

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 17th September 2018 at 7.30pm

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 Gordon Smith (GS)		Elvetham Heath PC
Cllr Nick White (NW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

Cllr Angela Delaney (AD)		Hart District Council (HDC)
Cllr Sara Kinnell (SK)	from 7.35pm	Hart District Council

65/18	<p>Apologies for Absence Apologies had been received from Cllr Claire Brooks-McGoldrick who had work commitments.</p> <p>Resolved: to accept the apologies.</p>
66/18	<p>Approval of the Minutes The minutes of the meeting of 16th July 2018 (nos.53/18 - 64/18) 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 – 16th July 2018: 19/18 – 24/18
67/18	<p>Declarations of Interest & associated dispensations None.</p>
68/18	<p>Public Session None.</p> <p>The Chairman took the opportunity to update the members on the recent traveller incursion onto the Heath. They had now moved on and on 18 September concrete barriers will be installed to block the entrance to the park and ride area.</p> <p>She also expressed thanks to District Cllr Delaney and 3 residents for clearing the loose litter from the area to prevent it spreading in the forecasted high winds.</p>

69/18	<p>Police report Members of the local neighbourhood team were unable to attend the meeting but had sent a crime report for July & August. This was reviewed by members.</p>
70/18	<p>Waste Contract The commercial waste contract with Veolia comes to an end on 26 September. 5 alternative quotations had been received and they were all, bar one, cheaper than the current contract and included an additional recycling bin. The current annual cost based on 2 bin collections per week is £1,828. The cheapest alternative quote is £1,430 which includes fortnightly collections of a recycling bin.</p> <p>Resolved: to accept the quotation from Serco – the company who are taking over domestic waste collections for HDC – for an estimated annual cost of £1,430.</p>
71/18	<p>The Key Centre It was agreed to defer this item as the final costs for the summer holiday works had not yet been received. It was noted that new doors and an entry system had been installed to the Village Green Entrance & the cooker replaced in the kitchen.</p>
72/18	<p>Supermarket Community Project The council has been approached by Morrisons as the builders of their extension are offering money for a community project as part of a considerate contractor scheme. Suggestions are needed urgently.</p> <p>It was agreed that the following suggestions be forwarded to Morrisons for consideration:</p> <ul style="list-style-type: none"> • Outdoor gym equipment for Turner’s Way Recreation Area • Creation of a sensory garden possibly outside the Key Centre • Improve the Key to make it a village square which can be completely closed off for community events – install planters, gates etc
73/18	<p>Staffing The following changes to staffing were confirmed:</p> <ul style="list-style-type: none"> • Appointment of Mrs Lucy Ivie as Communications Officer for 15 hours per week as advertised • New caretaking/cleaning contractor (R Bridgeman Cleaning) – working 25 hours per week on a 3-month trial.
74/18	<p>Grant Application under S137 LGA 1972 An application for a contribution of £100 towards the Christmas Day Lunch in the Harlington Centre had been received from Churches Together & Fleet Town Council. EHPC had supported this in 2017.</p> <p>Resolved: To award a grant of £100 as requested.</p>
75/18	<p>Annual Governance & Accountability Return The council reviewed the Annual Return had been received back from PKF Littlejohn LLP, the external auditors, with no issues raised.</p>

