

Minutes of the Annual Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 21st May 2018 at 7.00pm

PRESENT

Cllr Marilyn Robson (MR)		Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr Martyn O'Donoghue (MO)		Elvetham Heath PC
Cllr Candice Walmsley (CW)		Elvetham Heath PC
Cllr Nick White (NW)		Elvetham Heath PC
Cllr Claire Brooks-McGoldrick (CB)	(from 7.10pm)	Elvetham Heath PC
Cllr Gordon Smith (GS)	(from 7.10pm)	Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

Cllr Angela Delaney (AD)		Hart District Council (HDC)
1 x member of the public		
Cllr Steve Forster (SF)	to 7.25pm	Hart District Council (HDC) & Hampshire County Council (HCC)

18/18	<p>Election of the Chairman Cllr Walmsley proposed that Cllr Robson be elected Chairman of the Council. The proposal was seconded by Cllr O'Donoghue 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>
19/18	<p>Election of Vice-Chairman Cllr Robson proposed that Cllr Bond be re-elected to the position of vice-chairman. Cllr Walmsley 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>
20/18	<p>Acceptance of Office JH confirmed that she had received Declarations of Acceptance of Office from all councillors.</p>
21/18	<p>Co-option of Members JH confirmed that there were 2 candidates for the council vacancies which arose after the election. Cllr Robson proposed that Claire Brooks-McGoldrick & Gordon Smith be co-opted onto the Council to fill the vacancies. Cllr Bond seconded the proposal and all were in favour.</p>

	Both co-opted members signed their Declarations of Acceptance of Office which were witnessed by the Executive Officer.
22/18	<p>Apologies for Absence</p> <p>There were no apologies as all members were present.</p> <p>County Cllr A. Collett & District Cllr S. Kinnell had both sent apologies which were noted.</p>
23/18	<p>Approval of the Minutes</p> <p>The minutes of the meeting of 16th April 2018 (nos.01/18 - 17/18) were confirmed as an accurate record and signed by the Chairman.</p> <p>It was agreed to defer the acceptance of the minutes and recommendations of the Planning Committee until that committee had approved its minutes.</p>
24/18	<p>Public Session</p> <p>District/County Cllr Forster asked to speak in this session as he had to leave the meeting:</p> <ul style="list-style-type: none"> • There is a stakeholder consultation about the principle of expansion for Calthorpe Park School. It is important that EHPC responds. • Potholes on adopted roads are being repaired. • Road adoption: believe officers are still awaiting Persimmon's acceptance of the terms. <i>JH confirmed that she had heard from officers that day and Persimmon had agreed to the sum required.</i> • Fleet Town Council is undertaking a consultation on its Neighbourhood Plan – EHPC should check and respond. • Pale Lane roadworks: MR asked SF what was happening. SF reported that some uncharted heavy-duty power cables had been discovered so work had to stop. Nothing further can be done until the electricity company has relayed them. • Recycling area where there has been further fly-tipping. Cllr Delaney confirmed that she had found an address amongst the fly-tipped rubbish and HDC will be following this up. SF suggested writing to HDC if EHPC would like the area closed. <p>At 7.25pm Cllr Forster left the meeting.</p> <p>MR welcomed Cllr Delaney and congratulated her on her election success. AD reported that she had received a complaint about landscaping in Turner's Avenue & St Swithin's Road.</p>
25/18	<p>Council Meetings</p> <p>It was agreed that council meetings would continue to be held on the third Monday of each month except in August.</p>
26/18	<p>Committees</p> <p>It was agreed to continue with the current committees and use working parties for specific projects or events. The committees were appointed as follows:</p> <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ○ Cllr Brooks -McGoldrick – Chairman ○ Cllr Robson ○ Cllr Bond ○ Cllr White

	<ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Cllr Brooks-McGoldrick – Chairman ○ Cllr Robson ○ Cllr Bond ○ Cllr O’Donoghue ○ Cllr Walmsley <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 the annual staffing committee will be held at the beginning of October.</p>
27/18	<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 26/18 above. • The delegated authority for the Executive Officer was reviewed and adopted in line with the circulated document
28/18	<p>Governance Documents</p> <p>It was agreed to adopt the following documents:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Risk Register.
29/18	<p>Representation on outside bodies</p> <p>Representatives were appointed to outside bodies as follows:</p> <ul style="list-style-type: none"> • Hart District Assoc. of Town & Parish Councils – Cllr Robson
30/18	<p>Inventory of Land & Assets</p> <p>The Executive Officer had circulated an inventory of land and buildings and the fixed asset register which was unchanged since the revisions approved in March 2018 (Minute ref: 165/17). These were reviewed and approved.</p> <p>This register would be updated during the year in time for year end in March 2019.</p>
31/18	<p>Insurance</p> <p>The insurance cover with Axa via Came & Company was confirmed. This is a new policy agreed in March 2018 (Minute ref: 161/17) and is under a 3-year long-term agreement.</p>
32/18	<p>Subscriptions</p> <p>The following subscriptions were reviewed and approved:</p> <ul style="list-style-type: none"> • Hampshire Assoc. of Local Councils - £566 • National Assoc of Local Councils - £231 • Society of Local Council Clerks - £177 • Chartered Institute of Management Accountants - £278 • LCPD People HR Service (HALC) - £150

