

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 18th April 2016 at 7.50pm

PRESENT

Cllr Marilyn Robson (MR)		Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr Chris Alden (CA)		Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Michelle McDarmaid (MM)		Elvetham Heath PC
Cllr Emma Watmore (EW)		Elvetham Heath PC
Cllr Richard Woods (RW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

2 x PCSO	to 8.05pm	Hampshire Police
Cllr Steve Forster (SF)	from 8.23pm	Hart District Council (HDC)
Cllr John Bennison		Hampshire County Council (HCC)

01/16	Apologies for Absence No apologies had been received as all members were present.
02/16	Declarations of Interest & associated dispensations Cllr George Brown declared an interest in the receipt of the Key Centre & Sports Facilities Committee minutes as his daughter plays for one of the netball teams.
03/16	Approval of the Minutes The minutes of the meeting of 21 st March 2016 (nos.173/15-186/15) 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– 21st March 2016: Nos. 65/15 – 69/15
04/16	Public Session None.
05/16	Police Report 2 PCSOs from the local neighbourhood team reported the following for March/April stating it had been a quiet month: <ul style="list-style-type: none"> • 1 x road traffic accident near the island opposite Winta Drive

	<ul style="list-style-type: none"> • 1 x attempted car theft in Turbary Road • 2 x complaints of anti-social behaviour – youths in Turbary Road attempting to light a fire & noise from a house party in Upper Mount Street. <p>NB. At 8.05pm the 2 PCSOs left the meeting.</p>																								
06/16	<p>Fences</p> <p>Although the policy had not been drafted, it was agreed to adopt a policy regarding the wooden knee-rail and 2-bar fences around the Heath:</p> <ul style="list-style-type: none"> • Fences were put up by the developer to act as boundaries whilst hedges matured • Where broken or rotten, fences will not be replaced • Where possible fences will be mended • If residents would like the fences to remain, they may apply to the council for permission to repair or replace like for like. 																								
07/16	<p>Office Computers</p> <p>JH had circulated a proposal to move the office IT to a cloud-based system. Other options had been considered to enable more flexible working & file sharing but these appeared to be far too costly. The system offered by Microshade VSM hosts the parish council specific software and appears to suit the council's needs.</p> <p>JH had circulated the quotation which put forward 2 options – a 5 year contract with break clauses or a 3 year contract without. The cost would be around £100 per month with either a £500 or £300 set-up fee. This includes off-site backup & maintenance currently costing £40 per month.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • To go ahead with the 3 year contract but try to negotiate a get-out clause. • To purchase the RBS bookings software as per minute 22/14 																								
08/16	<p>HCC Consultations</p> <p>There are currently 2 consultations requiring comment:</p> <ul style="list-style-type: none"> • Household Recycling Centres – due 25 May • Family Support Service (replacing Children's Centres) – 3 May <p>Resolved: not to respond as a council but members to respond individually.</p> <p>NB. At 8.23pm Cllr Steve Forster (HDC) entered the meeting</p>																								
09/16	<p>Finance</p> <p>The Clerk presented the schedule of payments for April as below. These were reviewed and signed.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Cheque 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>01-Apr</td> <td>DDR</td> <td>Hart District Council</td> <td>Key Centre Rates 1/10</td> <td></td> <td>354.45</td> </tr> <tr> <td>02-Apr</td> <td>BP</td> <td>Initial Washrooms Ltd</td> <td>Qtr 1 hygiene services</td> <td>159.48</td> <td>956.88</td> </tr> </tbody> </table>	Date	Cheque no.	Payee	Description	VAT	Total					£	£	01-Apr	DDR	Hart District Council	Key Centre Rates 1/10		354.45	02-Apr	BP	Initial Washrooms Ltd	Qtr 1 hygiene services	159.48	956.88
Date	Cheque no.	Payee	Description	VAT	Total																				
				£	£																				
01-Apr	DDR	Hart District Council	Key Centre Rates 1/10		354.45																				
02-Apr	BP	Initial Washrooms Ltd	Qtr 1 hygiene services	159.48	956.88																				

