

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 19<sup>th</sup> March 2018 at 7.40pm**

**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 Claire Brooks-McGoldrick (CB)		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
1 x member of public	to 8.30pm	

<b>155/17</b>	<p><b>Apologies for Absence</b>          Apologies were received from Cllr Emma Watmore who was unwell &amp; Cllr Richard Woods who was absent for personal reasons.</p> <p><b>Resolved:</b> to accept the apologies.</p> <p>District Cllr S. Kinnell &amp; County Cllr Adrian Collett had also sent apologies which were noted.</p>
<b>156/17</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>          None.</p>
<b>157/17</b>	<p><b>Approval of the Minutes</b>          The minutes of the meeting of 19<sup>th</sup> February 2018 (nos. 136/17 – 154/17) 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"> <li>• Planning Committee – 15<sup>th</sup> January 2018: Nos. 45/17 – 51/17</li> </ul>
<b>158/17</b>	<p><b>Public Session</b>          None.</p>
<b>159/17</b>	<p><b>Police Report</b>          Members of the local neighbourhood team were unable to attend the meeting and no crime report had been received.          JH to follow this up with the local neighbourhood team.</p>

	<p>Cllr Forster reported that there has been an increase in the number of break-ins in the Fleet area.</p>
<b>160/17</b>	<p><b>Website</b> – deferred from February meeting</p> <p>Following the closure of Silkiskills, the company who designed, hosted and supported the EHPC website, its business had been transferred to Orange Pixel, based in Petersfield. Going forward, Orange Pixel have offered a full support package at a cost of £37 per month. Quotations for a similar service had been received from 2 other companies both offering a similar package but at a higher price.</p> <p><b>Resolved:</b> To accept the quotation from Orange Pixel to support &amp; host the parish council website.</p>
<b>161/17</b>	<p><b>Insurance</b></p> <p>3 quotations had been received for the parish council insurance cover, all via the brokers Came &amp; Company. Inspire offered the best value and most extensive cover. With a 3-year long term agreement there is only a £143 increase in premium from the previous cover through Aviva.</p> <p><b>Resolved:</b> to accept the quotation from Inspire and enter into a 3-year long term agreement at a cost of £6,963.16 inclusive of insurance premium tax and a £75 brokers fee.</p>
<b>162/17</b>	<p><b>History Plaque</b></p> <p>In the absence of Cllr Watmore, it was agreed to defer this item to the April meeting.</p>
<b>163/17</b>	<p><b>Decorating</b></p> <p>The hall, offices and corridors had been decorated over Christmas leaving the Heath &amp; Village Rooms and their entrance hall still in need of decorating. The same decorating company, DSD, has quoted at £3,550 and this work can be scheduled for the May half term holiday.</p> <p><b>Resolved:</b> to accept the quotation and organise the work for May.</p>
<b>164/17</b>	<p><b>Caretaking Service</b></p> <p>CH Cleaning Services have been carrying out weekend &amp; evening caretaking since February 2017 at a cost of £680 per month – originally as a temporary measure but then permanent from June. The cost had been agreed on the basis of an annual estimation of hours required. From September the service has been slightly extended to cover a few hours of daytime work but at no additional cost. CH Cleaning has asked for a review.</p> <p><b>Resolved:</b> to carry out a 3-month review using timesheets to track exact hours worked with a view to a possible price increase or a bonus for additional hours worked.</p>
<b>165/17</b>	<p><b>Land &amp; Assets</b></p> <ul style="list-style-type: none"> <li>• The updated asset register was reviewed and accepted.</li> <li>• The disposals of 2 pieces of play equipment and the wooden fencing at Twyford Close play area were approved.</li> </ul>


