

Minutes of the Meeting of Elvetham Heath Parish Council
Held at The Key Centre Elvetham Heath
Monday 15th April 2019 at 7.30pm

PRESENT

CLlr Marilyn Robson (MR)	Chairman	Elvetham Heath PC (EHPC)
CLlr Nicky Bond (NB)		Elvetham Heath PC
CLlr Claire Brooks-McGoldrick		Elvetham Heath PC
CLlr Martyn O'Donoghue		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)	Executive Officer	Elvetham Heath PC

Also Present

CLlr Angela Delaney		Hart District Council (HDC)
CLlr Sara Kinnell		HDC
CLlr Steve Forster		Hampshire County Council & HDC
1 x member of public		
Sally Plank	to 8pm	Hart Citizens' Advice Bureau

01/19	Apologies for Absence There were no apologies as all members were present.
02/19	Approval of the Minutes The minutes of the meeting of 18 th March 2019 (nos. 150/18 - 165/18) were confirmed as an accurate record and signed by the Chairman. The minutes and recommendations of the following committee were received and accepted: <ul style="list-style-type: none"> • Planning Committee – 18th March 2019: 63/18 – 68/18
03/19	Declarations of Interest & associated dispensations None
04/19	Public Session None
05/19	Police report Members of the local neighbourhood team were unable to attend the meeting but had sent the crime report for March which highlighted the following: <ul style="list-style-type: none"> • 2 x incidents of theft: one an unlocked child's bicycle outside Morrisons, the other occurred during an unauthorised party at a house.

	<ul style="list-style-type: none"> • 1 x incident of nuisance/harassment by a gentleman visiting the pub despite being barred. • A minor assault at Morrisons' petrol station • A large group of young people causing a disturbance in the open space by the footbridge in Falconer Road.
<p>06/19</p>	<p>Citizens' Advice Bureau Grant Request under S142(2A) LGA 1972</p> <p>MR welcomed Sally Plank, the Chief Executive of the Hart CAB who updated the council on how the previous grants awarded had been used, the work of the CAB and where there are now funding gaps. To carry out its core service, the CAB requires around £200k of which £146k is received from HDC as an annual grant. Changes to the welfare system, such as Universal Credit, present the biggest challenges to the organisation.</p> <p>Hart CAB had requested a grant of £1,500, the same as that awarded by EHPC in the previous 4 years.</p> <p>Resolved: to continue to support the Hart CAB and award a grant of £1,500.</p> <p>It was also agreed that EHPC would try to publicise the work of the CAB by a link on its website, through social media and in the newsletter.</p> <p>NB. At 8pm Sally Plank left the meeting</p>
<p>07/19</p>	<p>Grant Requests under S137 LGA 1972</p> <ul style="list-style-type: none"> • Victim Support – a request had been received for a £200 grant to purchase security items which are given free of charge to victims and their families. Resolved: not to award a grant as details of local benefit was unclear • Fleet Phoenix – JH reported that a request had been received from Fleet Phoenix but the EHPC form had not been complete. She has asked them to do so before another grant can be considered. • Church Crookham & Fleet Men's Shed – MoD updated the council on progress stating that the group had received lottery funding and work is about to start on its building on Crookham Park.
<p>08/19</p>	<p>Elvetham Heath Bring Site</p> <p>MR reported that the area continues to be mis-used and issues with fly-tipping at the site have not really improved. As most of the identifiable fly-tipped waste is cardboard, HDC are not issuing Fixed Penalty Notices. She has witnessed commercial waste dumped there</p> <p>MR proposed that EHPC request that the site be moved elsewhere onto HDC land where it can be properly monitored and managed. Currently it is located on private land, managed by HDC but EHPC receives all the complaints.</p> <p>District Cllr Kinnell stated that a formal review of bring sites is due to be carried out by HDC and that improvements are being made/proposed:</p> <ul style="list-style-type: none"> • Community Protection Notices – which carry more weight than a warning letter • Better CCTV cameras • More resources – if the report is accepted at Cabinet. • The contract for the emptying of the large containers ends shortly and it is hoped that the new contractor will offer a better, more reliable service.

