

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 19th February 2018 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 Emma Watmore (EW)	from 7.35pm	Elvetham Heath PC
Cllr Gordon Smith (GS)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

Cllr Steve Forster (SF)	Hart District (HDC) & Hampshire County
Cllr Adrian Collett (AC)	Hampshire County Council (HCC)

136/17	<p>Apologies for Absence Apologies were received from Cllr Claire Brooks-McGoldrick who had work commitments & Cllr Richard Woods who was taking his professional exams.</p> <p>Resolved: to accept the apologies.</p> <p>District Cllr S. Kinnell had also sent apologies which were noted.</p>
137/17	<p>Declarations of Interest & associated dispensations None.</p>
138/17	<p>Approval of the Minutes The minutes of the meeting of 15th January 2017 (nos. 119/17 – 135/17) were confirmed as an accurate record and signed by the Chairman.</p> <p>As the planning committee had not been quorate, the acceptance of its January minutes and recommendations was deferred the next meeting.</p>
139/17	<p>Public Session None.</p>
140/17	<p>Police Report Members of the local neighbourhood team were unable to attend but no crime report had been received.</p>

<p>141/17</p>	<p>The Key Play Area The space net in the play area has been decommissioned as it has become unsafe & beyond repair. It can be replaced at a cost of approximately £13,500 which exceeds the budget of £10,000. Other more cost-effective options had been put forward by the companies approached but none seemed suitable.</p> <p>Resolved: to replace the space net but investigate other options at a similar price.</p>
<p>142/17</p>	<p>Twyford Close Play Area This play area is still enclosed by wooden fencing which has now become rotten. It has recently suffered vandalism and sections have had to be removed. It therefore needs replacing. 3 quotations were considered to replace the fencing with bow-top metal fencing to match the other play areas in the parish.</p> <p>Resolved: to accept the quotation from Street Furnishings Ltd to supply the fencing and Pegasus Building Services to install it at a total cost of £4,926 unless the price can be matched by the grounds maintenance contractor.</p> <p>The play area maintenance budget has only £2,700 remaining, the additional budget is to be taken from the unused facilities staffing budget.</p>
<p>143/17</p>	<p>Staffing – Communications Officer This position has been contracted out over the last 18 months. Money has been set aside in the 2018/19 budget to recruit an additional member of staff.</p> <p>Resolved: to bring the role back in-house and start recruiting for a part-time communications & admin person – 15 hours per week at between £10-12 per hour.</p>
<p>144/17</p>	<p>Office Furniture 5 items of furniture are required – including a desk & chair for the reception. The total cost is £579.</p> <p>Resolved: to purchase the furniture.</p>
<p>145/17</p>	<p>GDPR The new data protection regulations come into force at the end of May 2018. One requirement is for each business/authority to have a Data Protection Officer who cannot be involved in processing any of the personal data held. EHPC’s internal auditor, IAC Ltd, is offering to act as a DPO for each of his audit clients at a cost of £75 per year. This would include a high-level audit of compliance as part of the normal audit process as well as guidance and documentation.</p> <p>Resolved: to appoint IAC Ltd as the DPO to ensure compliance with GDPR.</p>
<p>146/17</p>	<p>Website The company who designed, hosted and supported the EHPC website closed down suddenly and transferred all its business to Orange Pixel, based in Petersfield. In the short-term,</p>