<p><b>166/17</b></p>	<p><b>Risk Register</b>          JH presented the updated risk register.</p> <p><b>Resolved:</b> to accept the updated risk register.</p>
<p><b>167/17</b></p>	<p><b>Financial Regulations/Delegations to Officers</b>  <b>Resolved:</b> to increase the Executive Officer’s authority to spend within budgetary constraints from £500 to £750.</p> <p><b>NB. At 8.30pm the member of the public left the meeting.</b></p>
<p><b>168/17</b></p>	<p><b>Reserves</b>          It was agreed to set up the following earmarked reserves and transfer funds as follows:</p> <ul style="list-style-type: none"> <li>• Landscaping reserve - £5,000</li> <li>• Contingency fund- £5,000</li> <li>• Events Reserve – to hold surplus funds from events currently £3,835</li> </ul> <p>It was agreed to transfer the following into existing reserves</p> <ul style="list-style-type: none"> <li>• Playground Fund - £10,000 unspent budget for replacement equipment.</li> <li>• S106 Maintenance Fund - £40,000 from Taylor Wimpey plus interest associated with S106 investment accounts.</li> </ul> <p>It was also agreed that no S106 funds would be used for grounds maintenance this year as there is sufficient surplus to cover the costs. This will extend the life of the fund.</p>
<p><b>169/17</b></p>	<p><b>Financial Review</b></p> <ul style="list-style-type: none"> <li>• JH presented the financial reports for February – these were reviewed and accepted.</li> <li>• The schedule of debtors at 28 February was reviewed.</li> <li>• The schedule of payments for March was reviewed and approved (see attached).</li> </ul>
<p><b>170/17</b></p>	<p><b>Chairman’s Report and Announcements</b>          Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> <li>• She had been in correspondence with the Scouts over the burst pipe in the pavilion/scout HQ on March 3<sup>rd</sup>.</li> <li>• Will attend the Calthorpe Park School meeting with NB on 20 March.</li> <li>• Has been invited to attend an HDC Peer Review on 22 March.</li> </ul>
<p><b>171/17</b></p>	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Brown</b> <ul style="list-style-type: none"> <li>○ Attended the market.</li> </ul> </li> <li>• <b>Cllr Brooks-McGoldrick</b> <ul style="list-style-type: none"> <li>○ Attended the market</li> </ul> </li> <li>• <b>Cllr Smith</b> <ul style="list-style-type: none"> <li>○ Attended the market.</li> </ul> </li> <li>• <b>Cllr Bond</b> <ul style="list-style-type: none"> <li>○ Will attend the Calthorpe Park School meeting with MR.</li> <li>○ Attended the market</li> </ul> </li> <li>• <b>County/District Cllr Forster</b> <ul style="list-style-type: none"> <li>○ Snow clearance and gritting has gone well</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Potholes have reappeared following the recent cold weather. Hopes to get the dragon machine here to make permanent repairs.</li> <li>○ HCC is progressing the 15 priority road projects with priority to the 4 in Fleet area.</li> <li>○ The results of the community transport survey have been published which demonstrate the people mainly require trips to the station and the centre of Fleet.</li> <li>○ The Fleet Carnival is continuing this year.</li> <li>○ No.7 bus route is being split into 2 – both to be numbered 7. The Stagecoach service will run from Aldershot to Hartley Wintney and a new service provided by Reading Buses will run from Fleet to Reading but only on main roads – it is unlikely to drive onto Elvetham Heath.</li> </ul>
<b>172/17</b>	<p><b>Officer Report</b></p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> <li>● The pavilion/Scout HQ has suffered substantial damage due to a pipe bursting in the recent cold weather. This is being dealt with by parish council insurance. Possibly consider asking the scouts to pay the excess as they do not pay any rental for the use of the building</li> <li>● In October, the council awarded a £250 grant to the local branch of the Royal British Legion for the Great Pilgrimage 90. As they overachieved in their fundraising, they have just over £88 to return but have asked if EHPC would prefer to put it towards the World War 1 Centenary events which are currently being organised. <i>Agreed to contribute the funds to the WW1 events or the 2018 Remembrance events.</i></li> <li>● Grant Request – a request has been received from the Fleet Carnival committee to fund one of the bands. This will be brought to the next council meeting.</li> <li>● Elections: <ul style="list-style-type: none"> <li>○ Election Special newsletter has been prepared and will be delivered to households this week.</li> <li>○ 26<sup>th</sup> March – organised an open evening for prospective councillors to find out more information.</li> <li>○ An Elections page will be added to the website this week.</li> </ul> </li> </ul>
<b>173/17</b>	<p><b>Exclusion of Public &amp; Press</b></p> <p>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><b>At 9.00pm Cllr Forster left the meeting.</b></p>
<b>174/17</b>	<p><b>Staff Pay Review</b></p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>● to award the 3 members of staff individual pay rises in line with the National Joint Council pay award.</li> <li>● To investigate an incentive or performance related pay award scheme</li> </ul>
<b>175/17</b>	<p><b>Date of next meeting</b></p> <p>The next meeting is scheduled for Monday 16 April 2018.</p>

