

**Minutes of the Meeting of Elvetham Heath Parish Council**  
**Held at The Key Centre Elvetham Heath**  
**Monday 15<sup>th</sup> October 2018 at 7.30pm**

**PRESENT**

Cllr Marilyn Robson (MR)		Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr Claire Brooks-McGoldrick (CBM)		Elvetham Heath PC
Cllr Martyn O'Donoghue (MO)		Elvetham Heath PC
Cllr Candice Walmsley (CW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

**Also Present**

Cllr Angela Delaney (AD)		Hart District Council (HDC)
Cllr Adrian Collett (AC)		Hampshire County Council (HCC)
Cllr Steve Forster (SF)	from 7.45pm	Hampshire County & Hart District Councils
Lucy Ivie	Comms Officer	Elvetham Heath Parish Council

<b>81/18</b>	<p><b>Apologies for Absence</b>  Apologies had been received from Cllr Gordon Smith who was on holiday &amp; Cllr Nick White who had work commitments.</p> <p><b>Resolved:</b> to accept the apologies.</p>
<b>82/18</b>	<p><b>Approval of the Minutes</b>  The minutes of the meeting of 17<sup>th</sup> September 2018 (nos.65/18 - 80/18) 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"> <li>• Planning Committee – 17<sup>th</sup> September 2018: 25/18 – 30/18</li> </ul>
<b>83/18</b>	<p><b>Declarations of Interest &amp; associated dispensations</b>  None.</p>
<b>84/18</b>	<p><b>Public Session</b>  None.</p>
<b>85/18</b>	<p><b>Police report</b>  Members of the local neighbourhood team were unable to attend the meeting but had called in earlier to report another accident on EH Way near Winta Drive which had just happened. They asked that something could be done in that area as this seems to be a</p>

	<p>frequent occurrence.</p> <p>A crime report had been circulated prior to the meeting and was reviewed by members. It highlighted:</p> <ul style="list-style-type: none"> <li>• several occurrences of cars driving off without paying for fuel at Morrisons petrol station</li> <li>• another accident near Winta Drive.</li> <li>• Multiple cars being driven in an anti-social manner in the Key and surrounding area.</li> </ul>
<b>86/18</b>	<p><b>The Key Centre</b></p> <p>Over the summer break, some improvement works were carried out. Their final costings were as follows:</p> <ul style="list-style-type: none"> <li>• Village Green Entrance – doors, windows &amp; entry system £6,689</li> <li>• Cooker &amp; associated electrical works (to be shared with After School Club) - £2508.61</li> </ul> <p>In addition, Pegasus Building Services (EHPC’s maintenance contractor) has quoted to repair the guttering around the building (all connecting joints to be replaced) at a cost of £820.</p> <p><b>Resolved:</b> to accept the final costings for the summer improvement works and accept the quotation for the guttering repairs to be carried out asap.</p>
<b>87/18</b>	<p><b>Remembrance Sunday</b></p> <ul style="list-style-type: none"> <li>• It was agreed to donate £50 to the British Legion for the poppy wreath to be laid by MR at the Remembrance Service</li> <li>• MR stated that EHPC has up to 4 places at the service if anyone would like to attend with her. Members to email MR before the end of October.</li> <li>• The poppies will be put up on the lamp posts on 24<sup>th</sup> October. Retired councillor George Brown has organised this but any volunteers welcome.</li> </ul>
<b>88/18</b>	<p><b>Council Policy Documents</b></p> <p>The following policy documents were reviewed and adopted by the council:</p> <ul style="list-style-type: none"> <li>• Policy for illegal encampments and travellers</li> <li>• Member/officer protocol (in light of the recent Ledbury Case which confines most complaints about councillors to the code of conduct process. Employees will now not generally be able to use their councils’ grievance procedures if the subject of their grievance is a complaint about a councillor)</li> </ul>
<b>89/18</b>	<p><b>Monthly Financial Review</b></p> <ul style="list-style-type: none"> <li>• The management accounts &amp; financial reports for September were reviewed and accepted.</li> <li>• The schedule of debtors for September was reviewed.</li> <li>• The Executive officer presented the schedules of payments for October attached. These were reviewed and signed.</li> </ul> <p><i>JH to request the dog warden’s schedule of visits to the Heath.</i></p>
<b>90/18</b>	<p><b>Quarterly Financial Review</b></p> <p>Performance to budget for the first 6 months of the year was reviewed. Both income and expenditure are running on target with little adjustment required.</p> <p>The following virement between budget categories was agreed:</p>

