

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 17th October 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 Emma Watmore (EW)	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer Elvetham Heath PC

90/16	<p>Apologies for Absence No apologies had been received but Cllrs Alden, Woods & McDarmid were absent. District Cllr Kinnell had also sent apologies.</p>
91/16	<p>Declarations of Interest & associated dispensations None.</p>
92/16	<p>Approval of the Minutes The minutes of the meeting of 19th September 2016 (nos.73/16- 89/16) 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"> • Planning Committee – 19th September 2016: Nos. 28/16 – 33/16 • Staffing Committee – 10th October 2016: Nos. 01/16 – 08/16
93/16	<p>Public Session None.</p>
94/16	<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"> • 3 x incidents of theft at Morrisons – 1 of a bank card & 2 non-payments at the petrol station • 1 attempted burglary in Waleron Road • Several reports of anti-social behaviour at the footbridge, the nature reserve, the park and ride and the Key. • Information that the lady who used to live in a vehicle is about to be evicted from her home.

<p>95/16</p>	<p>Community Orchard EW reported that the best planting time for the trees is December/January. She suggested contacting a local garden centre to supply and possibly sponsor some trees. The original proposal was for 22 trees and JH reported that they were 14 individual sponsors and 1 corporate one who requested up to 10 trees. JH to organise contacting residents on the list to check that they still wanted to sponsor trees and if so, to collect the money.</p>																														
<p>96/16</p>	<p>Diary of Events EW suggested an environmental/nature day in the summer with nature related events and demonstrations. After some discussion, the following diary of events was agreed: 2016</p> <ul style="list-style-type: none"> • Carols in the Key - Sunday 18 December 6pm <p>2017</p> <ul style="list-style-type: none"> • Fete – Saturday 17 June • Concert – Saturday 15 July • Nature Day – Saturday 22 July • Carols in the Key – Sat/Sun 16/17 December <p>It was agreed that working parties would be set up when all councillors were present.</p>																														
<p>97/16</p>	<p>The Key Centre JH explained that the need to complete the reception work and install a door entry system was now very urgent. Very few quotations had been received and then not always for what had been specified.</p> <p>Resolved: to let the Executive Officer organise the works up to a limit of £5k for the reception work and £1k for the door entry system. As the Key Centre budget has been almost completely used, the additional budget can be taken from the Key Centre car park budget.</p>																														
<p>98/16</p>	<p>Monthly Financial Review The council reviewed and accepted the following:</p> <ul style="list-style-type: none"> • The management accounts comparing actual to budget to the end of the second quarter • The monthly schedule of debtors • Cash books and bank reconciliations. 																														
<p>99/16</p>	<p>Finance The Clerk presented the schedule of payments for October as below. These were reviewed and signed.</p> <table border="1" data-bbox="272 1771 1380 2013"> <thead> <tr> <th>Date</th> <th>Chq</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-Oct</td> <td>DDR</td> <td>Hart District Council</td> <td>Key Centre Rates 7/10</td> <td></td> <td>351.00</td> </tr> <tr> <td>01-Oct</td> <td>BP</td> <td>Initial Washroom Hygiene</td> <td>3rd qtr service</td> <td>144.87</td> <td>869.21</td> </tr> <tr> <td>01-Oct</td> <td>DDR</td> <td>Milk & More</td> <td>Office milk supply - September</td> <td></td> <td>14.04</td> </tr> </tbody> </table>	Date	Chq	Payee	Description	VAT	Total					£	£	01-Oct	DDR	Hart District Council	Key Centre Rates 7/10		351.00	01-Oct	BP	Initial Washroom Hygiene	3rd qtr service	144.87	869.21	01-Oct	DDR	Milk & More	Office milk supply - September		14.04
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15-Oct	DDR	Intouch Communications	Phone & broadband - Sept	15.87	95.20
19-Oct	BP	Staff	Payroll		5,539.12
19-Oct	BP	W Hyatt	Duty caretaker services - September		409.50
19-Oct	BP	J Hyatt	Expenses		104.00
19-Oct	BP	K Howden	Expenses		22.42
19-Oct	BP	Garden Creations - D Mason	Sept garden visit		60.00
19-Oct	BP	Fleet Town Council	Room booking for pilates	6.80	40.80
19-Oct	BP	Lyreco UK Ltd	Printer ink, stamps & washroom supplies	60.79	428.72
19-Oct	BP	Disconsulting Ltd	IT support & backup - Sept	27.40	164.39
19-Oct	BP	HCC	Janitorial supplies	5.00	29.98
19-Oct	BP	Lotus Landscapes Ltd	Monthly maintenance - Sept	1,229.38	7,376.28
19-Oct	BP	Lotus Landscapes Ltd	Tree works	357.20	2,143.20
19-Oct	BP	C&M (South) Ltd	September cleaning services		1,137.50
19-Oct	BP	W C Bakers & Son Ltd	Hardware supplies	21.52	129.12
19-Oct	BP	FDB Leasing Ltd	Dishwasher call out & de-scale	25.40	152.40
19-Oct	BP	dgk Flooring Ltd	Supply of skirting materials	3.60	21.60
19-Oct	DDR	Engie Gas LTd	Key Centre gas - Sept	6.38	133.99
21-Oct	DDR	SSE Swalec	Cycle path electricity - Sept	1.27	26.88
25-Oct	DDR	British Gas	Tennis court & Key electricity - Sept	2.45	51.64
28-Oct	DDR	Veolia UK Ltd	Refuse - Sept & annual duty of care	39.17	235.02
30-Oct	BP	HMRC	Tax & NI - October payroll		1,211.74
30-Oct	BP	Hampshire Pension Fund	Pension Contributions - Oct payroll		518.54
		TOTAL		1,947.10	21,266.29

