Playsafe Playgrounds Ltd to include resurfacing of the whole play area at a cost of £6,900. 																																				
165/15	<p>Fixed Asset Review</p> <p>The Clerk presented the updated fixed asset register for review.</p> <p>Resolved: to accept the updated register.</p>																																				
166/15	<p>Corporate Governance</p> <ul style="list-style-type: none"> Review of the effectiveness of internal audit and controls: the clerk had previously circulated a document which was reviewed. <p>Resolved: to accept the report outlining the standards and effectiveness of the internal audit and agreed to retain the services of IAC Ltd.</p> <ul style="list-style-type: none"> Risk Assessment: The updated risk register was presented to the council for review <p>Resolved: to accept the revised risk assessment.</p>																																				
167/15	<p>External Audit Procurement</p> <p>The Clerk explained that the Audit Commission which had been responsible for local council external audit had been abolished in 2015 and existing contracts with audit providers (currently BDO) will expire in 2017. From then councils are free to choose their own external audit providers but the checks and evidence required to do so make this a difficult and time-consuming task. A sector-led body (SAAA Ltd) has been established to appoint external auditors for parish and town councils. In the near future councils will be asked whether or not they wish to opt-in to the contract set up by the SAAA.</p> <p>Resolved: to opt-in unless there are significant changes in the arrangements currently proposed.</p>																																				
168/15	<p>Finance</p> <p>The Clerk presented the schedule of payments for February as below. These were reviewed and signed.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Chq no.</th> <th>Payee</th> <th>Description</th> <th>VAT</th> <th>Total</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£</td> <td>£</td> </tr> </thead> <tbody> <tr> <td>02-Feb</td> <td>BP</td> <td>Little Monsters</td> <td>Deposit for fete attractions</td> <td>100.00</td> <td>600.00</td> </tr> <tr> <td>19-Feb</td> <td>BP</td> <td>SE Water</td> <td>allotment water to 29 Jan 2016</td> <td></td> <td>277.65</td> </tr> <tr> <td>19-Feb</td> <td>BP</td> <td>Admin/Clerks</td> <td>Feb Payroll</td> <td></td> <td>2,663.33</td> </tr> <tr> <td>19-Feb</td> <td>BP</td> <td>Facilities staff</td> <td>Feb Payroll</td> <td></td> <td>2,838.78</td> </tr> </tbody> </table>	Date	Chq no.	Payee	Description	VAT	Total					£	£	02-Feb	BP	Little Monsters	Deposit for fete attractions	100.00	600.00	19-Feb	BP	SE Water	allotment water to 29 Jan 2016		277.65	19-Feb	BP	Admin/Clerks	Feb Payroll		2,663.33	19-Feb	BP	Facilities staff	Feb Payroll		2,838.78
Date	Chq no.	Payee	Description	VAT	Total																																
				£	£																																
02-Feb	BP	Little Monsters	Deposit for fete attractions	100.00	600.00																																
19-Feb	BP	SE Water	allotment water to 29 Jan 2016		277.65																																
19-Feb	BP	Admin/Clerks	Feb Payroll		2,663.33																																
19-Feb	BP	Facilities staff	Feb Payroll		2,838.78																																

19-Feb	BP	Unison	SMS contributions re Feb payroll		17.25
19-Feb	BP	Hart district council	dog warden services to 31/12/15	80.60	483.60
19-Feb	BP	Npower Ltd	Electric (centre) Qtr 3	187.50	1,124.99
19-Feb	BP	Crystal Leisure Event hire	Soft play equipt for fete	23.33	140.00
19-Feb	BP	Primavera Cleaning Services	Cleaning - Jan		1,570.00
19-Feb	BP	HCC - County Supplies	cleaning supplies	29.57	177.40
19-Feb	BP	HCC - County Supplies	stationery	1.45	8.70
19-Feb	BP	Lyreco Ltd	stationery	7.83	46.98
19-Feb	BP	Silkiskills (E Graham)	Annual website hosting		90.00
19-Feb	BP	Big Little Magazine co	Mkt listing - December	5.00	30.00
19-Feb	BP	Lincat Ltd	Parts for water boiler	10.14	60.84
19-Feb	BP	WC Baker & Son	Hardware	7.46	44.77
19-Feb	BP	Lotus Landscapes Ltd	monthly maintenance - Jan	1,229.38	7,376.28
19-Feb	BP	Cryle Trading Ltd	Telephone & broadband - Jan	16.00	96.02
19-Feb	DDR	SSE Swalec	Cycle Path electric - January	1.22	25.77
19-Feb	BP	Tek Solutions Ltd	IT backup and support April -Nov 2015	96.00	576.00
29-Feb	DDR	Veolia environmental	Refuse collection - Jan	25.38	152.27
29-Feb	BP	Hampshire Pension Fund	Contributions re Feb payroll		483.23
29-Feb	BP	HMRC	Tax & NI February		939.84
				1,820.86	19,823.70

169/15

Chairman's Report

MR highlighted the following:

- Attended a follow-up road adoption meeting with the Clerk. There was some progress with Persimmon agreeing to pay HCC to carry out the final work required to accept the culverts. Once underway, the snagging list will be updated and the remedial work will start.
- Met with the organisers of the Fleet Lions Motorbike Rally which will take place on 2 May. They will use the Key Centre car park and the Heath Room.
- It looks as though the Rotary Club will not set up a regular car boot sale in the Key. Official confirmation of this decision is awaited.
- The Scout Leader is organising the St George's Day parade which will take place on the Heath leading to the Church.
- Been invited to a service for the Queen's 90th birthday at Winchester Cathedral
-

170/15

Councillor Reports

- **Cllr Brown**
 - Liaising with coach of netball clubs over the grant application for resurfacing the courts.
- **Cllr McDarmaid**
 - Nothing to report.

	<ul style="list-style-type: none"> • Cllr Watmore <ul style="list-style-type: none"> ○ Disappointed to learn that HDC Countryside Services has had all budgets frozen so the wild flower meadow and orchard will not go ahead. • Cllr Bond <ul style="list-style-type: none"> ○ Nothing to report • County Councillor Wheale <ul style="list-style-type: none"> ○ Potholes – sent photographs through to Persimmon’s contractor ○ Road adoptions: Kier areas – there are a few very minor snagging items outstanding but adoption is expected next month. ○ There is to be a further consultation on household waste sites. It is important as many people respond as possible ○ MR asked about the £3k that HCC used to have to pay HDC to carry out verge maintenance but do not want to pass onto EHPC now that responsibility for the work as transferred. SW promised to look into this and report back.
171/15	<p>Clerk’s Report</p> <p>The Clerk had circulated her report and highlighted the main issue that the turning circle at the park and ride has become a major problem over recent weeks:</p> <ul style="list-style-type: none"> • Overnight parking area for large lorries • Fly-tipping – currently dealing with asbestos. Removal likely to cost £300+ • Anti-social behaviour with youngsters in cars • Litter <p>The land is owned by Persimmon. EHPC manages car park and wooded area but this arrangement does not appear to include the turning circle area. Clerk is currently trying to contact someone at Persimmon.</p>
172/15	<p>Date of next meeting</p> <p>The next meeting is scheduled for Monday 21 March 2016.</p>

There being no further business the meeting closed at 9.00pm

Signed.....

Date.....