

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 16th April 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 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 Adrian Collett (AC)		Hampshire county Council
Cllr Steve Forster (SF)	from 8.10pm	Hart District (HDC) & Hampshire County
2 x members of public		

01/18	<p>Apologies for Absence Apologies were received from Cllr Emma Watmore who was on holiday.</p> <p>Resolved: to accept the apologies.</p>
02/18	<p>Declarations of Interest & associated dispensations None.</p>
03/18	<p>Approval of the Minutes The minutes of the meeting of 19th March 2018 (nos. 155/17 – 175/17) 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 – 19th March 2018 (Nos. 52/17 – 57/17)
04/18	<p>Public Session None.</p>
05/18	<p>Police Report Members of the local neighbourhood team were unable to attend the meeting but had sent a crime report for March. It was noted that crime numbers were quite high (47 occurrences) but of these over 20 concerned the same 4 addresses. During march there had been problems under the railway footbridge in Falconer Road and several incidents of drivers leaving Morrison’s petrol station without paying.</p>

06/18	<p>History Plaque In the absence of Cllr Watmore and the fact that she has not stood for election in May 2018, it was agreed to cancel this item.</p>
07/18	<p>The Key Centre JH reported that the range cooker in the kitchen was no longer fit for purpose. It has been used daily since its installation in 2012 and now has to cope with meal preparation for about 50 children. The cooker is a domestic range and not designed to cope with such large quantities. It had cost just under £900 in 2012. JH also reported that she had approached the after-school club about a contribution towards the cost of a new, commercial range and they had agreed to share the cost with the council. A commercial range is likely to cost between £2,500 - £3,500.</p> <p>Resolved: to purchase a new range cooker on a 50/50 basis with Elvetham Heath After School Club up to a total cost of £3,000.</p>
08/18	<p>Grant Request A request for a grant of £1,000 had been received from the Fleet & District Carnival Committee. This is to pay for high-vis jackets for committee members. The grant request seemed high for that purpose and members noted that funds had not been sought from other parish councils in the area.</p> <p>Resolved: not to award a grant.</p>
09/18	<p>Annual Financial Review</p> <ul style="list-style-type: none"> • JH presented the financial reports for March including the comparison of budget to actuals – these were reviewed and accepted. • The schedule of debtors at 28 February was reviewed. • JH presented the statutory accounts – Income & Expenditure Report and Balance Sheet – which were reviewed and approved. They were duly signed by the Chairman.
10/18	<p>Internal Audit The internal audit had taken place on 11 April 2018. JH had circulated the auditor’s report. The auditor had made the following observations which the council accepted and agreed to address as follows:</p> <ul style="list-style-type: none"> • The list of direct debits and standing orders should be reviewed and approved – <i>to be carried out at the May meeting</i> • Improve the verification and receipting process for market income – <i>going forward will use a receipt book or hand-held receipt machine.</i> • VAT should be charged to mobile catering concessions – <i>from April 1 onwards.</i>
11/18	<p>Annual Governance & Accountability Return – Section 1 Section 1 of the annual return is the Annual Governance Statement relating to internal controls. JH had circulated the control review document adopted in November 2017. Using this document, the council reviewed the effectiveness of internal controls to ensure they could approve the statement.</p>