	<ul style="list-style-type: none"> <li>£2.5k from salaries (4000/101) to Promotion &amp; Publicity (4430/101) as the communications officer role was filled later than expected and more use was made of the outsourced role.</li> </ul>
91/18	<p><b>Chairman’s Report and Announcements</b></p> <p>MR reported the following:</p> <ul style="list-style-type: none"> <li>She had attended the latest meeting of the Hart District Assoc of Town &amp; Parish Councils where the Local Plan &amp; Fly-tipping were discussed</li> <li>Attended a meeting about the Carols in the Key/Live Nativity which will take place on Saturday 15 December. EHPC will pay for the sound system and printing for the carols (around £200) and will make a £150 contribution towards the live nativity costs.</li> </ul>
92/18	<p><b>Councillor Reports</b></p> <ul style="list-style-type: none"> <li><b>Cllr Brooks-McGoldrick</b> <ul style="list-style-type: none"> <li>Pleased to see that the cleaning/caretaking is working well</li> <li>Concern about car park safety in the Key. Could it be made one-way with In/Out signs installed. <i>JH stated that this had been considered previously and the signs made but never installed.</i></li> </ul> </li> <li><b>Cllr O’Donoghue</b> <ul style="list-style-type: none"> <li>Had mended the sign on the St Swithin’s roundabout, please could the waste concrete be removed.</li> </ul> </li> <li><b>Cllr Walmsley</b> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> </li> <li><b>Cllr Bond</b> <ul style="list-style-type: none"> <li>Attended the market which was very successful with 2 new stalls</li> </ul> </li> <li><b>County Cllr Collett</b> <ul style="list-style-type: none"> <li>HCC is about to launch a £500k fund to enable town and parish councils to bid for funds to carry out certain works.</li> <li>Following a question at the Annual Residents’ Meeting, has been looking at possible ways to re-route the Morrisons lorries. Unfortunately, no viable alternative has been found.</li> <li>Road adoptions: there has been a change of personnel at HCC. Currently chasing Persimmon with regards to EH Way but the Taylor Wimpey areas, which include Hawkley Way &amp; Ibworth Lane, are progressing well.</li> </ul> </li> <li><b>County &amp; District Cllr Forster</b> <ul style="list-style-type: none"> <li>HDC new domestic waste contract in place. Textiles recycling will be added later</li> <li>Several reports of dangerous driving – the police have identified and warned an individual</li> <li>South Western Railway is going to carry out some upgrades to Fleet Station. NB, there is a 5-day strike during half term week.</li> <li>Highways plans for a crossing in Hitches Lane</li> <li>19 October will be chairing the Road Safety Council meeting</li> <li>2 upcoming consultations – HCC respite care &amp; Heathrow airspace changes</li> </ul> </li> <li><b>District Cllr Delaney &amp; Cllr Kinnell (in her absence)</b> <ul style="list-style-type: none"> <li>Flytipping Strategy has been approved by Cabinet.</li> <li>CCTV camera is to be trialled at the Morrisons site.</li> <li>Cllr Kinnell is taking a paper to Overview and Scrutiny and then onto Cabinet this month, which will authorise the Head of a Regulatory Services to issue fixed penalty notices for small scale fly tipping offences where prosecution is unlikely to be cost effective</li> </ul> </li> </ul>

<p><b>93/18</b></p>	<p><b>Officer Report</b>          JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> <li>• New communications officer, Lucy Ivie, started on 24 September. She has already set up Instagram accounts for the council and the market and is currently working on a newsletter for delivery before the end of October.</li> <li>• Super market extension: JH will be attending a meeting with representatives from the Church, school, nursery &amp; pub to discuss the parking issues in the wake of the new 2-hour Morrisons' parking limit.</li> <li>• A323 Fleet Road at the junction with Pale Lane will be closed at weekends for resurfacing works from 26<sup>th</sup> October (for approx. 3-5 weekends).</li> </ul>
<p><b>94/17</b></p>	<p><b>Date of next meeting</b>          The next meeting is scheduled for Monday 19 October 2018.</p>

There being no further business the meeting closed at 9.15pm

Signed.....

