

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 20th February 2017 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		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 Sharyn Wheale	Hampshire County Council (HCC)
Cllr A Collett	Hampshire County Council (HCC)
Cllr Steve Forster	Hart District Council (HDC)

159/16	<p>Apologies for Absence Apologies had been received from Cllr George Brown who was on holiday & Cllr Chris Alden who hoped to join the meeting later. Cllr Michelle McDarmid was absent.</p>
160/16	<p>Declarations of Interest & associated dispensations None.</p>
161/16	<p>Approval of the Minutes The minutes of the meetings of 16th January 2017 (nos.137/16 - 154/16) and 24th January 2017 (Nos. 155/16 – 158/16) were confirmed as an accurate record and signed by the Chairman.</p>
162/16	<p>Public Session There were no members of the public present but it was agreed to take the questions from District Cllr Forster at this point. The questions and the written responses given in advance of the meeting are appended to these minutes. Following receipt of the written response, Cllr Forster had submitted an information request under the Freedom of Information Act. He also asked for further clarification in the meeting.</p> <ul style="list-style-type: none"> • With regards to potholes, Cllr Forster suggested that EHPC pays to have these repaired and continues until the road is adopted. The Council did not agree mainly as a parish council does not have the power to carry out highway repairs (and would therefore be acting ultra vires) but also because it is not the parish council's responsibility nor would it have the money or expertise. • With regards to the standing orders, JH confirmed that standing orders are being followed as letters are always copied to the relevant councillor. She also confirmed

	<p>that emails are copied as deemed appropriate. Cllr Wheale confirmed that she does receive copies of emails to HCC officers on road adoptions.</p> <p>Following some heated discussions regarding the roads, Cllr Wheale agreed to organise a meeting at Winchester to include all the relevant officers, the developer, parish and county councillors.</p> <p>Finally, Cllr Forster withdrew his FOI request.</p>
163/16	<p>Police Report</p> <p>Members of the local neighbourhood team were unable to attend. A written report for January had been received which highlighted the following:</p> <ul style="list-style-type: none"> • 1 x theft from Morrisons • 1 x theft of fuel from the petrol station. • Criminal damage to a car in St Swithin's Road
164/16	<p>Neighbourhood Plan</p> <p>At the previous 2 meetings, local residents had expressed a desire for a neighbourhood plan. However, none was present at this meeting.</p> <p>RW stated that at the last meeting, EHPC had agreed this was something it wanted to investigate. However, to take it forward would require members of the public to join the steering group and funds. The precept is being increased to provide some initial funding.</p> <p>It was agreed that the decision would be put to full council at its next meeting on 20 March.</p>
165/16	<p>Fees and Charges</p> <p>JH had circulated the finalised list of fees and charges for 2017/18 which incorporates the new room set-up fee agreed previously and a proposed increase to the party rate.</p> <p>Resolved: to accept the proposed fees and charges for 2017/18.</p>
166/16	<p>Grounds Maintenance</p> <p>The grounds maintenance contract is due to end on 31 March but the tender process will not be completed by that time. JH suggested an extension for either one year or until the full extent of the contract is known (ie, when all land parcels and roads have been adopted).</p> <p>Resolved: to extend the grounds maintenance contract with VPS Grounds Services Ltd (previously Lotus Landscapes Ltd) for another year.</p>
167/16	<p>Hawkley Way Land Transfer</p> <p>JH had reported previously that Taylor Wimpey Southern Ltd had approached EHPC to take over the open space, wildlife protection area and badger runs in Hawkley Way. The grounds maintenance contractor had provided an annual cost for the maintenance of the land which JH had used to calculate a commuted sum of £40k (20 years of maintenance). As the legal process to transfer the land could take some time, Taylor Wimpey has suggested that it will pay the parish the full commuted sum prior to the legal transfer enabling the council to start maintaining the areas – preferably from this spring.</p> <p>JH confirmed that this would only happen if the land was deemed to be in an acceptable state and any necessary tree work carried out in advance.</p>

	<p>Resolved: to agree to take on the maintenance of the Hawkley Way open spaces prior to the legal transfer subject to the receipt of the commuted sum and the acceptable state of the land.</p>
168/16	<p>Key Centre Flooring JH reported that the council had received the insurance payment for the damaged hall floor. This sum was to replace the flooring with a similar product. Given that £10k had been included in the budget for 2017/18, it was suggested that a superior product be used which would be easier to repair in the future. Quotations suggested that the additional cost would be £2,500. It was then suggested that with the balance be used to replace all the original flooring.</p> <p>Resolved: to replace the original vinyl flooring throughout the Key Centre with an appropriate material provided the cost does not exceed £16,500.</p>
169/16	<p>Flagpole It was agreed that EHPC wants to erect a flagpole in the area where the tree was removed outside the Key Centre. The cost is likely to be about £300 for a flagpole plus installation. 2 quotations have been received for the installation and repair of the paving.</p> <p>Resolved: to erect a flagpole and accept the quotation from Pegasus Building Services Ltd for installation.</p>
170/16	<p>Street Trading A proposal had been received from Furney Copse Farm in Crookham Village to utilise an area within the Key Centre car park to have a weekly Saturday farm shop stall, one of which would be at the monthly market they already attend.</p> <p>Resolved: to accept the proposal and charge the market fee for each week.</p>
171/16	<p>Investment Policy The revised Treasury and Investment policy was reviewed.</p> <p>Resolved: to adopt the Treasury & Investment policy.</p>
172/16	<p>Asset Register The revised asset register was reviewed.</p> <p>Resolved: to accept the revised asset register.</p>
173/16	<p>Annual Residents' Evening It was agreed that the date should be changed to Thursday 11 May 2017 and details would be discussed at the next meeting.</p>
174/16	<p>Monthly Financial Review The council reviewed and accepted the following:</p>

