

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 21<sup>st</sup> November 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
Cllr Michelle McDarmaid (MM)		Elvetham Heath PC
Cllr Richard Woods (RW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

**Also Present**

County Cllr Sharyn Wheale	from 8.40pm	Hampshire County Council
Cllr Steve Forster	from 9.20pm	Hart District Council

<b>106/16</b>	<p><b>Apologies for Absence</b>          Apologies had been received from Cllr Alden who was unwell.          District Cllrs Kinnell &amp; Forster had also sent apologies (although Cllr Forster arrived towards the end of the meeting).</p>
<b>107/16</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>          None.</p>
<b>108/16</b>	<p><b>Approval of the Minutes</b>          The minutes of the meeting of 17<sup>th</sup> October 2016 (nos.90/16- 105/16) 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>• Planning Committee – 17<sup>th</sup> October 2016: Nos. 34/16 – 39/16</li> </ul>
<b>109/16</b>	<p><b>Public Session</b>          None.</p>
<b>110/16</b>	<p><b>Police Report</b>          Members of the local neighbourhood team were unable to attend. A written report for October had been received which highlighted the following:</p> <ul style="list-style-type: none"> <li>• 1 x non-payment at the petrol station</li> <li>• 2 x bicycle thefts</li> </ul>

	<ul style="list-style-type: none"> <li>• 3 x incidents of criminal damage – 2 in Turgis Road and 1 at Elvetham Heath Primary School.</li> <li>• Several reports of anti-social behaviour at the footbridge &amp; the nature reserve.</li> </ul>
<b>111/16</b>	<p><b>The Key Centre</b>  JH reported that the initial estimates for the automatic door entry system were too low and 3 quotations had been received and circulated.</p> <p><b>Resolved:</b> to accept the quotation from Band Systems Ltd for £1,850 +VAT including one year's maintenance contract.  It was also agreed to pay for door closers (from Hart Windows) at approx. £400 +VAT and a door alarm (£130 +VAT) to be fitted.</p>
<b>112/16</b>	<p><b>Community Bus</b>  MR reported that she had been approached by the Chairman of Fleet Town council about the possibility of being involved in a Fleet-wide community bus service. This idea is very much in its infancy but no progress can be made until potential support has been gauged.</p> <p>MR also reported that she and JH had met with the transport company working with Wates on the possible Elvetham Chase development. They too are looking at the possibility of a community bus to serve both Elvetham Chase and Elvetham Heath.</p> <p>This item was also discussed later when County Cllr Wheale arrived as she is talking to Hampshire CC about this.</p> <p><b>Resolved:</b> EHPC would be interested in supporting a community bus service in principle provided the service serves the needs of Elvetham Heath residents.</p>
<b>113/16</b>	<p><b>Communications and Marketing</b>  JH reported that whilst advertising the vacancy for a Communications and Marketing Officer, she was approached by a local marketing company who are interested in taking on the role. Their proposal had been circulated to members.</p> <p><b>Resolved:</b> to accept the proposal from Sixth Sense Marketing to provide communications and marketing services to the parish council for a 6-month trial period.</p>
<b>114/16</b>	<p><b>Community Orchard</b>  EW reported that she and MR had found a better location for the orchard at the front of the Turners Way Recreation area. The next few weeks is the ideal planting time and the trees have been reserved from the Heritage Fruit Tree Company. JH confirmed that an official order will be placed this week once a planting date has been confirmed with Lotus Landscapes Ltd.</p> <p>The potential sponsors will then all be contacted and additional sponsors can be sought via the forthcoming newsletter.</p>
<b>115/16</b>	<p><b>Monthly Financial Review</b>  The council reviewed and accepted the following:</p> <ul style="list-style-type: none"> <li>• The management accounts comparing actual to budget to the end of the second quarter</li> </ul>

- The monthly schedule of debtors
- Cash books and bank reconciliations.
- The forecast for the rest of 2016/17.
- The budget virements as follows:
  - Code 4180 Key Centre Refurbishment - use £6k from the courts budget (4240) as these were funded by a grant.
  - Code 4185 Equipment (IT & Telecoms) – Use £2k from both the courts budget (4240) and the Key Centre car park budget (4181)
  - Code 4480 Computer Maintenance – move £700 from the professional services budget (4550).