07-Apr	BP	Came & Co	Annual insurance		6,847.79
07-Apr	BP	J Hyatt	Expenses:office furniture & licence renew	87.88	599.24
12-Apr	DDR	British Gas	courts & Key electricity	14.96	314.21
20-Apr	BP	RBS Software Ltd	Finance Package support contract	67.60	405.60
20-Apr	BP	Staff	Payroll - April		8,630.87
20-Apr	BP	Unison	SMS contributions re April payroll		17.25
20-Apr	BP	Network Security	Key Centre Alarm maintenance contract	84.16	504.97
20-Apr	BP	Primavera Cleaning	March Cleaning		1,482.50
20-Apr	BP	Lotus Landscapes Ltd	Monthly maintenance - March	1,229.38	7,376.28
20-Apr	BP	Lotus Landscapes Ltd	H&S tree works - March	1,355.60	8,133.60
20-Apr	BP	W C Baker & Son	March hardware purchases	1.58	9.45
20-Apr	BP	Lyreco UK Ltd	Printer ink cartridges	33.14	198.86
20-Apr	BP	HALC	HR service subscription 2016-17	30.00	180.00
20-Apr	BP	HALC	Annual affiliation fees HALC & NALC		746.00
20-Apr	DDR	Hart District Council	Dog warden service Jan-Mar	19.50	117.00
20-Apr	BP	Cryle Trading Ltd	Telephone & broadband - March	13.87	83.24
20-Apr	BP	SME Invoice Ltd	source supplies - cleaning products	14.17	85.02
20-Apr	BP	SSE Swalec	Electricity cycle paths - March	1.26	26.66
28-Apr	DDR	Veolia environmental	Refuse collection - March	31.61	189.68
30-Apr	BP	Hampshire Pension Fund	Contributions re April payroll		767.67
30-Apr	BP	HMRC	Tax & NI April		3,331.21
				3,144.19	41,358.43

10/16

Chairman's Report

MR highlighted the following:

- She had attended the Children's Centre/Family Support Service drop-in event
- She attended the Fleet Town Council residents' meeting
- Attended HDAPTC meeting

11/16

Councillor Reports

- **Cllr Bond**
 - Nothing to report.
- **Cllr Alden**
 - Nothing to report.
- **Cllr Woods**
 - Nothing to report but checked whether he could put up the bunting for the fete on the Thursday prior to the event.
- **Cllr McDarmaid**
 - Nothing to report.
- **Cllr Brown**

	<ul style="list-style-type: none"> ○ 3 meetings with Hart Windows regarding the replacement of doors and windows in the Key Centre. ○ Suggested holding another Key Centre & Sports Facilities Committee – <i>arranged for Monday 9th May</i> ● Cllr Watmore <ul style="list-style-type: none"> ○ Attended the Children’s centre/Family Support Service drop-in session ● District Councillor Forster <ul style="list-style-type: none"> ○ New car park charges in Fleet have come into force and charges area reduced ○ Elvetham Road/Reading Road North speed enforcement will continue for 4-5 more months ○ Hitches Lane roadworks are due to be completed by the end of May. ● County Councillor Bennison <ul style="list-style-type: none"> ○ The county is looking at ways to decrease the costs of the recycling centres hence the consultation. ○ Previous cuts in hours that the tips are open have not seen a corresponding increase in fly-tipping. JH asked whether this was only true on HCC land as the parish has seen an increase. SF stated that HDC are seeking recompense from HCC for increased fly-tipping.
<p>12/16</p>	<p>Clerk’s Report The Clerk had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> ● There is an issue with the roots of the tree to the side of the Key Centre. Suggestions (and quotations) about how to deal with this have been sought but it seems the only answer is to remove the tree. <i>JH to organise the removal and seek quotations for installation of a flag pole.</i> ● Following the delivery of the newsletter we have received an offer to sponsor 10 trees from a local company and several other offers from individuals. ● We have received a complaint from a resident whose child escaped from the toddler play area. She is concerned about safety. A response will be sent soon but essentially the play area has been constructed to current regulations and best practice but a child remains the responsibility of the parent/guardian.
<p>13/16</p>	<p>Date of next meeting The next meeting is scheduled for Monday 16 May 2016.</p>

There being no further business the meeting closed at 8.52pm

Signed.....

Date.....