

**Minutes of the Annual Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 16<sup>th</sup> May 2016 at 7.30pm**

**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**

PC Dan Lehec	to 7.55pm	Hampshire Police
PCSO Alex Jones	to 7.55pm	Hampshire Police
Cllr Sara Kinnell (SK)	to 7.55pm	Hart District Council (HDC)

<b>14/16</b>	<p><b>Election of the Chairman</b>  Cllr Brown proposed that Cllr Robson be elected chairman of the council. The proposal was seconded and all were in favour. Cllr Robson accepted that nomination and was duly elected.  Cllr Robson signed her declaration of acceptance of office which was witnessed by the Executive Officer and she proceeded to chair the meeting.</p>
<b>15/16</b>	<p><b>Election of Vice-Chairman</b>  Cllr Robson proposed that Cllr Bond be re-elected to the position of vice-chairman. Cllr Woods seconded the proposal and all were in favour. Cllr Bond accepted the nomination and was duly elected.  Cllr Bond signed her declaration of acceptance of office which was witnessed by the Executive Officer.</p>
<b>16/16</b>	<p><b>Apologies for Absence</b>  None as all members were present</p>
<b>17/16</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>  None.</p>
<b>18/16</b>	<p><b>Approval of the Minutes</b>  The minutes of the meeting of 18<sup>th</sup> April 2016 (nos.01/16-13/16) 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"> <li>• Events committee – 13<sup>th</sup> April: Nos. 01/16 – 09/16</li> <li>• Planning Committee– 18<sup>th</sup> April 2016: Nos. 01/16 – 07/16</li> <li>• Finance &amp; Policy Committee – 28<sup>th</sup> April: Nos. 01/16 – 08/16</li> <li>• Key Centre &amp; Sports Facilities Committee – 9<sup>th</sup> May: Nos. 01/16 – 06/16</li> </ul>
<b>19/16</b>	<p><b>Public Session</b> None.</p>
<b>20/16</b>	<p><b>Police Report</b> PC Lehec reported the following for April/May:</p> <ul style="list-style-type: none"> <li>• 2 x road traffic accident near the island opposite Winta Drive (one reported in April)</li> <li>• 1 x motorcycle theft in Ramsdell Road</li> <li>• 1 x purse theft from customer in Morrisons.</li> <li>• 6 x incidents of ASB – 5 involving youths</li> <li>• 2 x incidents of drink driving</li> <li>• Incident in the play area at the Key</li> <li>• Issues with 3 local people with mental health problems</li> </ul> <p>MR reported that some young girls had been seen throwing eggs at the cows on the nature reserve.</p> <p><b>NB. At 7.55pm the Police representatives &amp; District Cllr S Kinnell left the meeting.</b></p>
<b>21/16</b>	<p><b>Council Meetings</b> It was agreed to continue to hold council meetings on the third Monday of each month.</p> <p>JH will issue a new diary of meetings.</p>
<b>22/16</b>	<p><b>Committees</b> It was agreed to dissolve all committees except the Staffing Committee and Planning Committee. Working parties will be set up as required for specific projects or events. The remaining committees were appointed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Planning</b> <ul style="list-style-type: none"> <li>○ Cllr Bond – Chairman</li> <li>○ Cllr Robson</li> <li>○ Cllr Brown</li> <li>○ Cllr McDarmaid</li> </ul> </li> <li>• <b>Staffing</b> <ul style="list-style-type: none"> <li>○ Cllr Woods – Chairman</li> <li>○ Cllr Robson</li> <li>○ Cllr Bond</li> <li>○ Cllr McDarmaid</li> </ul> </li> </ul> <p>The terms of reference for each committee had been circulated prior to the meeting and were agreed.</p>

