

Minutes of the Annual Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 15th May 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
Cllr Richard Woods (RW)	to 9.03pm	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC
Cllr Emma Watmore (EW)	from 8.25pm	Elvetham Heath PC

Also Present

Cllr Steve Forster (SF)	to 8.30pm	Hart District Council (HDC) & Hampshire County Council (HCC)
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15/17	<p>Election of the Chairman Cllr Woods proposed that Cllr Robson be elected chairman of the council. The proposal was seconded by Cllr Brown and all were in favour. Cllr Robson accepted that nomination and was duly elected. Cllr Robson signed her declaration of acceptance of office which was witnessed by the Executive Officer and she proceeded to chair the meeting.</p>
16/17	<p>Election of Vice-Chairman Cllr Robson proposed that Cllr Bond be re-elected to the position of vice-chairman. Cllr Woods seconded the proposal and all were in favour. Cllr Bond accepted the nomination and was duly elected. Cllr Bond signed her declaration of acceptance of office which was witnessed by the Executive Officer.</p>
17/17	<p>Apologies for Absence Cllr Watmore had sent apologies as she was held up at work and would be late. Cllrs McDarmaid & Alden were absent. County Cllr A. Collett & District Cllr S. Kinnell had both sent apologies which were noted.</p>
18/17	<p>Declarations of Interest & associated dispensations None.</p>
19/17	<p>Approval of the Minutes The minutes of the meeting of 18th April 2017 (nos.01/17 -14/17) 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– 18th April 2017: Nos. 01/17 – 06/17
20/17	<p>Public Session None.</p>
21/17	<p>Police Report Members of the local neighbourhood team were unable to attend & no written report had been received.</p>
22/17	<p>Council Meetings It was agreed to continue to hold council meetings on the third Monday of each month.</p> <p>JH will issue a new diary of meetings.</p>
23/17	<p>Committees It was agreed to continue with the current committees and use working parties for specific projects or events. The remaining committees were appointed as follows:</p> <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ○ Cllr Bond – Chairman ○ Cllr Robson ○ Cllr Brown ○ Cllr Woods • Staffing <ul style="list-style-type: none"> ○ Cllr Woods – Chairman ○ Cllr Robson ○ Cllr Bond ○ Cllr Watmore <p>The terms of reference for each committee had been circulated prior to the meeting and were agreed.</p> <p>The Planning Committee will meet prior to full council each month and date of the annual staffing committee will be confirmed.</p>
24/17	<p>To review & confirm delegation arrangements to committees & staff</p> <ul style="list-style-type: none"> • The delegated powers for each committee are outlined in the terms of reference agreed in 23/17 above. • The delegated authority for the Executive Officer was reviewed and adopted in line with the circulated document
25/17	<p>Governance Documents It was agreed to adopt the following documents:</p> <ul style="list-style-type: none"> • Standing Orders 2017 – amended for revised changes in procurement arrangements • Financial Regulations 2017 – amended to reflect the new advice on the Public Contracts Regulations 2015. • Risk Register.

26/17	<p>Representation on outside bodies Representatives were appointed to outside bodies as follows:</p> <ul style="list-style-type: none"> • Hart District Assoc. of Town & Parish Councils – Cllr Robson
27/17	<p>Inventory of Land & Assets The Executive Officer had circulated an inventory of land and buildings and the fixed asset register as at 1 April 2017 – unchanged since the revisions approved in February 2017 (Minute ref: 172/16). These were reviewed and approved.</p> <p>This register would be updated during the year in time for year end in March 2018.</p>
28/17	<p>Insurance The insurance cover with Aviva via Came & Company was confirmed – it had been reviewed prior to renewal on April 1 (Minute ref: 189/16).</p>
29/17	<p>Subscriptions The following subscriptions were reviewed and approved:</p> <ul style="list-style-type: none"> • Hampshire Assoc. of Local Councils - £543 • National Assoc of Local Councils - £224 • Society of Local Council Clerks - £187 • Chartered Institute of Management Accountants - £ 269 • Get Mapping (Parish Online) - £70 • LCPD People HR Service (HALC) - £150
30/17	<p>Council Policies & Procedures The following policies and procedures were reviewed. It was noted that these were unchanged from previous year:</p> <ul style="list-style-type: none"> • Complaints Policy & Procedure • Data Protection Policy • Freedom of Information policy & Publication Scheme
31/17	<p>Disposal of Asset The internal auditor had noted that the disposal of the bouncy castle had been minuted in June 2016 but there was no minute reference for the £300 proceeds received in November 2016.</p> <p>Resolved: to approve the disposal of the bouncy castle and acknowledge receipt of £300.</p>
32/17	<p>Parish Council Website There have been issues with the website which was designed in 2012 and had become outdated. It a software update at the very least. JH had met with Silkiskills, the designer, to discuss the updates. Silkiskills has provided a quotation of £1,074 for the software update and the minimum level of other updates plus optional extras totalling £250. An annual maintenance contract can be put in place for £250.</p> <p>No budget was set for this update but there are surplus funds in the rates budget.</p>

