

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 21st January 2019 at 7.30pm

PRESENT

Cllr Marilyn Robson (MR)	Chairman	Elvetham Heath PC (EHPC)
Cllr Nicky Bond (NB)		Elvetham Heath PC
Cllr Martyn O'Donoghue (MO)		Elvetham Heath PC
Cllr Gordon Smith (GS)		Elvetham Heath PC
Cllr Candice Walmsley (CW)		Elvetham Heath PC
Cllr Nick White (NW)		Elvetham Heath PC
Jan Hyatt (JH)	Exec Officer	Elvetham Heath PC

Also Present

1 x member of public

123/18	<p>Apologies for Absence Apologies had been received from Cllr Claire Brooks-McGoldrick (CBM) who had work commitments. District Cllrs Delaney & Kinnell and County Cllrs Collett & Forster had also sent apologies which were noted.</p> <p>Resolved: to accept the apologies.</p>
124/18	<p>Approval of the Minutes The minutes of the meeting of 17th December 2018 (nos. 109/18 - 122/18) 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 – 17th December 2018: 43/18 – 49/18
125/18	<p>Declarations of Interest & associated dispensations None</p>
126/18	<p>Public Session None. MR gave her report on the planning inquiry (see 133/18 below).</p>
127/18	<p>Police report Members of the local neighbourhood team were unable to attend the meeting but had sent the crime report for December which highlighted the following:</p> <ul style="list-style-type: none"> • 3 residential burglaries/attempted burglaries.

	<ul style="list-style-type: none"> • 1 dangerous dog incident • 3 vehicle incidents – 2 driving motorbikes whilst impaired & 1 uninsured vehicle.
128/18	<p>The Key Centre - Lighting</p> <p>JH presented the 3 quotations for replacing the lighting throughout the building. All lights will be changed to LED. The quotations omit the Heath & Village Rooms, but these will also need to be changed.</p> <p>Resolved: to accept the quotation from Pegasus Building Services - £4,450 plus approx. £2k for the additional lights.</p>
129/18	<p>Protocol for the Death of a Senior National Figure</p> <p>JH had circulated the National Association of Civic Officers protocol as a basis for discussion. The following was agreed for the death of a senior royal:</p> <ul style="list-style-type: none"> • The implementation of the protocol to be authorised by the Executive Officer or in her absence, the Events & Services Manager. • Flag – to be lowered to half mast immediately. At least 3 members of staff/council be trained to do this. • Website – a pre-prepared message from the Chairman to be published. • Events – the Executive Officer, Events Manager & Chairman to consider whether events should be rescheduled. • Hall bookings – building closed on day of death as mark of respect and during 10 day period give bookers opportunity to cancel without penalty.
130/18	<p>Events 2019</p> <p>The following events will be held in 2019:</p> <ul style="list-style-type: none"> • Annual Residents' Evening – Wednesday 29th May • Village Fete – Saturday 15th June • Concert on the Green – Saturday 6th July or 29th June • Carols in the Key – tbc following meeting with the Church. Prefer to separate from nativity and provisionally book Sunday 15th December. <p>Markets will go ahead on the 2nd Saturday of each month except June when it will be linked to the fete. There are no markets in August or January.</p> <p>MR added that events do need councillors to help as much as possible.</p>
131/18	<p>Monthly Financial Review</p> <ul style="list-style-type: none"> • The management accounts & financial reports for December were reviewed and accepted. • The schedule of debtors for December was reviewed. • The Executive officer presented the schedules of payments for January as attached. These were reviewed and signed.
132/18	<p>Quarterly Review</p> <ul style="list-style-type: none"> • The performance to budget was reviewed and JH presented the forecast for the remaining quarter • The following budget virements were agreed:

	<ul style="list-style-type: none"> ○ £500 from election expenses to councillor training to cover the cost of the course being run at the Key Centre ○ £500 from caretaking to outdoor equipment to purchase 2 replacement litter bins ○ £500 from caretaking to Key Centre equipment for the wireless access points.
133/18	<p>Chairman's Report and Announcements</p> <p>MR reported the following:</p> <ul style="list-style-type: none"> ● Attended the 6-day planning inquiry for Pale Lane Farm/Elvetham Chase. The inspector will only formally close the inquiry once he has seen the report for Hart Local Plan examination. The critical issue is whether 700 dwellings are really needed or whether Hart's plan has sufficient other housing supply within it. The neighbour representations were led by the Stop Elvetham Chase group and EHPC. They covered issues of traffic, secondary school places, GP surgery, quality of life for Fleet residents, effect on children's walking route to school & the Local Plan. The inspector congratulated the neighbour representatives for their input & conduct. It will be at least the middle to end of Feb before we hear anything and whilst the inspector could decide against the application, it will also go to the Secretary of State.
134/18	<p>Councillor Reports</p> <ul style="list-style-type: none"> ● The parish councillors had nothing to report except Cllr White who suggested an Elvetham Heath spring clean. It was agreed that this would be organised. ● No district or county councillors were present, District Cllr Delaney had sent some comments as follows: <ul style="list-style-type: none"> ○ There were some incidents of fly-tipping at the Morrisons' bring site over Christmas and New Year. Some names and addresses were found and HDC will be following these up. ○ HDC is looking to work with Sky Ocean Rescue to rid Hart of single use plastic. ○ There has been a noticeable increase in the amount of litter on verges around the Heath – believe it could be down to the new refuse collection service.
135/18	<p>Officer Report</p> <p>JH highlighted the following from her written report:</p> <ul style="list-style-type: none"> ● Councillor Training: this has been organised for 19 February & 6 March 2019 most of the additional spaces have been taken up by councillors from neighbouring parishes ● Turner's Wood Maintenance: JH is to meet with Taylor Wimpey and their management company in February ● Trading in the Key: a stone baked pizza company is hoping to trade on Tuesday evenings in the Key from 4.30-8.30pm. ● Interim Audit: this went ahead on 17th January – there were no issues and the year-end audit has been booked for 11th April.
136/17	<p>Date of next meeting</p> <p>The next meeting is scheduled for Monday 18 February 2019.</p>

There being no further business the meeting closed at 9.00pm

Signed.....

Date.....

		Payments - January						
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Ref
Internet Payments								
Total Employment Costs			January Payroll	19-Jan	5,438.29		5,438.29	BP
Initial Hygiene Ltd		04/12/2018	4th qtr hygiene service	02-Jan	70.85	14.17	85.02	BP
J Hyatt		21/12/2018	Expenses - Xmas	04-Jan	90.15		90.15	BP
M Robson		16/12/2018	Expenses - Xmas	04-Jan	64.45		64.45	BP
Street Furnishings	11221	27/09/2018	Additional fence panels & remedials	19-Jan	591.84	118.36	710.20	BP
HCC	58103928/4738	17/12/2018	Janitorial supplies & stationery	19-Jan	36.61	7.32	43.93	BP
Amazon Business	164269841	04/01/2019	Stationery	19-Jan	16.54	3.30	19.84	BP
Ready2Print	5495	03/01/2019	Printing for carols	19-Jan	93.60	18.72	112.32	BP
Disconsulting IT Ltd	13896	26/12/2018	IT support December	19-Jan	152.16	30.43	182.59	BP
VPS Grounds Services	SMLT-009543	31/12/2018	Grounds maintenance & litter - Dec	19-Jan	6,146.90	1,229.38	7,376.28	BP
Robs Cleaning Co	EHPC04	11/01/2019	Cleaning & caretaking - December	19-Jan	985.00		985.00	BP
J Hyatt		10/01/2019	Expenses - Sim, Prof subs	19-Jan	290.00		290.00	BP
Redstars Drama Group	CN1067	14/01/2019	Hall Hire refund	19-Jan	40.00		40.00	BP
Light Angels Ltd	912	16/01/2019	Light Angels Ltd	31-Jan	1,022.50	204.50	1,227.00	BP
Fenland Leisure	SIN028937	16/01/2019	Replacement parts for zip wire	31-Jan	134.50	26.90	161.40	BP
Castle Water Ltd	1585522	30/12/2018	Final water bill	19-Jan	173.15		173.15	BP
Banner UK Ltd		14/01/2019	Printer Cartridges	31-Jan	229.98	46.00	275.98	BP
Direct Debit Payments								
Gocardless/Orange Pixel		01/01/2019	Web hosting & support - January	01-Jan	37.00	7.40	44.40	DDR
Milk & More		31/12/2018	Office milk - December	04-Jan	6.24		6.24	DDR
Intouch Communications	8463462	01/11/2018	Telephone & Broadband - Dec	15-Jan	78.77	15.75	94.52	DDR
Everflow Ltd	163641	05/01/2019	Water & waste services 2018	14-Jan	90.02		90.02	DDR
SSE Swalec		03/01/2019	Cycle path electricity - Dec	20-Jan	25.08	1.25	26.33	DDR
British Gas Business		01/01/2019	Tennis courts/village square electric Q3	21-Jan	361.80	18.09	379.89	DDR
Engie	1-00179034	09/01/2019	Key Centre Gas - Dec	23-Jan	405.32	81.06	486.38	DDR
TOTAL					16,580.75	1,822.63	18,403.38	