

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Tuesday 18<sup>th</sup> April 2017 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
Jan Hyatt (JH)	Exec Officer Elvetham Heath PC

**Also Present**

Cllr Adrian Collett	Hampshire County Council (HCC)
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<b>01/17</b>	<p><b>Apologies for Absence</b>          Apologies had been received from Cllrs Watmore and Woods. Cllrs Alden &amp; McDarmaid were absent.          District Cllrs Kinnell &amp; Forster had also sent apologies which were noted.</p>
<b>02/17</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>          None.</p>
<b>03/17</b>	<p><b>Approval of the Minutes</b>          The minutes of the meeting of 20<sup>th</sup> March 2017 (nos.181/16 - 198/16) 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– 20<sup>th</sup> March 2017: Nos. 58/16 – 63/16</li> </ul>
<b>04/17</b>	<p><b>Public Session</b>          None.</p>
<b>05/17</b>	<p><b>Police Report</b>          Members of the local neighbourhood team were unable to attend. A written report for March had been received which highlighted the following:</p> <ul style="list-style-type: none"> <li>• 1 x theft from a motor vehicle in Rykmansford Road</li> <li>• 1 x theft from a bicycle in King John Street</li> <li>• 1 x public order offence by a man sat outside Morrisons.</li> <li>• Anti-social behaviour by group of youths on Turners Way recreation area.</li> </ul>

<p><b>06/17</b></p>	<p><b>Neighbourhood Plan</b>  With only 3 members present it was agreed to defer this item again. However, JH reported that one response to the newsletter had been received from a resident who did not believe a neighbourhood plan would be beneficial given the time and costs associated with producing one.  MR reported that she had canvassed opinion from other parishes (some at varying stages of producing neighbourhood plans) at the recent Hart District Association meeting and the advice from them was that it would not be worthwhile.</p>
<p><b>07/17</b></p>	<p><b>Village Green</b>  Following complaints received about the use of the green on one evening by an athletics group, it was suggested that the relevant policy be reviewed and that signage on the green be considered.</p> <p><b>Resolved:</b> to adopt the more detailed policy (see attached), organise signage and have a standard letter which can be given or sent to groups as necessary.</p>
<p><b>08/17</b></p>	<p><b>The Harlington Request by Fleet Town Council</b>  It was agreed that Cllrs Robson and Alden should meet with Fleet TC to ascertain what they are looking for in terms of financial support for the Harlington. Depending upon the time of the meeting, Cllr Bond may also be able to attend.  The meeting should take place prior to the Annual Residents' Evening on May 11.</p>
<p><b>09/17</b></p>	<p><b>Annual 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 at Year-end. It was noted that the council had spent 100.8% of budget but that income was significantly lower than expected. This was due to the S106 money related to the highway verge maintenance not being transferred from Hart District Council. <i>JH to continue to chase.</i></li> <li>• The monthly schedule of debtors</li> <li>• Cash books and bank reconciliations.</li> </ul> <p>The annual accounts had been completed and audited by the internal auditor on 12<sup>th</sup> April. The Council reviewed and approved the accounts as follows and all were signed by the Chairman:</p> <ul style="list-style-type: none"> <li>• The Income &amp; Expenditure Account and Balance Sheet as at 31 March 2017</li> <li>• The Annual Governance Statement – Section 1 of the Annual Return</li> <li>• The Accounting Statements – Section 2 of the Annual Return.</li> </ul> <p>The audit report had been received and it was reviewed. The council accepted the auditor's findings and agreed to carry out the following;</p> <ul style="list-style-type: none"> <li>• Minute the disposal of the bouncy castle and confirm the payment made.</li> <li>• Put in place a monitoring process for its account with the Public Sector Deposit Fund</li> <li>• Clarify the status of the fund</li> <li>• Noted a £12 misclassification of costs in the accounts.</li> </ul>

