

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 16th January 2017 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr George Brown (GB)		Elvetham Heath PC
Cllr Chris Alden (CA)		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

Cllr Sara Kinnell		Hart District Council (HDC)
1 x member of public	from 7.35pm	
Cllr Sharyn Wheale	from 7.50pm	Hampshire County Council (HCC)
Cllr S Dickens	from 8.36pm	Hart District Council (HDC)
Cllr Steve Forster	from 8.40pm	Hart District Council (HDC)

137/16	Apologies for Absence Apologies had been received from Cllr Michelle McDarmid who was late at work.
138/16	Declarations of Interest & associated dispensations None.
139/16	Approval of the Minutes The minutes of the meeting of 12 th December 2016 (nos.124/16- 136/16) 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"> Planning Committee – 12th December 2016: Nos. 46/16 – 51/16
140/16	Public Session None.
141/16	Police Report Members of the local neighbourhood team were unable to attend. A written report for December had been received which highlighted the following: <ul style="list-style-type: none"> 1 x bicycle theft outside Morrisons

	<ul style="list-style-type: none"> 6 x incidents of anti-social behaviour including at outside the Scouts' den, in Morrisons' car park and in the park and ride area.
142/16	<p>2017/18 Budget</p> <p>JH presented the budget which had been amended following the December meeting. Concern was raised that this budget may not be sufficient if the council agrees to embark upon a neighbourhood plan. See item 144/16 below. The budget was not therefore agreed.</p>
143/16	<p>Recycling Area</p> <p>Concern had been raised over the large amount of fly-tipping that had been carried out at the recycling area in the entrance to Morrisons' car park over the Christmas period. This area is owned by Morrisons but managed by HDC. It was agreed that the area is a valuable local resource but that action needs to be taken.</p> <p>Resolved: to ask HDC to provide skips over the Christmas period.</p>
144/16	<p>Pale Lane Planning Application</p> <p>MR updated the members stating that a Stop Elvetham Chase Development (SECD) Facebook group had been established with nearly 1000 members. To date there are 636 objections on the planning portal with Hartley Wintney & Winchfield Parish Councils yet to comment (both had received extensions and are considering the application this week). It was agreed that EHPC should request to speak at HDC planning Committee when the application is considered. SECD will also send a representative to speak.</p> <p>County Cllr Wheale stated that she was hoping to organise a public meeting where HCC representatives would be present to speak about education and transport.</p> <p>RW requested that the issue of a Neighbourhood Plan be put on the February agenda as this could help with both this application and any future development. It was agreed that RW and CA would prepare information for that meeting.</p> <p>Since the preparation of a Plan is both time consuming and costly, it was agreed that the budget should be revisited and the precept be increased by a larger percentage than previously agreed. MR therefore agreed to call an Extraordinary Meeting of the council so that this could be agreed prior to the HDC deadline of 31 January. JH reminded the members that a special motion would have to be moved by at least 2 councillors to revisit the decision of the December meeting.</p> <p>N.B at 8.20pm, the member of the public and District Cllr Kinnell left the meeting.</p>
145/16	<p>Road Adoptions</p> <p>JH had received information from the officers at HCC just prior to the meeting. As follows:</p> <ul style="list-style-type: none"> Turners Avenue, Tadley Close and part of Tunworth Close were adopted on 21 October 2016. <i>The grounds maintenance would now fall to EHPC under the cultivation licence – JH to request maps and details.</i> The Kier roads of Turgis Road, Twyford Close and part Tunworth Close are very close to adoption with Lasham Road, Marwell Road, Lyndhurst Road, & Laverstoke Close also nearing completion. The Taylor Wimpey Southern site of Hawkley Way, Kingsley Square and Ibworth Lane are now being worked on.

- There are further delays with regards to Elvetham Heath Way, part of Marrow Meade, St Swithin's and Turbary Roads. Dry weather is required to complete the works in relation to the culverts so these works will be delayed until the summer.

County Cllr Wheale confirmed that she would continue to put pressure on the county to progress the adoptions as quickly as possible.

Concerns were raised over the state of the road surface in EH Way – it was suggested that EHPC keep a master list and photographs so that these can be reported.

N.B at 8.35pm & 8.40pm respectively, district Cllrs Dickens and Forster entered the meeting.

146/16 Interim Audit

JH had circulated the auditor's report. His only observation related to the forthcoming investment in the Public Sector Deposit Fund. EHPC had agreed to invest half of the S106 money in this fund at its meeting in May and that the fund satisfied the requirements of the revised Practitioners' Guide (minute ref 31/16) as follows:

- It is denominated in sterling;
- Has a maturity of less than 12 months;
- The whole of the original sum invested can, from the time the investment is made, be accessed for use by the authority without reduction; and
- The authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

The auditor noted that this investment does not follow the council's investment policy but was aware this policy was currently under review.

147/16 Monthly Financial Review

The council reviewed and accepted the following:

- The management accounts comparing actual to budget to the end of December
- The monthly schedule of debtors
- Cash books and bank reconciliations.