76/18	<p>Monthly Financial Review</p> <ul style="list-style-type: none"> • The management accounts & financial reports for July & August were reviewed and accepted. • The schedule of debtors for August was reviewed. • The Executive officer presented the schedules of payments for August & September as attached. These were reviewed and signed.
77/18	<p>Chairman's Report and Announcements</p> <p>MR reported the following:</p> <ul style="list-style-type: none"> • She had attended a meeting with JH & representatives from HDC about the fly tipping at the bring site at Morrisons. It is clear that HDC want to improve the situation there. N.B the fly-tipping prosecution went to court, but the defendant did not attend. • Attended the Car Show and its final organisation meeting. • Attended the RAF Annual Reception at Odiham. • Had received an update from County Councillor Collett about the proposal to reroute the Morrisons' lorries. He is not satisfied with the highways dept's response so is following this up.
78/18	<p>Councillor Reports</p> <p>District Councillors Angela Delaney & Sara Kinnell updated the meeting about the travellers who had moved several times in fleet after leaving Elvetham Heath.</p> <p>They also confirmed that HDC's fly-tipping strategy will be considered by the Overview and Scrutiny Committee on 18 September with a view to going to Cabinet in October.</p>
79/18	<p>Officer Report</p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> • The pavilion was back in service as a scout HQ after the flood at Easter. Officers had a useful meeting with the Group Scout leader where the following was considered <ul style="list-style-type: none"> ○ Draw up a full repairing lease for the building - tbc ○ Scouts' exclusive use of the large storage cupboard - agreed ○ Reinstating the charity allotment plot & offering it to the scouts – agreed ○ Finding new community projects for the scouts – the shrub beds in the Turner's Way car park. • Road adoptions: there has been no progress since Persimmon decided to carry out remedial works themselves. <i>JH to find out the name of the new Persimmon representative.</i> • Cross bar of one of the goal posts at the Turner's Way Recreation Area has been stolen. The rest of that goal will be removed. • There is concern about the effect of the Morrisons building work on parking in the Key. The school has learned that Morrisons intend to impose a 2-hour restriction on the car park which will permanently displace 35 members of school staff and several from the day nursery. <i>JH to contact HDC to see whether this is possible as not included in planning permission.</i> • Residents from the Turner's Way area who back onto the motorway services have been in contact again about the buffer zone and the management company to whom they pay for the maintenance of the zone. Previously JH had tried to find out more and approached Taylor Wimpey who thought they would be happy to transfer the land however, the planning documents are unavailable, so no one can check why the current arrangement exists. <i>JH to contact HDC planning about the online</i>

	<i>planning documents.</i>
80/17	Date of next meeting The next meeting is scheduled for Monday 15 October 2018.

There being no further business the meeting closed at 9.10pm

Signed.....

Date.....

Payments - September								
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Ref
Internet Payments								
Total Employment Costs			September Payroll	19-Sep	4,788.29		4,788.29	BP
GM Supplies	197043	20/08/2018	Key Centre Cooker	20-Aug	1,446.61	289.32	1,735.93	BP
Wakefield			Party deposit refund	10-Sep	200.00		200.00	BP
J Hyatt		31/08/2018	Expenses - SIM charge & office supplies	19-Sep	8.50		8.50	BP
SLCC	126185&188	20/08/2018	Training x 3	19-Sep	30.00	6.00	36.00	BP
BCC Ltd	27648	15/08/2018	Commercial bin cleaning	19-Sep	17.50	3.50	21.00	BP
HCC	58089667/8	24/08/2018	Janitorial supplies & stationery	19-Sep	47.79	13.22	61.01	BP
Disconsulting Ltd	13326	26/08/2018	IT Support - August	19-Sep	136.99	27.40	164.39	BP
CH Cleaning Services	848	31/07/2018	Cleaning & windows - August	19-Sep	1,158.25	231.65	1,389.90	BP
Sixth Sense Marketing Ltd	1019	28/08/2018	Comms & marketing service - August	19-Sep	399.00	79.80	478.80	BP
Lenthall Landscapes	EHPC 05	06/09/2018	Play area inspections July & Aug	19-Sep	280.00		280.00	BP
Pegasus Building Services	27/04/1916	28/08/2018	Hart windows invoice - door	19-Sep	2,641.67	528.33	3,170.00	BP
R Hyatt		09/09/2018	Caretaker cover	19-Sep	100.00		100.00	BP
HCC	58091150	24/08/2018	Janitorial supplies	19-Sep	6.92	1.38	8.30	BP
VPS Grounds Services	SMLT-008955	31/08/2018	Removal of fallen beech June 2018	19-Sep	1,040.00	208.00	1,248.00	BP
VPS Grounds Services	SMLT-008988	31/08/2018	Grounds maintenance & litter - August	19-Sep	6,146.90	1,229.38	7,376.28	BP
PKF Littlejohn llp	5B201801683	12/08/2018	External audit	19-Sep	800.00	160.00	960.00	BP
Direct Debit Payments								
Gocardless/Orange Pixel		01/09/2018	Web hosting & support - September	01-Sep	37.00	7.40	44.40	DDR
Milk & More		28/08/2018	Office milk - July	31-Aug	6.24		6.24	DDR
Intouch Communications	8290151	01/09/2018	Telephone & Broadband - August	15-Sep	82.78	16.56	99.34	DDR
SSE Swalec		04/09/2018	Cycle path electricity - August	21-Sep	25.93	1.29	27.22	DDR
Engie	1-00140176	10/09/2018	Key Centre Gas - August	24-Sep	101.39	5.07	106.46	DDR
Veolia Ltd	8801121818	31/08/2018	Refuse collection - August	28-Aug	154.08	30.82	184.90	DDR
TOTAL					19,655.84	2,839.12	22,494.96	