Date.....

Payments - October

Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Payment Ref
<b>Internet Payments</b>								
Total Employment Costs			October Payroll	19-Oct	5,601.81		4,813.57	BP
Initial Hygiene	32845911	10/09/2018	3rd qtr hygiene service	12-Oct	70.85	14.17	85.02	BP
J Hyatt		30/09/2018	Expenses - SIM, office tea & coffee	19-Oct	12.37		12.37	BP
Play Inspection Co	32420	21/09/2018	Annual play area checks	19-Oct	300.00	60.00	360.00	BP
HCC	58093730	27/09/2018	Janitorial supplies	19-Oct	25.96	5.19	31.15	BP
Disconsulting Ltd	13470	26/09/2018	IT Support - September	19-Oct	136.99	27.40	164.39	BP
Castle Water	1408015	24/09/2018	Key Centre Waste water Qtrs 1&2	19-Oct	153.79	-	153.79	BP
Richard Thorpe Fire Safety	E27991	26/09/2018	Fire Extinguisher Service	19-Oct	76.00	15.20	91.20	BP
Amazon Business	Inv x 4	02/10/2018	Stationery & padlock	19-Oct	29.71	5.97	35.68	BP
Sixth Sense Marketing Ltd	1048	28/09/2018	Comms & marketing service - Sept	19-Oct	409.00	81.80	490.80	BP
Lyreco UK Ltd	6300255244	31/10/2018	Recycling bins & stationery	19-Oct	75.66	15.13	90.79	BP
Hart DC	4000006968	02/10/2018	dog warden Qtrs 1&2 - 34.5hrs	19-Oct	897.00	179.40	1,076.40	BP
Disconsulting Ltd	13569	05/10/2018	Computer	19-Oct	726.30	145.27	871.57	BP
Robs Cleaning Co	EHPC	09/10/2018	Cleaning & caretaking - September	19-Oct	1,015.50		1,015.50	BP
VPS Grounds Services	SMLT-009014	30/09/2018	Tree works - EH Way	19-Oct	199.00	39.80	238.80	BP
VPS Grounds Services	SMLT-009094	30/09/2018	Grounds maintenance & litter - Sept	19-Oct	6,146.90	1,229.38	7,376.28	BP
The Boston Bulb Co Ltd	19/05/2025	04/10/2018	1000 daffodil bulbs	19-Oct	49.17	9.83	59.00	BP
<b>Cheque Payments</b>								
Churches Together Fleet	Grant	14/09/2018	Christmas lunch grant	24-Sep	100.00		100.00	100426
<b>Direct Debit Payments</b>								
Gocardless/Orange Pixel		01/10/2018	Web hosting & support - October	01-Oct	37.00	7.40	44.40	DDR
Milk & More		02/10/2018	Office milk - September	02-Oct	7.80		7.80	DDR
Intouch Communications	8374268	01/10/2018	Telephone & Broadband - Sept	15-Oct	83.33	16.67	100.00	DDR
SSE Swalec		02/10/2018	Cycle path electricity - Sept	19-Oct	24.55	1.22	25.77	DDR
British Gasss	958401450	05/10/2018	The Key & courts electric - Qtr 2	24-Oct	150.41	7.52	157.93	DDR
Engie		10/09/2018	Key Centre Gas - Sept	24-Oct	127.23	6.36	133.59	DDR
Veolia Ltd	8801124211	30/09/2018	Refuse collection - September	28-Oct	121.66	24.33	145.99	DDR
<b>TOTAL</b>					<b>16,577.99</b>	<b>1,892.04</b>	<b>17,681.79</b>	