	<p>Resolved: to approve the Annual Governance Statement.</p> <p>The Statement was duly signed by the Chairman & the Executive Officer.</p>
12/18	<p>Annual Governance & Accountability Return – Section 2 This section is the Accounting Statement which the council reviewed.</p> <p>Resolved: to approve the Accounting Statements.</p> <p>This was duly signed by the Chairman.</p>
13/18	<p>Monthly Payments The schedule of payments for April was reviewed and approved (see attached).</p>
14/18	<p>Chairman’s Report and Announcements Cllr Robson highlighted the following:</p> <ul style="list-style-type: none"> • She and Cllr Bond had attended the meeting at Calthorpe Park School about its expansion plans. It was very poorly attended with representatives from only 3 parish councils. • She took part in the HDC Peer Review alongside the Chairman of Fleet Town Council. • She attended the prospective councillor open evening. • Attended the HDAPTC meeting with JH. Most of the discussion related to the Local Plan and the provision of local buses. • The prosecution for the fly-tipping case is finally going ahead.
15/18	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr Woods <ul style="list-style-type: none"> ○ As this was his last meeting, he thanked everyone and said how much he had enjoyed being part of the team. <i>His comments were reciprocated.</i> • Cllr Brown <ul style="list-style-type: none"> ○ Expressed the same sentiments as RW as this was also his last meeting. <p>NB. At 8.10pm Cllr Forster entered the meeting</p> <ul style="list-style-type: none"> • Cllr Brooks-McGoldrick <ul style="list-style-type: none"> ○ Attended the market ○ Has been speaking to the manager of the pub about providing bar facilities for parties. ○ As had nomination form rejected, hopes to be co-opted back onto the council to fill one of the vacancies. • Cllr Smith <ul style="list-style-type: none"> ○ Attended the market & the prospective councillor evening. ○ As had nomination form rejected, hopes to be co-opted back onto the council to fill one of the vacancies. • Cllr Bond <ul style="list-style-type: none"> ○ Attended the Calthorpe Park School meeting with MR. ○ Attended the market & the prospective councillor evening. • County Cllr Collett <ul style="list-style-type: none"> ○ Footbridge drainage issues have been fixed although will not be tested until

	<p>there is more heavy rain.</p> <ul style="list-style-type: none"> ○ Road adoptions: HCC has written to Persimmon with the final cost for the adoption and are awaiting a response. This will be chased. Area H1 (Kingsley Square & Lasham Road) has been adopted. <i>It was agreed that the county cllrs would ensure that HCC carry out the works in a timely fashion. AC confirmed that he had received verbal assurance that once the money has been received the work will be passed immediately to Operation Resilience team.</i> ○ HCC has a £9million budget for pothole repairs which includes £3million from central government. ○ The necessary budget changes at HCC will lead to more public consultations. ○ Calthorpe Park School – HCC is very aware that the planned expansion will make the school the 2nd largest (if not largest) in Hampshire. There are pros and cons to this and officers will monitor the situation. ○ He has decided not to re-stand for the district council this election so that he can concentrate on the county. <ul style="list-style-type: none"> ● District/County Cllr Forster <ul style="list-style-type: none"> ○ Expressed his sadness to see Cllr Collett leave the district council ○ Attended the pupil workshops about the expansion plans at Calthorpe Park School. These were carried out to ensure that the changes suit the pupils as well as the staff, parents, council etc. ○ Hitches Lane repair works – phase 1 has been completed but awaiting the consent of Calthorpe Estates to enable phase 2 to go ahead. ○ Potholes – temporary repairs are being carried out to make potholes safe in the short term and permanent repairs will follow.
<p>16/18</p>	<p>Officer Report JH had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> ● Elections: 5 members have been elected unopposed. The remaining 2 vacancies can be filled by co-option. ● Work has started to repair the pavilion/scouts’ HQ following the flood. ● Kingsley Square & Lasham Road were adopted by HCC on 10 April. ● The grounds maintenance team continue to work hard, and this has been noticed by residents one of whom emailed the council full of praise.
<p>17/18</p>	<p>Date of next meeting The next meeting is the Annual Council meeting and is scheduled for Monday 21 May 2018.</p> <p>MR thanked everyone on the council especially Cllrs Woods, Brown & Watmore who are standing down.</p>

There being no further business the meeting closed at 8.35pm

Signed.....

Date.....