**NB. At 8.40pm County Cllr Sharyn Wheale entered the meeting**

**116/16**

**Budget 2017/18**

JH confirmed that the budget would be discussed in full at the meeting on 12 December. She asked members to consider whether the council's fees and charges and any projects, items of expenditure to be included in the budget.

- Fees and Charges: JH circulated a schedule of current hire charges. It was agreed to charge for room set-ups and to investigate charging for hire of the kitchen.
- Potential projects – other suggestions to be emailed to JH
  - Sound system for Key Centre (SW suggested applying to her for grant)
  - CCTV for the Key Centre area
  - Flooring for Key Centre
  - Additional event – Nature Discovery Day

**117/16**

**Finance**

The Clerk presented the schedule of payments for November as below. These were reviewed and signed.

Date	Chq no.	Payee	Description	VAT	Total
				£	£
01-Nov	DDR	Hart District Council	Key Centre Rates 8/10		351.00
01-Nov	DDR	Milk & More	Office milk supply - October		14.04
15-Nov	DDR	Intouch Communications	Phone & broadband - Oct	15.80	94.80
16-Nov	BP	Engie Gas LTd	Key Centre gas - Oct	7.10	149.05
19-Nov	BP	SSE Swalec	Cycle path electricity - Oct	1.23	26.00
19-Nov	BP	Staff	November payroll		5,493.66
19-Nov	BP	J Hyatt	Expenses		77.34
19-Nov	BP	K Howden	Expenses		24.95
19-Nov	BP	Travis Perkins	Building supplies - fencing etc	26.35	158.13
21-Nov	BP	Garden Creations - D Mason	Oct garden visit & plants		76.70
21-Nov	BP	Band Systems Ltd	50% deposit for door system	173.00	865.00
21-Nov	BP	Lyreco UK Ltd	Washroom supplies & stamps	8.24	104.43
21-Nov	BP	Disconsulting Ltd	IT support & backup - Sept	27.40	164.39
21-Nov	BP	HCC	Janitorial supplies	6.37	38.19

21-Nov	BP	Lotus Landscapes Ltd	Monthly maintenance - Oct	1,229.38	7,376.28
21-Nov	BP	Lotus Landscapes Ltd	Tree works	93.40	560.40
21-Nov	BP	C&M (South) Ltd	October cleaning services		1,137.50
21-Nov	BP	W C Bakers & Son Ltd	Hardware supplies	9.54	57.27
21-Nov	BP	Hart District Council	Dog warden service Qtrs 1&2	58.50	351.00
21-Nov	BP	Roupcycle Ltd	Flytipping	13.00	78.00
21-Nov	BP	Richard Thorpe Fire	Routine extinguisher maintenance	25.76	154.56
21-Nov	BP	Npower	Key Centre electric Qtr 2	156.88	941.30
21-Nov	BP	South East Water	Allotment water to 30 Sept		34.74
21-Nov	BP	HALC	Course fee - 8 November	8.00	48.00
21-Nov	BP	D Judson	PAT testing		39.78
21-Nov	1039 9	3C Cleaning Co Ltd	Window cleaning - Oct	8.00	48.00
21-Nov	BP	SLCC	Annual subs		187.00
28-Nov	DDR	Veolia UK Ltd	Refuse - October	28.06	168.37
30-Oct	BP	HMRC	Tax & NI - November payroll		634.72
30-Oct	BP	Hampshire Pension Fund	Pension Contributions - Nov payroll		391.63
		<b>TOTAL</b>		<b>1,896.01</b>	<b>19,846.23</b>

**118/16**

**Chairman's Report**

MR highlighted the following:

- She had attended the HALC AGM with EW & JH. She spoke to HCC Director of Communities about the Licence to Cultivate and the non-payment of £3k. MR is expecting a response this week.
- She attended an HCC Planning Committee meeting with NB and spoke against an application for a loft conversion – the application was refused.
- She attended the Remembrance Parade with EW and NB and laid a wreath on behalf of the council and the residents of Elvetham Heath.