148/16 Finance

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

Date	No.	Payee	Description	VAT	Total
				£	£
01-Jan	DDR	Hart District Council	Key Centre Rates 10/10		351.00
01-Jan	DDR	Milk & More	Office milk supply - December		6.24
05-Jan	42	Customer	Party Refund		60.00
10-Jan	BP	Initial Hygiene Services	4th qtr service	144.87	869.21
10-Jan	BP	Sixth Sense Marketing	Marketing Service	75.00	460.00
10-Jan	BP	Silkiskills	Website hosting		90.00
15-Jan	DDR	Intouch Communications	Phone & broadband - Dec	15.77	94.61
18-Jan	DDR	Engie Gas LTd	Key Centre gas - Dec	56.39	338.35

19-Jan	BP	Staff	January Payroll		4,758.72
19-Jan	BP	J Hyatt	Expenses		24.00
19-Jan	BP	K Howden	Expenses		19.10
19-Jan	BP	S Pepper	Expenses		122.89
19-Jan	BP	M Robson	Expenses		52.35
19-Jan	BP	Litho Express Ltd	Newsletter printing		238.00
19-Jan	BP	Disconsulting Ltd	IT support & backup - Dec	27.40	164.39
19-Jan	BP	C&M (South) Ltd	December cleaning services	227.50	1,365.00
19-Jan	BP	HCC	Janitorial supplies	3.39	20.35
19-Jan	BP	Lyreco UK Ltd	Janitorial supplies	6.00	36.00
19-Jan	BP	WC Baker & Son Ltd	Hardware supplies - Dec	0.75	4.50
19-Jan	BP	Lotus Landscapes Ltd	Monthly maintenance	1,229.38	7,376.28
19-Jan	BP	Banner Group Ltd	Printer cartridges	58.37	350.21
19-Jan	BP	W Hyatt	Dec caretaking services		148.20
19-Jan	BP	A Hyatt	Jan caretaking services		189.15
19-Jan	BP	IAC Ltd	Interim audit	69.00	414.00
20-Jan	DDR	British Gas	3rd qtr electricity - Key & courts	12.38	260.15
21-Jan	BP	SSE Swalec	Dec electricity - cycle paths	1.29	27.22
22-Jan	DDR	NEST	Pension contributions - Jan		24.62
29-Jan	DDR	Veolia UK	Refuse collection - Dec	24.94	149.66
31-Jan	BP	Hampshire Pension	Jan contributions		368.23
31-Jan	BP	HMRC	Tax & NICs December		1,086.29
				1,952.43	19,468.72

149/16

Chairman's Report

MR reported the following:

- Attended the successful Carols in the Key would like to thank the staff members who organised and set up the event and the volunteers, the Church, the WI and Vox choir for their help.
- Was unable to attend the HDAPTC meeting.
- Monitored the recycling area over the Christmas period.

150/16

Councillor Reports

- **Cllr Watmore**
 - Concerned that the trees in the orchard are planted too close together. *JH to check.*
- **Cllr Alden**
 - Has received requests from neighbours for a grit bin in Lyndhurst/Laverstoke/Lasham Road area. *Roads currently not adopted but bin can be requested from HCC once adopted.*

	<ul style="list-style-type: none"> • Cllr Brown <ul style="list-style-type: none"> ○ Still an abandoned van in Stockbridge Road. Office staff and Police have investigated but owner proving hard to trace. <i>SF stated he was aware and hoping to get DVLA involved.</i> • Cllr Woods <ul style="list-style-type: none"> ○ Has been liaising with the Stop Elvetham Chase Development group. • Cllr Bond <ul style="list-style-type: none"> ○ Nothing to report • County Cllr Wheale <ul style="list-style-type: none"> ○ Fleet library is undergoing refurbishment and will be closed for 11 weeks from 30 January ○ Phase 1 of the cycle/pedestrian route to the station is underway. <p>NB. At 9.20pm District Cllr SK re-entered the meeting.</p> <ul style="list-style-type: none"> • District Cllr Forster <ul style="list-style-type: none"> ○ Waste collections over the Christmas period went quite well. There were some issues with roads which were blocked by parked cars but most were resolved. ○ Take up of the green collection service is increasing. ○ There has been a small increase in fly-tipping but mainly green waste from small businesses. ○ Fly-tipping at the recycling bins – if people are identified they are written to and told of possible fines and criminal convictions. HDC will be considering litter enforcement which will also cover dog-fouling with possible fixed penalty notices.
151/16	<p>Officers' Report JH reported the following:</p> <ul style="list-style-type: none"> • Still having difficulty recruiting a duty caretaker. • It looks as though the hall floor will be replaced under insurance or that EHPC will receive a contribution towards the full cost. • Contracts for room hire will be renewed on April 1. Terms and conditions are changing to incorporate the more self-service approach. The Ts&Cs will be reissued and more strictly enforced as many users are becoming lazy and in some cases irresponsible. • The December events – market & carols – were both very successful. • We have received a complaint about the footbridge being dangerous when it is frosty. <i>JH to send details to SW who will investigate.</i>
152/16	<p>Exclusion of Public & Press It was resolved to exclude public & press from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960. Publicity about discussions on staffing matters being deemed prejudicial to the nature of the business.</p> <p>At 9.30pm Cllrs Wheale, Forster, Kinnell & Dickens left the meeting.</p>
153/16	<p>The Key Centre The members considered a request from a regular customer for a refund.</p>

	Resolved: to respond to the customer but not to pay a refund.
154/16	Date of next meeting The next meeting is scheduled for Monday 20 February 2017.

There being no further business the meeting closed at 9.45pm

Signed.....

Date.....