Payments - August								
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Ref
Internet Payments								
Total Employment Costs			July Payroll	19-Aug	4,788.29		4,788.29	BP
npower	LGU8HW92	12/07/2018	Centre electric 1st Qtr	10-Aug	868.55	173.71	1,042.26	BP
J Hyatt		31/07/2018	Expenses - register debt & SIM card	19-Aug	40.00		40.00	BP
Jo Perkins		31/07/2018	Expenses - padlocks & hardware	19-Aug	49.90		49.90	BP
M Robson		31/07/2018	Expenses	19-Aug	8.00		8.00	BP
HCC	58087657	23/07/2018	Janitorial supplies & office fans	19-Aug	75.58	15.12	90.70	BP
Vitaplay	1859	23/07/2018	Replacement play equipment - the Key	20-Aug	10,750.00	2,150.00	12,900.00	BP
Disconsulting Ltd	13190	26/07/2018	IT Support - July	19-Aug	136.99	27.40	164.39	BP
Signs Express	4089	24/07/2018	Signage for car park (no trollies)	19-Aug	119.70	23.94	143.64	BP
Lyreco UK Ltd	6300253785	31/07/2018	Stationery & janitorial supplies	19-Aug	42.03	8.41	50.44	BP
CH Cleaning Services	828	31/07/2018	Caretaking, cleaning & windows - July	19-Aug	2,228.25	445.65	2,673.90	BP
W C Baker & Son	1624	31/07/2018	hardware supplies	19-Aug	7.49	1.50	8.99	BP
Safeguard Hampshire Ltd	07/09/1927	07/08/2018	Additional pavilion lights	19-Aug	279.65	55.93	335.58	BP
Sixth Sense Marketing Ltd	986	07/08/2018	Comms & marketing service - July	19-Aug	399.00	79.80	478.80	BP
VPS Grounds Services	SMLT-008837	31/07/2018	Grounds maintenance & litter - July	19-Aug	6,146.90	1,229.38	7,376.28	BP
Street Furnishings Ltd	08/06/1928	03/05/2018	Fencing for Twyford Close play area	20-Aug	3,326.10	665.21	3,991.31	BP
Pegasus Building Services	2147 & 2148	01/08/2018	Hand dryer installation & fencing	20-Aug	1,300.00	260.00	1,560.00	BP
R Hyatt		01/08/2018	Caretaker cover & litter picking	19-Aug	345.00		345.00	BP
A Perkins		01/08/2018	Caretaker cover & litter picking	19-Aug	200.00		200.00	BP
Cheque Payments								
D Maw (Pegasus Building)	02/07/2663	17/07/2018	Reimburse for allotment water tank	23-Jul	233.62	46.72	280.34	100423
Marshall			Party refund (replace cheque 100421)	16-Aug	35.00		35.00	100424
Wessex Products Leasing	133653	10/07/2018	Hand dryer filters	19-Aug	53.50	10.70	64.20	100425
Direct Debit Payments								
Gocardless/Orange Pixel		01/07/2018	Web hosting & support - August	01-Aug	37.00	7.40	44.40	DDR
Milk & More		28/07/2018	Office milk - July	01-Aug	6.24		6.24	DDR
Engie	1-00123818	25/07/2018	Credit for June gas	08-Aug	- 104.72	- 5.24	- 109.96	DDR
Engie	1-00123824	25/07/2018	Revised June gas invoice	08-Aug	61.23	3.06	64.29	DDR
Intouch Communications	8204828	01/08/2018	Telephone & Broadband - July	15-Aug	87.84	17.57	105.41	DDR
SSE Swalec		02/08/2018	Cycle path electricity - July	19-Aug	25.08	1.25	26.33	DDR
Engie	1-00126428	08/08/2018	Key Centre Gas - July	22-Aug	85.15	4.26	89.41	DDR
Veolia Ltd	8801119410	31/07/2018	Refuse collection - July	28-Aug	250.80	50.16	300.96	DDR
TOTAL					31,882.17	5,271.93	37,154.10	