There being no further business the meeting closed at 9.15pm

Signed.....

Date.....

								
Payments - March								
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
<b>Internet Payments</b>								
Total Employment Costs			Total Payroll costs - March	19-Mar	4,681.61		4,681.61	BP
Party deposit refunds			2 x parties	13-Mar	400.00		400.00	BP
J Hyatt			Expenses	19-Mar	17.94		17.94	BP
Jo Perkins			Expenses	19-Mar	57.22		57.22	BP
S Pepper			Expenses	19-Mar	34.40		34.40	BP
Hampshire CC	58070968/9	19/02/2018	Stationery	19-Mar	10.27	2.06	12.33	BP
All Events Marquees	2930	21/02/2018	Deposit for concert marquee	19-Mar	127.25	25.45	152.70	BP
Little Monsters	7200	20/02/2018	Deposit for fete attractions	19-Mar	230.00	46.00	276.00	BP
Spectrum Workplace llp	22441	27/02/2018	Office furniture	19-Mar	629.00	125.80	754.80	BP
Sixth Sense Marketing Ltd	821	28/02/2018	Comms & marketing service - Feb	19-Mar	399.00	79.80	478.80	BP
GeoXphere	1125	06/03/2018	Parish Online training (mapping system)	19-Mar	500.00	100.00	600.00	BP
CH Cleaning Services	746	28/02/2018	Caretaking, cleaning & windows - Feb	19-Mar	2,253.25	450.65	2,703.90	BP
Bin Cleaning Co Ltd	26507	28/02/2018	Commercial bin cleaning	19-Mar	17.00	3.40	20.40	BP
VPS Grounds Services	SMLT-007726	28/02/2018	Grounds maintenance & litter	19-Mar	6,146.90	1,229.38	7,376.28	BP
VPS Grounds Services	SMLT-007741	28/02/2018	Salting - 5 x applications	19-Mar	735.00	147.00	882.00	BP
VPS Grounds Services	SMLT-007696	28/02/2018	Landscaping 2 roundabouts	19-Mar	6,434.80	1,286.96	7,721.76	BP
HCC	58073153/4	12/03/2018	Janitorial supplies	19-Mar	17.72	3.54	21.26	BP
Lenthall Landscapes	EHPC02	12/03/2018	Play area checks & maintenance	19-Mar	170.00		170.00	BP
Disconsulting Ltd	12214	26/12/2017	IT support - February	19-Mar	136.99	27.40	164.39	BP
Sportsequip.co.uk	27684	13/03/2018	2 x replacement tennis nets	19-Mar	214.00	42.80	256.80	BP
<b>Direct Debit Payments</b>								
Milk & More	40173363	26/01/2018	Office milk - February	01-Feb	6.24		6.24	DDR
South East Water choice	20009100-9	06/02/2018	Centre water 3rd & 4th qtrs	01-Mar	323.96		323.96	DDR
Intouch Communications	7774979	01/03/2018	Telephone & Broadband - Feb	15-Mar	81.65	16.33	97.98	DDR
SSE Swalec		02/03/2018	Cycle path electricity - Feb	19-Mar	24.55	1.22	25.77	DDR
Engie	1-00068897	09/03/2018	Key Centre Gas - February	23-Mar	335.92	67.78	403.70	DDR
Veolia Ltd	8801107381	28/02/2018	Refuse collection - Feb	28-Mar	136.96	27.39	164.35	DDR
<b>TOTAL</b>					<b>24,121.63</b>	<b>3,682.96</b>	<b>27,804.59</b>	