Payments - April

Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
Internet Payments								
Total Employment Costs			April Payroll	19-Apr	4,788.29		4,788.29	BP
Initial Hygiene Services	32658580	07/03/2018	1st qtr 2018/19 Hygiene services	03-Apr	70.85	14.17	85.02	BP
Rialtas BS Ltd	SM18704	24/03/2018	Finance software support & maint.	03-Apr	360.00	72.00	432.00	BP
Stackhouse Poland Ltd	30899633	21/03/2018	Came & Co annual insurance	03-Apr	6,963.16		6,963.16	BP
Technivents	246	27/03/2018	Concert equipt/staging deposit	03-Apr	497.00		497.00	BP
HALC	INV-2303	29/03/2018	Training - conference	19-Apr	75.00	15.00	90.00	BP
Lyreco Uk Ltd	6300250388	31/03/2018	Stationery & stamps	19-Apr	156.97	7.19	164.16	BP
Hampshire CC	58075274	29/03/2018	Stationery	19-Apr	3.24	0.65	3.89	BP
CH Cleaning Services	761	31/03/2018	Caretaking, cleaning & windows - March	19-Apr	2,123.25	424.65	2,547.90	BP
HDC	6473/6474	27/03/2018	Dog warden service + poo bags Q3&4	19-Apr	552.00	110.40	662.40	BP
WC Baker & Son Ltd	1554	31/03/2018	Key cutting - March	19-Apr	13.33	2.67	16.00	BP
Sportsequip.co.uk	27784	04/04/2018	1 x tennis net	19-Apr	107.00	21.40	128.40	BP
Lenthall Landscapes	EHPC03	30/03/2018	Play area weekly inspections x 5	19-Apr	175.00	-	175.00	BP
VPS Grounds Services	SMLT-007982	31/03/2018	Grounds maintenance & litter	19-Apr	6,146.90	1,229.38	7,376.28	BP
VPS Grounds Services	SMLT-007715	31/03/2018	Tree work - Area 1	19-Apr	120.00	24.00	144.00	BP
VPS Grounds Services	SMLT-007984	31/03/2018	Tree work - Hawkley Way	19-Apr	840.00	168.00	1,008.00	BP
Npower	LGU7HCDK	07/04/2018	Centre electric Qtr 4	19-Apr	973.09	194.62	1,167.71	BP
Sixth Sense Marketing Ltd	898	28/03/2018	Comms & marketing service - March	19-Apr	399.00	79.80	478.80	BP
CAB			Grant 2018/19	19-Apr	1,500.00	-	1,500.00	BP
J Hyatt			Expenses	19-Apr	90.50	13.00	103.50	BP
HALC	INV-2432	02/04/2018	Affiliation fees 2018/19	19-Apr	797.00		797.00	BP
HALC	INV-2618	02/04/2018	HR consultancy fee 2018/19	19-Apr	150.00	30.00	180.00	BP
Hampshire CC	58075639	09/04/2018	Janitorial supplies	19-Apr	7.94	1.59	9.53	BP
Richard Thorpe Fire Safety	E27136	09/04/2018	Fire alarm testing	19-Apr	110.00	22.00	132.00	BP
Blowmotion	20184023	06/04/2018	3 x hand dryers	19-Apr	287.49	57.50	344.99	BP
Direct Debit Payments								
Milk & More	40327822	23/03/2018	Office milk - March	01-Apr	6.24		6.24	DDR
Gocardless/Orange Pixel	3270	01/04/2018	Web hosting & support - April	06-Apr	37.00	7.40	44.40	DDR
Intouch Communications	7862174	01/04/2018	Telephone & Broadband - March	15-Apr	84.18	16.84	101.02	DDR
British Gas	963336536	04/04/2018	Courts & The Key electric - 4th qtr	23-Apr	215.78	10.78	226.56	DDR
SSE Swalec		03/04/2018	Cycle path electricity - March	23-Apr	25.93	1.29	27.22	DDR
Engie	1-00077691	07/04/2018	Key Centre Gas - March	23-Apr	459.64	91.93	551.57	DDR
Veolia Ltd	8801109791	31/03/2018	Refuse collection - March	28-Apr	154.08	30.82	184.90	DDR
TOTAL					28,289.86	2,647.08	30,936.94	