**119/16**

**Councillor Reports**

- **Cllr McDarmaid**
  - Nothing to report.
- **Cllr Watmore**
  - Attended the HALC AGM
  - Attended the Remembrance Parade
  - Met with MR re siting of the orchard
- **Cllr Brown**
  - Put up the poppies on 60 lamp posts on 26<sup>th</sup> October together with the following volunteers to whom the council sends thanks:  
Ross Cannings – Royal British Legion  
Keith Manning – Fleet Lions  
David Styler – Fleet Lions  
Richard Colquhoun – Fleet Rotary  
Keith Howden – Parish Council staff

	<p>He hopes to secure more poppies for next year.</p> <ul style="list-style-type: none"> <li>○ Collected just under £1k on Friday 11<sup>th</sup> November selling poppies outside Morrisons.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Cllr Woods</b> <ul style="list-style-type: none"> <li>○ Nothing to report</li> </ul> </li> <li>● <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Attended the planning committee meeting with MR</li> <li>○ Attended the Remembrance Parade</li> </ul> </li> </ul> <p><b>NB. At 9.20pm District Cllr Steve Forster entered the meeting</b></p> <ul style="list-style-type: none"> <li>● <b>County Cllr Wheale</b> <ul style="list-style-type: none"> <li>○ Asked for any information about road adoptions – <i>JH to forward contacts.</i></li> <li>○ MR asked for clarification about lighting up times and how much street lights are dimmed – <i>SW to find out.</i></li> </ul> </li> <li>● <b>District Cllr Forster</b> <ul style="list-style-type: none"> <li>○ HCC waste service is running better than it has ever done and is being retendered at the same service level</li> <li>○ Green waste bags to be phased out in favour of green bins</li> <li>○ CCTV in Fleet has been instrumental in catching drug dealers and in dealing with 2 incidents involving vehicles</li> <li>○ On street parking issues – keeping areas near schools clear is the main priority.</li> <li>○ Intend to implement a traffic order to make pavement parking in Hart illegal unless specifically permitted.</li> <li>○ MR raised concern about increase in fly-tipping</li> </ul> </li> </ul>
<p><b>120/16</b></p>	<p><b>Officers' Report</b>  JH reported the following:</p> <ul style="list-style-type: none"> <li>● A science party held in the hall has damaged the floor. This is currently being pursued.</li> <li>● Staff had a very useful visit to Church Crookham Community Centre to see how they operate.</li> <li>● Put forward a request to Taylor Wimpey for a £40k commuted sum (20 years of maintenance costs) for taking on the open spaces in the Hawkley Way area.</li> <li>● Received a letter from a resident in Lasham Road about parking issues.</li> <li>● HDC will again run the Christmas tree recycling in the park and ride area.</li> <li>● Received a response from the local MP to the letter about the proposed extension of referenda for council tax increases to parish council precepts.</li> <li>● Market continues to be quieter than hoped but many stalls, particularly those outside, did well despite the terrible weather.</li> </ul> <p><b>NB. Cllrs Watmore and McDarmaid left the meeting at 9.35 and 9.40pm respectively.</b></p>
<p><b>121/16</b></p>	<p><b>Exclusion of Public &amp; Press</b>  A resolution was passed in accordance with Public Bodies (Admission to Meetings) Act 1960 to exclude the public for discussions re staffing matters.</p> <p><b>At 9.45pm Cllrs Wheale &amp; Forster left the meeting.</b></p>

122/16	<p><b>Staffing Changes</b></p> <ul style="list-style-type: none"> <li>JH had circulated the details of the latest staff changes detailing the changes in roles for Suzanne Pepper and Jo Perkins. <b>Resolved:</b> To accept these changes.</li> <li>JH asked that in exceptional circumstances – particularly whilst we only have one caretaker – that additional hours be paid rather than taken as time off in lieu. <b>Resolved:</b> to pay additional hours in exceptional circumstances.</li> </ul>
123/16	<p><b>Date of next meeting</b> The next meeting is scheduled for Monday 12 December 2016.</p>

There being no further business the meeting closed at 10.00pm

Signed.....

Date.....