

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 18<sup>th</sup> July 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 McDermid (MM)		Elvetham Heath PC
Cllr Chris Alden (CA)		Elvetham Heath PC
Cllr Emma Watmore (EW)	from 7.45pm	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

**Also Present**

Cllr Steve Forster (SF)	Hart District Council (HDC)
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<b>54/16</b>	<b>Apologies for Absence</b> Apologies had been received from Cllr Richard Woods. District Cllrs Forster & Kinnell & County Cllr Wheale had also sent apologies.
<b>55/16</b>	<b>Declarations of Interest &amp; associated dispensations</b> None.
<b>56/16</b>	<b>Approval of the Minutes</b> The minutes of the meeting of 20 <sup>th</sup> June 2016 (nos.39/16-53/16) 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"> <li>• Planning Committee – 20<sup>th</sup> June 2016: Nos. 14/16 – 23/16</li> </ul>
<b>57/16</b>	<b>Public Session</b> None.
<b>58/16</b>	<b>Police Report</b> Members of the local neighbourhood team were unable to attend. A written report for June had been received which highlighted the following: <ul style="list-style-type: none"> <li>• 1 x theft of a plant pot from outside a property.</li> <li>• 1 x driving off without paying from Morrisons petrol station.</li> <li>• 2 x incidents of ASB – around the pond</li> </ul> MR mentioned that there have been more complaints about the large buggy fit class which operates around the pond.

<p><b>59/16</b></p>	<p><b>IT Systems</b>          JH presented the final costs for the new telephone &amp; IT systems and software.          A total of £6,400 had been spent which covers a complete new IT system, new phone systems, a parish specific software package and all related training and set-up fees.</p>
<p><b>60/16</b></p>	<p><b>Key Centre Windows and Doors</b>          The Key Centre &amp; Sports Facilities Committee had agreed to work with Hart Windows for the provision of new doors and windows.          The following options were voted upon:</p> <ul style="list-style-type: none"> <li>• Replacing all windows &amp; doors together</li> <li>• Replacing the doors but repairing the windows for a short term solution</li> </ul> <p>It was agreed to replace the windows and doors together.          It was then agreed (with one abstention) to replace with aluminium.</p> <p><b>Resolved:</b> to replace the original ground floor doors and windows at a cost of £29,500. The extension and the upstairs windows are not to be replaced at this stage.</p>
<p><b>61/16</b></p>	<p><b>Key Centre Cleaning Contract</b>          JH outlined the current cleaning situation and the urgent need to change contractor.          4 other companies had been approached of which 2 had declined to quote. Of the 2 quotes which had been received, one seemed very low particularly in comparison with other local centres. Both companies were cheaper than the existing contractor and supplied all chemicals and equipment.</p> <p><b>Resolved:</b> to award the contract to Cleaning &amp; Maintenance (South) Ltd who are based on Elvetham Heath at a monthly cost of £1,165 plus extra for weekends as required.</p>
<p><b>62/16</b></p>	<p><b>Grounds Maintenance</b>          JH explained that given the size of the contract, it would now fall under the extended regulations for public service contracts and the council will require some legal advice/guidance.</p> <p><b>Resolved:</b> to extend the current contract with Lotus Landscapes Ltd for up to 6 months to allow for a full tendering process to take place.</p>
<p><b>63/16</b></p>	<p><b>Allotment Maintenance</b>          The communal areas of the allotments are not being well maintained and it was agreed to do the following:</p> <ul style="list-style-type: none"> <li>• Car park area – look into reducing the size and the potential of creating an additional plot</li> <li>• Send out firm reminder to plot holders about their responsibility to weed the car park and main path</li> <li>• Ensure the contractors weed kill those areas regularly</li> <li>• Tighten up on the rules</li> <li>• Repair the fence at the entrance to the car park.</li> </ul>
<p><b>64/16</b></p>	<p><b>Community Orchard</b>          This item was deferred until the next meeting.</p>

**65/16 Quarterly Financial Review**  
 The council reviewed and accepted the following:

- Quarterly management accounts comparing actual to budget
- The monthly schedule of debtors
- Cash books and bank reconciliations for the first quarter.