	<p>Resolved: to accept the quotation for the total updating of the site and the annual maintenance contract. To move the funds from the rates budget to cover the cost.</p> <p>NB. At 8.25pm Cllr Watmore entered the meeting</p>																																																																																				
33/17	<p>Annual Residents' Evening</p> <p>It was reported that this event went well and the Local Plan presentation was well received. All issues raised were dealt with at the meeting. 2 proposals were put to the meeting and both were overwhelmingly rejected:</p> <ol style="list-style-type: none"> To provide some form of financial support to Fleet Town Council for their Harlington redevelopment To embark upon a Neighbourhood Plan <p>NB. At 8.30pm District & County Cllr Forster left the meeting having given his report (see below).</p>																																																																																				
34/17	<p>Tennis Courts</p> <p>JH explained that a new booking & court access procedure is required as the Key Centre has become more self-service.</p> <p>The office thought they had found the ideal system – similar to that used by Fleet Town Council – but the cost is far too high. Staff are researching other possibilities and hope to find a solution as quickly as possible to enable weekend and evening tennis throughout the summer months.</p>																																																																																				
35/17	<p>Financial Review</p> <ul style="list-style-type: none"> The management accounts & financial reports for April were reviewed and accepted The schedule of debtors for April was reviewed. The Clerk presented the schedule of payments for May as below. These were reviewed and signed. <table border="1"> <thead> <tr> <th>Date</th> <th></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-May</td> <td>DDR</td> <td>Milk & More</td> <td>Office Milk April</td> <td></td> <td>7.80</td> </tr> <tr> <td>17-May</td> <td>DDR</td> <td>Information Commissioner</td> <td>Annual registration - data protection</td> <td></td> <td>35.00</td> </tr> <tr> <td>17-May</td> <td>BP</td> <td>Engie Gas Ltd</td> <td>Key Centre gas - April</td> <td>59.55</td> <td>357.31</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>J Hyatt</td> <td>Salary - May</td> <td></td> <td>1,396.01</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>K Howden</td> <td>Salary - May</td> <td></td> <td>867.93</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>Jo Perkins</td> <td>Salary - May</td> <td></td> <td>1,260.92</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>Suzanne Pepper</td> <td>Salary - May</td> <td></td> <td>976.20</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>J Watkins</td> <td>May pay re April hours</td> <td></td> <td>31.10</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>R Hyatt</td> <td>May pay re April hours</td> <td></td> <td>68.42</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>DGK Flooring Ltd</td> <td>Replacement floors</td> <td>3,483.00</td> <td>20,898.00</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>IAC Ltd</td> <td>Internal Audit</td> <td>69.00</td> <td>414.00</td> </tr> <tr> <td>19-May</td> <td>BP</td> <td>Phoenix Safe Co Ltd</td> <td>Safe for office</td> <td>17.00</td> <td>102.00</td> </tr> </tbody> </table>	Date		Payee	Description	VAT	Total					£	£	01-May	DDR	Milk & More	Office Milk April		7.80	17-May	DDR	Information Commissioner	Annual registration - data protection		35.00	17-May	BP	Engie Gas Ltd	Key Centre gas - April	59.55	357.31	19-May	BP	J Hyatt	Salary - May		1,396.01	19-May	BP	K Howden	Salary - May		867.93	19-May	BP	Jo Perkins	Salary - May		1,260.92	19-May	BP	Suzanne Pepper	Salary - May		976.20	19-May	BP	J Watkins	May pay re April hours		31.10	19-May	BP	R Hyatt	May pay re April hours		68.42	19-May	BP	DGK Flooring Ltd	Replacement floors	3,483.00	20,898.00	19-May	BP	IAC Ltd	Internal Audit	69.00	414.00	19-May	BP	Phoenix Safe Co Ltd	Safe for office	17.00	102.00
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19-May	BP	Richard Thorpe Fire Services	Fire alarm testing/maintenance	28.00	168.00
19-May	BP	Spectrum Workplace LLP	Office furniture	143.20	716.00
19-May	BP	HCC	County Supplies - janitorial supplies	6.52	39.16
19-May	BP	Lyreco UK Ltd	Janitorial & stationery supplies	7.57	45.42
19-May	BP	DISConsulting IT Ltd	IT support & back-up - April	27.40	164.39
19-May	BP	Sixth Sense Marketing Ltd	Comms & Marketing - April	79.80	488.80
19-May	BP	CH Cleaning Services	Caretaking - April	68.00	408.00
19-May	BP	WC Baker & Son Ltd	Hardware supplies - April	13.06	78.32
19-May	BP	C&S Banners Ltd	Residents' Evening banners	9.60	57.60
19-May	BP	VPS Grounds Services	Monthly Maintenance - April	1,229.38	7,376.28
19-May	BP	J Hyatt	Expenses - printing		33.60
19-May	BP	S Pepper	Expenses - market & ARE	9.13	241.47
19-May	BP	K Howden	Expenses -- mileage & hardware		54.00
20-May	DDR	SSE Swalec	Cycle path electric	1.23	26.00
20-May	10040 1	Mrs L Pearson	Party refund		59.95
28-May	DDR	Veolia environmental	Refuse collection - April	25.70	154.18
31-May	DDR	NEST	Contributions re May payroll		24.48
31-May	BP	Hampshire Pension Fund	Contributions re May payroll		368.23
31-May	BP	HMRC	Tax & NI May		926.43
				5,277.14	37,845.00