100/16

Chairman's Report

MR highlighted the following:

- She had been attended the HDAPTC quarterly meeting at which an update on the local Plan was presented by Daryl Philips, Chief Executive of Hart DC. Over the next 15 years, Hart will only need land for around 1500 new homes substantially less than had previously been estimated.
- She had received an invitation for 4 members to attend the Remembrance Sunday service and parade. NB, EW & MM had offered to attend this with her.
The £50 wreath donation was agreed.
- She would be attending the HALC AGM in Hartley Wintney on Saturday 22nd October.

101/16

Councillor Reports

- **Cllr Watmore**
 - Nothing further to report.

	<ul style="list-style-type: none"> • Cllr Brown <ul style="list-style-type: none"> ○ Will be putting the poppies on the lamp posts from next week and has 4 volunteers to help. ○ Has noted that there is a slippery area on the courts which will require checking. ○ Would also like an official opening of the courts – <i>JH to organise</i> • Cllr Bond <ul style="list-style-type: none"> ○ Nothing to report • District Cllr Kinnell JH reported that Cllr Kinnell wanted to raise the issue of a neighbourhood plan. She had been told at a meeting on the HDC Local Plan that a parish neighbourhood plan could be used to control the amount of parking.
102/16	<p>Officers' Report JH reported the following:</p> <ul style="list-style-type: none"> • Use of the courts has increased since the resurfacing with more regular netball groups and an evening 5-a-side football group now playing. • Fly-tipping is again causing problems most recently in the Park and Ride area where both some green waste and 3-piece suite have been dumped. Whilst this area does not belong to the council it is likely that EHPC will pay to get the rubbish removed. • District Cllr Kinnell appears to have had some success in moving the buggy fit groups from outside homes near the pond. • Fish and Chip man hopes to return soon as he has reached agreement with his insurer and is purchasing a replacement van. • Market continues to be quieter than hoped but many stalls, particularly those outside, do very well as they have established regular customers.
103/16	<p>Exclusion of Public & Press With no press or public present this resolution was not required.</p>
104/16	<p>Staffing Changes JH had circulated the details of the staff changes agreed at the staffing committee meeting.</p> <p>Resolved: To accept the recommendations of the staffing committee.</p>
89/16	<p>Date of next meeting The next meeting is scheduled for Monday 21 November 2016.</p>

There being no further business the meeting closed at 9.20pm

Signed.....

Date.....