**66/16 Finance**  
 The Clerk presented the schedule of payments for July as below. These were reviewed and signed.

Date	Chq no.	Payee	Description	VAT	Total
01-Jul	DDR	Hart District Council	Key Centre Rates 4/10		351.00
03-Jul	BP	Initial Washroom Service	2nd qtr service July - Sept	144.87	869.21
08-Jul	DDR	British Gas	Village Sq electricity Qtr 1	3.08	64.77
11-Jul	BP	True Sound Hire Ltd	Concert staging and Equipment (balance)		1,250.00
11-Jul	BP	All Events Marquees	Concert marquee - balance	82.80	496.80
12-Jul	BP	Friends of EHPS	Donation for mkt advertising		25.00
15-Jul	DDR	Intouch Communications	Monthly billing June-July (£30 overcharge)	23.16	138.96
18-Jul	DDR	Engie Gas Ltd	Key Centre gas - June	6.00	125.90
20-Jul	BP	Staff	July Payroll		5,878.94
19-Jul	BP	M Robson	Fete Expenses		23.70
19-Jul	BP	Cryle Trading Lts	Phones May & June	17.84	107.07
19-Jul	BP	Roupcycle Ltd	Clearance of Fly-tipping		78.00
19-Jul	BP	Network Security Ltd	engineer call-out - disputed invoice	15.80	94.80
19-Jul	BP	SMS Environmental Ltd	Water testing	19.20	115.20
19-Jul	BP	RBS Software Solutions	New bookings package, install & training	349.68	2,098.08
19-Jul	BP	HCC	Stationery	7.51	45.05
19-Jul	BP	D Mason Garden Creations	2 x garden visits & new plants		214.00
19-Jul	BP	Lyreco UK Ltd	Stationery & janitorial supplies	6.96	41.78
19-Jul	BP	Disconsulting IT Ltd	IT support - June & new memory	70.90	425.35
19-Jul	BP	WC Baker & Son	Hardware	7.34	44.07
19-Jul	BP	D Clarke	Caretaking duties - June		217.50
19-Jul	BP	Intouch Communications	Phone & Broadband installation	135.20	811.20
19-Jul	BP	HDC	councillor Planning Training	20.00	130.00
19-Jul	BP	Lotus Landscapes Ltd	Monthly maintenance	1,229.38	7,376.28
19-Jul	BP	Lotus Landscapes Ltd	Tree works & fence repair	73.40	440.40
19-Jul	BP	Primavera Cleaning Services	June cleaning		1,587.50

19-Jul	BP	Happy Hoppers	Hire of bouncy castle x 9		630.00
19-Jul	BP	Technivents	Concert overnight security		144.00
19-Jul	BP	HCC	Janitorial Supplies	2.98	17.88
21-Jul	BP	SSE Swalec	Cycle path electricity - june	1.25	26.33
28-Jul	BP	Veolia	Refuse collection - June	25.36	152.18
31-Jul	BP	Hampshire Pension Fund	contributions re July payroll		518.54
31-Jul	BP	HMRC	Tax & NI - July		925.14
		<b>TOTAL</b>		<b>2,242.71</b>	<b>25,464.63</b>

**67/16**

**Chairman's Report**

MR highlighted the following:

- She had been invited to give a reading at the Battle of the Somme commemoration in Gurkha Square
- Attended a Royal British Legion thank you reception
- She had attended both the exhibition & the travel and transport presentation about the possible Elvetham Chase development in Pale Lane
- She was invited to attend The Fleet Lions Centennial Concert held at The Church on The Heath celebrating 100 years of Lions Clubs in the UK
- She had attended the concert and thanked all staff and councillors involved in making it a great success
- She also thanked the staff who are working extremely hard in challenging circumstances with staff changes, new systems and issues with contractors.

**68/16**

**Councillor Reports**

- **Cllr Watmore**
  - Attended concert & market
  - Visited window showroom re item 60/16 above
  - Regularly visits and checks the allotments.
- **Cllr McDarmaid**
  - Attended concert and market
- **Cllr Brown**
  - Attended the Royal British Legion thank you reception
  - Attended the concert
  - Asked for a weekly update report – *JH to provide when time allows*
- **Cllr Bond**
  - Attended the Elvetham Chase travel & transport meeting and the exhibition.
  - Attended market

**69/16**

**Clerk's Report**

The Clerk reported the following:

- Staffing:
  - 20 applications had been received for the Customer Services Officer vacancy. All the applicants appear suitable for the role so only those with the most relevant experience have been selected for interview.

	<ul style="list-style-type: none"> <li>• Play Areas: The wooden fence at the Twyford Close play park is rotting but the caretaker has replaced a section and will continue to monitor and mend as required.</li> <li>• The zip wire will be repaired on Friday 15<sup>th</sup> July.</li> <li>• Road adoptions: Persimmon has contracted HCC to carry out the final survey work and HCC have said this will be carried out in September with a view to presenting the findings to Persimmon by November. Hopefully Persimmon will commence remedial works during this time to speed up the adoption process.</li> </ul>
<b>70/16</b>	<p><b>Exclusion of Public &amp; Press</b> With no press or public present this resolution was not required.</p>
<b>71/16</b>	<p><b>Approval of Employment of Duty Caretaker</b> JH had circulated the details of the employment prior to the meeting.</p> <p><b>Resolved:</b> To employ Mr A Hoffman as a second maintenance manager/duty caretaker on 20 hours per week.</p>
<b>72/16</b>	<p><b>Date of next meeting</b> The next meeting is scheduled for Monday 19 September 2016.</p>

There being no further business the meeting closed at 9.33pm

Signed.....

Date.....