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

175/16

Finance

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

Date	Chq no.	Payee	Description	VAT	Total
				£	£
01-Feb	DDR	Milk & More	Office milk supply - January		6.24
15-Feb	DDR	Intouch Communications	Phone & broadband - Jan	16.06	96.37
16-Feb	DDR	Engie Gas LTd	Key Centre gas - Jan	156.35	938.09
19-Feb	DDR	SSE Swalec	Jan electricity - cycle paths	1.23	26.00
19-Feb	BP	Staff	Payroll		4,793.02
19-Feb	BP	J Hyatt	Expenses		336.98
19-Feb	BP	K Howden	Expenses		36.70
19-Feb	BP	A Hyatt	Jan caretaking services		58.50
20-Feb	BP	Getmapping plc	Parish Online annual fee	14.00	84.00
20-Feb	BP	Npower plc	3rd qtr electricity - Key Centre	193.47	1,160.84
20-Feb	BP	Banner Group Ltd	Printer cartridge	12.17	73.00
20-Feb	BP	Light Angels Ltd	Christmas lighting installation	137.00	822.00
20-Feb	BP	Pegasus Building Services	Reception work to date	1,000.00	5,000.00
20-Feb	BP	HCC	Janitorial supplies	14.24	85.44
20-Feb	BP	Sixth Sense Marketing	Marketing Service - January	79.80	478.80
20-Feb	BP	Disconsulting Ltd	IT support & backup - Jan	27.40	164.39
20-Feb	BP	C&M (South) Ltd	January cleaning services	227.50	1,365.00
20-Feb	BP	WC Baker & Son Ltd	Hardware supplies - Jan	18.00	107.86
20-Feb	BP	Big Little Magazine Co	Leaflet enclosure	56.70	340.20
20-Feb	BP	3C Cleaning Co Ltd	Window cleaning Dec & Jan	16.00	96.00
20-Feb	BP	VPS Gounds Services	Monthly maintenance	1,229.38	7,376.28
20-Feb	BP	VPS Gounds Services	Grit Bin and gritting service	95.60	573.60
20-Feb	BP	All Events Marquees	Deposit for fete	42.59	255.52
20-Feb	BP	Band Systems Ltd	Call out to entry phone	16.00	80.00
20-Feb	BP	South East Water	Allotments Oct - Mar standing charge		22.20
28-Feb	DDR	Veolia UK	Refuse collection - Jan	22.48	134.90
28-Feb	BP	Hampshire Pension	Feb contributions		368.23
28-Feb	BP	HMRC	Tax & NICs February		1,100.36

	28-Feb	DDR	NEST	Pension contributions - Feb		24.62
			Total		3,375.97	26,005.14
176/16	Chairman's Report MR reported the following: <ul style="list-style-type: none"> • Attended a meeting with the Stop Elvetham Chase Development group. • Attended the HDC Cabinet meeting where the Local Plan was discussed. 					
177/16	Councillor Reports <ul style="list-style-type: none"> • CLlr Watmore <ul style="list-style-type: none"> ○ Nature day – would like to move this to Sunday 23rd July to suit some attractions. ○ Would like staff to check with HDC planning about need for car park at allotments. • CLlr Bond <ul style="list-style-type: none"> ○ Nothing to report • CLlr Woods <ul style="list-style-type: none"> ○ Nothing to report. • County CLlr Collett <ul style="list-style-type: none"> ○ New county division boundary has split Elvetham Heath in half one half will fall into what is currently his division. Hopes to be able to represent EH going forward is the electorate agrees and he is voted back in. • County CLlr Wheale <ul style="list-style-type: none"> ○ Gave a grant to EH Primary School to restore their pond which had fallen into disrepair. It has been a successful project with members of the Fleet Pond Society also getting involved. • District CLlr Forster <ul style="list-style-type: none"> ○ Van reported in Stockbridge Road should be removed imminently as the owner has finally been traced and contacted. ○ The proposed litter enforcement scheme was approved by Cabinet with a small dedicated team. Any problem areas should be reported to them. ○ Waste collections – there is a high level of contamination in blue recycling bins with the wrong plastics. HDC is introducing a scheme to educate those people who make mistakes. ○ A fly-tipping meeting is being organised – the parish will be invited. ○ Attended a County Council briefing on education which was encouraging. 					
151/16	Officers' Report JH reported the following: <ul style="list-style-type: none"> • Still having difficulty recruiting a duty caretaker so have outsourced to a local company. • HCC has agreed to pay the parish £3k per annum for the maintenance of highway verges. • EHPC has received a letter from Fleet Town Council asking whether the parish would consider contributing towards the future of the Harlington. It was suggested that members should try to attend the consultation exhibition. This would be discussed at the next meeting. 					

154/16	Date of next meeting The next meeting is scheduled for Monday 20 February 2017.
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There being no further business the meeting closed at 9.40pm

Signed.....

Date.....