<p>33/18</p>	<p>Freedom of Information & Data Protection The following policies and procedures in respect of obligations under Freedom of Information & Data Protection were reviewed & adopted:</p> <ul style="list-style-type: none"> • Data Protection & Privacy Policy • Privacy Notices • Freedom of Information Policy & Publication Scheme • CCTV Policy • Record Retention Policy
<p>34/18</p>	<p>Council Policies & Procedures The following were reviewed and adopted for the new council term:</p> <ul style="list-style-type: none"> • Complaints Procedure • Press & Media Policy • Social Media Policy • Control Procedures • Expenses Policy • Grant Policy & Procedure • Treasure Policy • Reserves Policy • Tree management, Fence Management, Facility Security & Usage of the Green policies.
<p>35/18</p>	<p>Budget JH presented the budget which had been amended since it was approved in January to reflect projects that had not been completed in 2017/18.</p> <p>Resolved: to approve the budget as presented.</p>
<p>36/18</p>	<p>Grant Request (S.19 LGA Miscellaneous Provisions 1976) An application had been received from Fleet Cricket Club for a grant towards the provision of permanent nets. The request was for a grant of £500 and it was noted that this represented a large proportion of the annual grant budget.</p> <p>Resolved: to award a grant of £200 to Fleet Cricket Club.</p>
<p>37/18</p>	<p>The Key Play Area Following the discussion at the meeting in January 2018, additional quotes had been sought for an alternative piece of equipment to replace the space net in the Key play area.</p> <p>Resolved: to accept the quotation from Vitaplay Ltd for the installation of a “Blackbeard Ladder” climber at a cost of £10,750.</p> <p>MR suggested, and the council agreed, that she ask for a contribution from Fleet Lions as part of their “Dragon’s Den”.</p>

<p>38/18</p>	<p>Monthly 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 attached. These were reviewed and signed.
<p>39/18</p>	<p>Banking</p> <ul style="list-style-type: none"> • The bank mandate was completed and approved with the following members as signatories to the bank account: <ul style="list-style-type: none"> ○ Cllr Robson ○ Cllr Bond ○ Cllr Smith ○ Cllr White • JH presented the list of direct debit instructions for utilities, registration under Data Protection, website hosting & pension contributions. These were reviewed and approved.
<p>40/18</p>	<p>Officer Report</p> <p>JH presented a status report which detailed all the operations and projects of the council and any outstanding issues (see attached).</p>
<p>41/17</p>	<p>Date of next meeting</p> <p>The next meeting is scheduled for Monday 18 June 2018.</p>

There being no further business the meeting closed at 8.50pm

Signed.....

Date.....

Payments - May

Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
Internet Payments								
Total Employment Costs			April Payroll	19-May	4,788.29		4,788.29	BP
Hirer			Party deposit refund	08-May	200.00		200.00	BP
IAC Ltd	INV-0444	17/04/2018	Internal Audit 11 April	19-May	245.00	49.00	294.00	BP
Hampshire CC	58076723	23/04/2018	Stationery	19-May	13.11	2.62	15.73	BP
Band Systems Ltd	21881	25/04/2018	Entry system maintenance call-out	19-May	152.00	30.40	182.40	BP
Disconsulting Ltd	12799	26/04/2018	IT Support - April	19-May	136.99	27.40	164.39	BP
Hampshire CC	58077709	30/04/2018	Janitorial supplies	19-May	7.94	1.59	9.53	BP
AST Fire & Safety Team Ltd	1465	27/04/2018	Fire Risk Assessment	19-May	200.00	40.00	240.00	BP
BCC Ltd	26815	16/04/2018	Refuse bin cleaning	19-May	17.50	3.50	21.00	BP
Tyrrell Services Ltd	13897	02/05/2018	Water boiler maintenance call-out	19-May	147.05	29.41	176.46	BP
CH Cleaning Services	777	30/04/2018	Caretaking, cleaning & windows - April	19-May	2,278.25	455.65	2,733.90	BP
VPS Grounds Services	SMLT-008359	30/04/2018	Grounds maintenance & litter - April	19-May	6,146.90	1,229.38	7,376.28	BP
Sixth Sense Marketing Ltd	929	28/04/2018	Comms & marketing service - April	19-May	429.00	85.80	514.80	BP
Crazy Gecko Ltd	1572	10/05/2018	Event poster design x 2	19-May	70.00	-	70.00	BP
Direct Debit Payments								
Milk & More	40434972	25/04/2018	Office milk - April	01-May	6.24		6.24	DDR
Gocardless/Orange Pixel	3389	01/05/2018	Web hosting & support - May	06-May	37.00	7.40	44.40	DDR
Intouch Communications	7948336	01/05/2018	Telephone & Broadband - April	15-May	82.31	16.46	98.77	DDR
SSE Swalec		02/05/2018	Cycle path electricity - April	19-May	24.55	1.22	25.77	DDR
Engie	1-00077691	07/04/2018	Key Centre Gas - April	23-May			-	DDR
Veolia Ltd	8801109791	31/03/2018	Refuse collection - April	28-May	154.08	30.82	184.90	DDR
Veolia Ltd	CN88035157	25/04/2018	Credit re non-collection 01 Feb	28-May	-17.12	3.42	- 20.54	DDR
TOTAL					15,119.09	2,007.23	17,126.32	