36/17

Chairman's Report

MR highlighted the following:

- She had attended HDC briefing on the Local Plan with Cllr Brown.
- She was invited to a meeting with the staff, local PCSOs & Community Safety Officer from HDC to discuss various issues but mainly the motorway fence.
- She & Cllr Brown attended a meeting with Fleet Town Council to discuss their request for support for their Harlington project.
- Attending the Annual Residents' Evening.

37/17

Councillor Reports

- **Cllr Brown**
 - Attended HDC Local Plan briefing with Cllr Robson
 - Attended the meeting with Fleet Town Council re the Harlington
 - Attended the South-East Water seminar
 - Attended the Annual Residents' Evening.
- **Cllr Woods**
 - Attended the Annual Residents' Evening.

	<p>NB. At 9.03pm Cllr Woods left the meeting</p> <ul style="list-style-type: none"> • Cllr Watmore <ul style="list-style-type: none"> ○ Continues to work towards the Countryside Day ○ Attended the Green Flag judging day ○ Reminder re asking planning about allotment car park – possibility of room for an additional plot ○ Attended Annual Residents’ Evening • Cllr Bond <ul style="list-style-type: none"> ○ Attended Annual Residents’ Evening • District/County Councillor Forster (before left meeting) <ul style="list-style-type: none"> ○ HDC operations are running well ○ Litter enforcement officers have started working and issued 7 penalty notices for minor littering offences on their first day. Any income from fines is used to pay for the service and any surplus will go into environmental initiatives. ○ Has now had his induction and for all county matters should be contacted via Steve.forster@hants.gov.uk
<p>38/17</p>	<p>Officer Report</p> <p>JH stated that much of her report had been covered but she reported the following:</p> <ul style="list-style-type: none"> • Meeting with the local PCSOs and HDC Community Safety Officer. It was agreed to erect a temporary CCTV camera in the trees at the motorway fence and repair the hole – within 2 hours of the repair the hole had returned and within 2 days the camera had been stolen. • Following a 101 report, the police caught a group of three youngsters causing damage and graffitiiing at the footbridge. • Elvetham Estates has closed the park and ride but inform us that they have no definite plans for the area yet.
<p>39/17</p>	<p>Date of next meeting</p> <p>The next meeting is scheduled for Monday 19 June 2017.</p>

There being no further business the meeting closed at 9.10pm

Signed.....

Date.....