10/17

**Finance**

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

Date	Ref.	Payee	Description	VAT	Total
01-Apr	DDR	South East Water	Centre water Qtrs 3& 4 2016/17		399.83
03-Apr	BP	Initial Washrooms Ltd	Qtr 1 hygiene services	159.77	958.59
03-Apr	BP	Came & Co	Annual insurance		6,820.28
03-Apr	BP	RBS Software Ltd	Finance Package support contract	70.60	423.60
03-Apr	BP	All Events Marquees	Deposit for concert	22.95	137.70
03-Apr	BP	HALC	HR service subscription 2017-18	30.00	180.00
03-Apr	BP	HALC	Annual affiliation fees HALC & NALC		767.00
15-Apr	DDR	Intouch Communications	Phone & broadband - March	15.83	94.96
18-Apr	DDR	Engie Gas Ltd	Key Centre gas - March	87.68	526.07
19-Apr	BP	J Hyatt	Expenses: licence - payroll software	13.00	78.00
19-Apr	BP	K Howden	Expenses		53.12
19-Apr	BP	Staff	Payroll		4,763.59
19-Apr	BP	Phoenix Safe Company Ltd	2 x key cabinets	19.50	117.00
19-Apr	BP	Roupcycle Ltd	Flytipping clearance	7.50	45.00
19-Apr	BP	Sixth sense Marketing	Marketing support - March	79.80	498.80
19-Apr	BP	W Hyatt	Newsletter delivery & duty cover		180.08
19-Apr	BP	Litho Xpress Ltd	Newsletter printing		246.00
19-Apr	BP	C&M (South) Ltd	Cleaning services - Feb & March	509.00	3,054.00
19-Apr	BP	CH Cleaning Services	Caretaking services - March	136.00	816.00
19-Apr	BP	Lyreco UK Ltd	Janitorial supplies	9.24	55.42
19-Apr	BP	Hart District Council	Dog warden service Oct-Mar	88.18	531.65
19-Apr	BP	Pegasus Building Services	Electrical & maintenance work 16/17	500.00	3,000.00
19-Apr	BP	Pegasus Building Services	Reception work final payment	500.00	3,000.00
19-Apr	BP	C&S Banners Ltd	Market banners and signs	21.00	126.00
19-Apr	BP	W C Baker & Son	March hardware purchases	11.33	68.03
19-Apr	BP	Crystal Clear Cleaning	Window cleaning - March	8.00	48.00
19-Apr	BP	VPS Grounds Services	Monthly maintenance - March	1,229.38	7,376.28
19-Apr	BP	HCC	Stationery & janitorial supplies	7.28	43.66
21-Apr	DDR	British Gas	courts & Key electricity 4th qtr 2016/17	18.73	393.39
21-Apr	DDR	SSE Swalec	Electricity cycle paths - March	1.29	27.22
28-Apr	DDR	Veolia environmental	Refuse collection - March	32.12	192.72
29-Apr	DDR	NEST	Contributions re April payroll		24.48

	30-Apr	BP	Hampshire Pension Fund	Contributions re April payroll		538.17
	30-Apr	BP	HMRC	Tax & NI April		1,512.88
					<b>3,578.18</b>	<b>37,097.52</b>
<b>11/17</b>	<p><b>Chairman's Report</b> MR highlighted the following:</p> <ul style="list-style-type: none"> <li>• She attended the Fleet Town Council residents' meeting where the results of the Harlington consultation were announced.</li> <li>• Attended HDAPTC meeting where there was discussion about the draft Local Plan which will go out to consultation on 26 April – there is no guarantee that a secondary school will be built at Murrell Green despite a site being included, Pale Lane Farm has not been included but that does not prevent it happening as the application is live.</li> <li>• Has been asked to attend the Scouts' St George's Day event and present some prizes.</li> <li>• The Parish Council has received an invitation to the Fleet Lions event celebrating the Lions' Club Centenary.</li> </ul>					
<b>12/17</b>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Nothing to report.</li> </ul> </li> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Has visited the orchard which is looking good.</li> <li>○ Has spoken to District Cllr Forster about the hole in the motorway fence.</li> </ul> </li> <li>• <b>County Councillor Collett</b> <ul style="list-style-type: none"> <li>○ Nothing to report but shares concerns about the secondary school.</li> </ul> </li> </ul>					
<b>13/17</b>	<p><b>Officer Report</b> JH had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The Key Centre flooring should be completed by 21<sup>st</sup> April.</li> <li>• Looking to introduce cost savings for the centre – retendering contracts etc.</li> <li>• Park and Ride – Calthorpe Estates has confirmed that following complaints about litter, fly-tipping and ASB, they will be closing the area to vehicles soon.</li> <li>• The motorway services hope to meet with the council to discuss the planning application. They are aware of the problems with the fence and this will form part of the discussions.</li> <li>• Green Flag judging is taking place on 21 April. Cllr Watmore is attending.</li> <li>• Several recent occurrences of vandalism including to the swivel seats in the Key play area.</li> <li>• Responsibility for the Hawkley Way open space and badger runs should transfer to EHPC in the next month. The associated commuted sums will be transferred but the legal documentation will follow.</li> </ul> <p>MR asked about the proposed board walk on the path by Hawkley Way (to be paid for by Taylor Wimpey). JH has heard nothing since submitting the quotation so will chase.</p>					

<b>14/17</b>	<b>Date of next meeting</b> The next meeting is scheduled for Monday 15 May 2017.
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There being no further business the meeting closed at 8.55pm

Signed.....

Date.....