	The Planning Committee will meet prior to full council each month and date of the annual staffing committee will be confirmed.
<b>23/16</b>	<p><b>To review &amp; confirm delegation arrangements to committees &amp; staff</b></p> <ul style="list-style-type: none"> <li>• The delegated powers for each committee are outlined in the terms of reference agreed in 22/16 above.</li> <li>• The delegated authority for the Executive Officer was reviewed and adopted in line with the circulated document</li> </ul>
<b>24/16</b>	<p><b>Governance Documents</b></p> <p>It was agreed to adopt the following documents:</p> <ul style="list-style-type: none"> <li>• Standing Orders 2016 – amended for changes in procurement arrangements</li> <li>• Financial Regulations 2016 – amended to reflect the Public Contracts Regulations 2015.</li> <li>• Risk Register – as amended February 2016</li> </ul>
<b>25/16</b>	<p><b>Representation on outside bodies</b></p> <p>Representatives were appointed to outside bodies as follows:</p> <ul style="list-style-type: none"> <li>• Hart District Assoc. of Town &amp; Parish Councils – Cllr Robson</li> </ul>
<b>26/16</b>	<p><b>Inventory of Land &amp; Assets</b></p> <p>The Executive Officer had circulated an inventory of land and buildings and the fixed asset register as at 1 April 2016. These were reviewed and approved.</p> <p>This register would be updated during the year in time for year end in March 2017.</p>
<b>27/16</b>	<p><b>Insurance</b></p> <p>The insurance cover with Aviva via Came &amp; Company was reviewed and confirmed</p>
<b>28/16</b>	<p><b>Subscriptions</b></p> <p>The following subscriptions were reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Hampshire Assoc. of Local Councils - £529</li> <li>• National Assoc of Local Councils - £217</li> <li>• Society of Local Council Clerks - £167</li> <li>• Chartered Institute of Management Accountants - £ 264</li> <li>• Get Mapping (Parish Online) - £70</li> <li>• LCPD People HR Service (HALC) - £150</li> </ul>
<b>29/16</b>	<p><b>Budget</b></p> <p>The revised budget was reviewed and accepted.</p>
<b>30/16</b>	<p><b>Finance – Year End</b></p> <ul style="list-style-type: none"> <li>• The statutory accounts for the year ended 31 March 2016 were reviewed and approved. They were duly signed by the chairman.</li> <li>• The Annual Governance Statement – Part 1 of the Annual Return was reviewed and</li> </ul>

	<p>approved.</p> <ul style="list-style-type: none"> <li>• The Accounting Statement – Part 2 of the Annual Return was also reviewed and approved. Both sections were duly signed by the chairman</li> <li>• The internal audit report was reviewed. It was agreed to accept the recommendations of the Finance &amp; Policy committee and respond accordingly.</li> </ul>
31/16	<p><b>Banking Arrangements &amp; Short-Term Investments</b></p> <ul style="list-style-type: none"> <li>• <b>Banking:</b> The council had previously agreed to the opening of an account with Unity Trust Bank. This had not happened as the account on offer had changed. The Executive Officer had hoped to now go ahead but the account has been changed for a second time with charges which make the account unattractive for councils with a turnover over £100k. <b>Resolved:</b> not to open an account with Unity Trust Bank</li> <li>• <b>Short Term Investment:</b> Changes to the Practitioners' Guide from April 1 2017, have enabled deposits with the Public Sector Deposit Fund (PSDF) to be treated as cash. Previously the Finance &amp; Policy Committee had recommended investing in the PSDF but was alerted to the issues by the internal auditor. The council agreed that the fund fulfilled the requirements of the new Practitioners' Guide and that the sum to be invested would not be subject to unreasonable risk. <b>Resolved:</b> to invest £300,000 of S106 funds in the Public Sector Deposit Fund</li> </ul>
32/16	<p><b>IT &amp; Telephone Systems</b></p> <ul style="list-style-type: none"> <li>• <b>Telephones:</b> a quotation had been received from a local company for a VOIP telephone system to replace the existing which would enable greater flexibility within the office. The quotation from Intouch Communications just exceeds the limit of the Executive Officer's delegated authority. <b>Resolved:</b> to accept the quotation from Intouch Communications for the installation of a new telephone system at a cost of £576.</li> <li>• <b>IT Solutions:</b> at the April meeting it was agreed to go ahead with the cloud based system. However, a more cost effective and flexible system has now been found and has been recommended by a neighbouring council. This involves a larger up-front cost to purchase and install a server but the ongoing costs are lower. <b>Resolved:</b> to accept the quotation from DISConsulting for an IT system and a 3 year maintenance contract.</li> </ul>
33/16	<p><b>Staff Payment</b></p> <p>The Facilities Manager's role has become redundant following the staffing review and he is leaving on June 10 2016. The overall terms of the redundancy had been agreed previously and the Executive Officer presented the final redundancy payment.</p> <p><b>Resolved:</b> to approve the redundancy payment.</p>
34/16	<p><b>Finance</b></p> <p>The Clerk presented the schedule of payments for May as below. These were reviewed and signed.</p>