	<p>Orange Pixel will honour the previous arrangement but going forward any support would be paid on an ad-hoc basis. They offer a support package at £37 per month/£444 p.a offering more than the previous Silkskills package which cost £225 p.a. Both include hosting.</p> <p>It was agreed that further quotations would be sought to cover both hosting and support.</p>
147/17	<p>Road Adoptions</p> <p>JH had circulated an update report. HCC and Persimmon are close to agreeing the terms of the adoption of Elvetham Heath Way. HCC are preparing a quotation for all the necessary works and provided Persimmon agree to pay, HCC will adopt the road in its current state and carry out the necessary work itself.</p> <p>County Cllr Collett had nothing further to add but stated that it was vital that he and Cllr Forster worked to ensure that HCC carry out the necessary works by next winter. Cllr Forster added that Persimmon have been carrying out temporary repairs to the potholes and will return to carry out proper repairs.</p>
148/17	<p>Financial Review</p> <ul style="list-style-type: none"> • JH presented the financial reports for January – these were reviewed and accepted. • The schedule of debtors at 31 January was reviewed. • The schedule of payments for February was reviewed and approved (see attached).
149/17	<p>Chairman’s Report and Announcements</p> <p>Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> • Attended a meeting with the church to discuss the Carols in the Key/Live Nativity Event. It was agreed to repeat the event in 2018 but to make changes to ensure the council’s carols event does not get lost and to simplify the nativity. • A resident had asked her why the “Way Out” finger post signs still remain in the roundabouts. These were installed whilst EH was being built. Everyone agreed they should remain.
150/17	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr Brown <ul style="list-style-type: none"> ○ Attended the market. • Cllr Watmore <ul style="list-style-type: none"> ○ Attended the market • Cllr Smith <ul style="list-style-type: none"> ○ Nothing to report. • Cllr Bond <ul style="list-style-type: none"> ○ Attended the HDC parish briefing on the Local Plan with JH. ○ Attended the market • County Cllr Collett <ul style="list-style-type: none"> ○ Footbridge: there have been issues with ice on the footbridge. There are now grit bins at either end, but HCC do not have the resources to grit footbridges. The problem is made worse by eth poor design of the drainage holes which block easily. HCC is looking to clean these out and longer term to redesign. ○ Pleased to see the vegetation by the water courses in the East Hundreds has now been cut by HDC following the complaint at last year’s residents’

	<p>evening. Has there been any progress on handing this area over the EHPC? <i>JH confirmed that there had been no further progress – HDC were looking into whether the area had any S106 money attached to it.</i></p> <ul style="list-style-type: none"> ● County Cllr Forster <ul style="list-style-type: none"> ○ Now that EHPC has a flag pole, it could consider supporting Hampshire Pride this week with Saturday 24th being the main day. Free flags are available from Hampshire Pride. <i>JH will contact them.</i> ○ Elvetham Road has now been resurfaced. ○ HCC has its budget meeting on 22nd February. It is expected that waste recycling sites, school crossings & community transport will be saved. ○ Chaired the HCC Road Safety committee where issues with cycling were raised. There will now be a program of cycle education in the secondary schools. ○ Cllr Humby, the portfolio holder, has put forward 15 priority road projects which include 4 in Fleet including the Oatsheaf crossroads, the station junction & the 2 roundabouts at either side of the railway bridge. ○ A resident had commented that he was really impressed by the fast service he received from EHPC when he complained about some overgrown vegetation.
<p>151/17</p>	<p>Officer Report JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> ● The February market was successful despite the weather with 2 new stalls – a cheese stall & a gluten free bakery – which were well received. ● Following a difficult year with the grounds maintenance contractor, the staff met with the new contract manager & operations manager. This was very positive, and it appears that standards will be higher. ● Road Adoptions – Persimmon is still awaiting the quotation for the bridge works from HCC. There is apparently more work required than originally anticipated. ● The quotation from the grounds maintenance contractor for the Harrow Road roundabout has finally been received. Both that roundabout & the one at the St Swithin’s junction can be re-landscaped for £6.5k. In October, minute ref 93/17, it had been agreed that work should be started if the quote for Harrow Road was close to £6,140. The quotation has therefore been accepted. ● There has been no further contact with Openreach about the Wayleave they requested. ● Churches Together sent a thank you for the donation given towards the Christmas lunch. ● Cllr Jenny Radley visited the office to talk about the No 7 bus and possible options for a local community bus run by the local parishes.
<p>152/17</p>	<p>Exclusion of Public & Press It was resolved in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public for discussions relating to staffing matters.</p> <p>At 9.10pm Cllrs Forster & Collett and the member of the public left the meeting.</p>
<p>153/17</p>	<p>Staff Pay Review JH circulated a document detailing existing staff salaries and possible pay awards. It was agreed that the members would consider this outside of the meeting and defer the vote to the March meeting.</p>

154/17	Date of next meeting The next meeting is scheduled for Monday 18 March 2018.
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There being no further business the meeting closed at 9.18pm

Signed.....