Date	Ref	Payee	Description	VAT	Total
				£	£
01-May	DDR	Hart District Council	Key Centre Rates 2/10		351.00
17-May	DDR	Information Commissioner	Annual registration - data protection		35.00
19-May	BP	Unison	SMS contributions re May payroll		17.25
19-May	BP	J Hyatt	Expenses re training		39.50
19-May	BP	S Burns	Expenses re annual residents' eve		94.90
19-May	BP	Staff	Payroll - May		6,206.17
19-May	DDR	Hampshire County Council	Stationery	4.62	27.75
19-May	DDR	Hampshire County Council	janitorial supplies	19.56	117.34
19-May	DDR	IAC Ltd	Internal Audit	69.00	414.00
19-May	BP	Richard Thorpe Fire Services	Extinguisher maintenance	6.00	36.00
19-May	BP	LithoXpress Ltd	Newsletter printing		238.00
19-May	BP	Banner Supplies Team Ltd	Printer cartridges	39.17	234.99
19-May	BP	WC Baker & Son	Hardware	1.90	11.39
19-May	BP	Lotus Landscapes Ltd	Monthly maintenance - April	1,229.38	7,376.28
19-May	BP	HALC	Community Orchard handbook		9.00
19-May	BP	HALC	Training course (Clerk)	4.00	24.00
19-May	BP	Cryle Trading Ltd	Telephone & broadband - April	14.82	88.94
19-May	BP	Primavera Cleaning Services	Cleaning service - April		1,500.00
19-May	BP	RBS Software	balance on account for finance package	1.40	8.40
19-May	BP	999 Locks	Callout to Village Entrance door	14.00	84.00
19-May	BP	Warrens Office Ltd	office equipment - paper trimmer	9.40	56.40
19-May	BP	Nelson Dishwashing	Detergent	10.40	62.40
19-May	BP	PRS Ltd	PRS licence to 31 March 2017	118.23	709.39
19-May	BP	True Sound Hire Ltd	Deposit for concert staging		250.00
19-May	BP	Adabe Engraving Services	Cllr Badges		6.00
21-May	DDR	SSE Swalec	Cycle path electric	1.27	26.88
23-May	DDR	Engie Gas Ltd	Centre gas - April	94.37	566.23
27-May	BP	K Milton	Expenses re market		11.34
28-May	DDR	Veolia environmental	Refuse collection - April	28.48	170.89
31-May	BP	Little Monsters Event Hire	Balance for fete attractions	250.00	1,500.00
31-May	BP	all Events Marquees	Balance for fete	135.93	815.58
41060	BP	Npower Ltd	KC Electric Qtr 4 2015/16	252.32	1,513.92
41060	BP	Hampshire Pension Fund	Contributions re May payroll		518.54
41060	BP	HMRC	Tax & NI May		935.19

35/16	<p><b>Chairman's Report</b></p> <p>MR highlighted the following:</p> <ul style="list-style-type: none"> <li>• She had attended the local community events – the Mayday walk, Classic motorbike Rally &amp; the car boot sale.</li> <li>• Has had dialogue with a lady in Chawton Close who wants a fence repaired contrary to council policy.</li> <li>• Correspondence with a resident about an incident at the Key play area</li> <li>• The new post boxes should be installed very soon – the one in Mounts Way is due to be installed 17 May.</li> </ul>
36/16	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Nothing to report.</li> </ul> </li> <li>• <b>Cllr Alden</b> <ul style="list-style-type: none"> <li>○ Nothing to report.</li> </ul> </li> <li>• <b>Cllr Woods</b> <ul style="list-style-type: none"> <li>○ Have investigated how to set up a post office – only allowed within retail units.</li> <li>○ Would like to set up working party to look into potential large projects –GB, EW &amp; CA happy to join.</li> </ul> </li> <li>• <b>Cllr McDarmaid</b> <ul style="list-style-type: none"> <li>○ Nothing to report.</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• <b>Cllr Watmore</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>• <b>District Councillor Kinnell (before left meeting)</b> <ul style="list-style-type: none"> <li>○ Have received 2 further complaints about the smell from the sewage works. Although it is not as bad as it used to be, she is trying to take this forward. Encourage any complainants to contact Environmental Health and copy her into any correspondence.</li> </ul> </li> </ul>
37/16	<p><b>Clerk's Report</b></p> <p>The Clerk reported the following:</p> <ul style="list-style-type: none"> <li>• Staffing: <ul style="list-style-type: none"> <li>○ The new Customer Services Officer will start on June 1</li> <li>○ No applicants from the recent advertisements for duty caretaker roles.</li> <li>○ One person was very interested in Maintenance/duty caretaker role and would have been ideal but has now decided to move away. He could fill role temporarily. <i>Agreed to employ him as temp to be formally agreed next meeting.</i></li> </ul> </li> <li>• Allotments: the management of the allotments is being handed over to the Services Manager &amp; will be more closely monitored. Both staff members carried out a quarterly check which has resulted in 3 letters giving notice of eviction. One plot holder has claimed additional land and acting beyond her contract – as yet no decision how to deal with this.</li> <li>• Hawkley Way: Taylor Wimpey is keen for the parish council to take over the open space in Hawkley Way, the wildlife protection wood and badger runs. First inspection resulted in our requiring some maintenance work. Now an issue of local resident appearing to be trying to claim the open space. Taylor Wimpey is addressing this issue and then we will consider the adoption.</li> <li>• Mounts Way Play Area: the piece of equipment saved from the Key is currently</li> </ul>

	being installed in this play area replacing the old wooden multi-play unit which was showing signs of wear and starting to rot.
<b>38/16</b>	<b>Date of next meeting</b> The next meeting is scheduled for Monday 20 June 2016.

There being no further business the meeting closed at 9.44pm

Signed.....

Date.....