Date.....

		Payments - February						
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
Internet Payments								
Total Employment Costs			Total Payroll costs - February	19-Feb	4,681.21		4,681.21	BP
Big Little Magazine Co	9707	05/01/2018	Market leaflet distribution	05-Feb	315.00	63.00	378.00	BP
HALC	INV-2149	20/01/2018	Training courses - Transparency	19-Feb	20.00	4.00	24.00	BP
HALC	INV-2173	20/01/2018	Training courses - H&S	19-Feb	180.00	36.00	216.00	BP
Getmapping plc	2018-03181	22/01/2018	Parish Online annual subs	19-Feb	74.00	14.80	88.80	BP
HCC	58067674	22/01/2018	Janitorial supplies	19-Feb	7.66	1.53	9.19	BP
Npower plc	LGU6NM75	16/01/2018	Centre electricity 3rd qtr	19-Feb	1,031.74	206.35	1,238.09	BP
Sixth Sense Marketing Ltd	810	30/01/2018	Comms & marketing service - Jan	19-Feb	399.00	79.80	478.80	BP
CH Cleaning Services	731	31/01/2018	Caretaking, cleaning & windows - Jan	19-Feb	2,168.25	433.65	2,601.90	BP
Hampshire CC	58069774	05/02/2018	Janitorial supplies	19-Feb	18.06	3.61	21.67	BP
WC Baker & Son	1530	31/01/2018	Hardware supplies	19-Feb	27.79	5.57	33.36	BP
VPS Grounds Services	SMLT-007302	31/01/2018	Play area inspections x 4 weeks	19-Feb	400.00	80.00	480.00	BP
VPS Grounds Services	SMLT-007314	31/12/2017	Grounds maintenance & litter	19-Feb	6,146.90	1,229.38	7,376.28	BP
Maynelines Blinds Ltd	5068	08/02/2018	replacement cords for centre blinds	19-Feb	100.00	20.00	120.00	BP
Street Furnishings Ltd	9885	07/02/2018	2 x car park closed signs	19-Feb	88.62	17.72	106.34	BP
Light Angels Ltd	841	11/02/2018	Christmas lighting	19-Feb	685.00	137.00	822.00	BP
South East Water	10	06/02/2018	Allotment water Qtrs 3&4	19-Feb	64.15		64.15	BP
HCC	58070483	12/02/2018	Janitorial supplies	19-Feb	7.66	1.53	9.19	BP
Disconsulting Ltd	12214	26/12/2017	IT support - January	19-Feb	136.99	27.40	164.39	BP
Metroplan Ltd	IN886577	12/02/2018	2 x noticeboards	19-Feb	32.38	6.48	38.86	BP
Dickens		17/02/2018	Refund party deposit	19-Feb	200.00		200.00	BP
Epsilon Lighting	2018/67	14/02/2018	Street light repair	19-Feb	105.93	21.19	127.12	100416
Direct Debit Payments								
Milk & More	40005626	26/01/2018	Office milk - January	01-Feb	6.24		6.24	DDR
Intouch Communications	7687103	01/02/2018	Telephone & Broadband - Jan	15-Feb	85.88	17.18	103.06	DDR
SSE Swalec		02/02/2018	Cycle path electricity - Jan	19-Feb	25.08	1.25	26.33	DDR
Engie		09/02/2018	Key Centre Gas - February	23-Feb	325.33	65.07	390.40	DDR
Veolia Ltd	8801105000	31/02/2018	Refuse collection - Jan	28-Feb	119.84	23.97	143.81	DDR
TOTAL					17,452.71	2,496.48	19,949.19	