	<p>Agreed Actions:</p> <ul style="list-style-type: none"> • Letter to HDC formally requesting confirmation and evidence that the site is designated as such in a planning condition; • Letter to suggest that the site be re-located onto HDC land • Possible reduction or removal of charity bins making the site cardboard and bottles only.
09/19	<p>Road Adoptions - Update District Cllr Delaney stated that Persimmon has now gone out to tender for the works required for adoption.</p>
10/19	<p>Internal Controls – Annual Governance & Accountability Return Part 1</p> <ul style="list-style-type: none"> • JH had circulated the control review document adopted in May 2018. Using this document, the council reviewed the effectiveness of internal controls to ensure they could approve the Annual Governance Statement. They found the system of internal control to be satisfactory. • Resolved: to approve the Annual Governance Statement which was duly signed by the Chairman and the Executive Officer.
11/19	<p>Annual Financial Review</p> <ul style="list-style-type: none"> • The year-end financial reports were reviewed and accepted. • The schedule of debtors was reviewed. It was noted that there are only 2 long-standing debts totalling £950. These are being chased. • The following movements in earmarked reserves were accepted: <ul style="list-style-type: none"> ○ Playground fund: Decrease on £7,750 – made up of £10k used for equipment and £2,250 balance left in the maintenance budget; ○ S106 fund: no funds used this year to preserve the fund & £3,263 interest added; ○ Landscaping Fund: £5,135 balance on the grounds maintenance budget transferred to the reserve; ○ Events Reserve: £977 surplus on the fete and concert.
12/19	<p>Financial Statements – Annual Governance & Accountability Return Part 2 JH presented to the council the Balance Sheet, Income & Expenditure Account and the Accounting Statements of the AGAR and the council reviewed them.</p> <ul style="list-style-type: none"> • Resolved: to approve the Accounting Statements which were duly signed by the Chairman
13/19	<p>Internal Audit The internal audit had taken place on 11 April 2019. JH had circulated the auditor’s report. The auditor had made one observation which the council accepted and agreed to address as follows:</p> <ul style="list-style-type: none"> • Letters to staff outlining salary awards should state the new pay rate not just the percentage increase. <i>To be included in the next pay award letters.</i>
14/19	<p>Budget JH presented a revised budget which included projects and other adjustments carried forward from 2018/19.</p>

	Resolved: to accept the revised budget
15/19	Monthly Payments The schedule of payments for April was reviewed and approved (see attached).
16/19	Chairman's Report and Announcements MR reported the following: <ul style="list-style-type: none"> • The Spring Clean event had been a huge success with over 70 volunteers including some from outside the parish. MR expressed thanks to all attendees, to Cllr White for organising the event and to Morrisons for donating most of the cleaning materials and refreshments. • She attended the quarterly HDAPTC meeting together with the Executive Officer. This meeting was held at the Key Centre. • She attended the market which was very busy with a lot of children taking part in the Easter quiz.
17/19	Councillor Reports <ul style="list-style-type: none"> • Cllr O'Donoghue <ul style="list-style-type: none"> ○ Expressed his thanks to NW for organising the Spring Clean ○ Had mended the Elvetham Heath sign at the roundabout – one of the letters had fallen off the wall • Cllr Smith <ul style="list-style-type: none"> ○ Many of the signs on the traffic islands on EH Way have been knocked over. <i>JH to contact County Councillor Collett</i> • Cllr White <ul style="list-style-type: none"> ○ Thanked everyone for their support with the Spring Clean
18/19	Officer Report The following was highlighted from the written report: <ul style="list-style-type: none"> • JH has been contacted by a solicitor working for HDC about a Licence to Assign the leased land along EH Way to EHPC. Once completed, HDC should transfer the remaining S106 funds. • There have been several positive comments about the grounds maintenance and particularly the daffodils. • Parish in Bloom – talking to the school, pre-school and other community groups to get involved as community involvement is key to success. • A resident is concerned about parking on Turner's Way outside the car park at school run times. This results in the road being single carriageway and makes visibility difficult. <i>Speak to school in the first instance.</i> • HCC has a Parish & Town Council Investment Fund where funds may be available for eligible projects.
19/19	Exclusion of Public & Press It was resolved in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public for discussions relating to staffing matters. NB. At 9.25pm Cllrs Delaney, Kinnell & Forster left the meeting with the member of the public.

20/19	<p>Staff Hours It was agreed to increase the Events & Services Manager's hours to 22 per week to allow for her to take on the weekly play area safety inspections.</p>
21/19	<p>Staff Pay Review The council considered staff salaries and agreed a 3% increase for those members with over one year's service.</p>
22/19	<p>Date of next meeting The next meeting is scheduled for Monday 20 May 2019.</p>

There being no further business the meeting closed at 9.35pm

Signed.....

Date.....

Payments - April								
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Ref
Internet Payments								
Total Employment Costs			April Payroll	19-Apr	5,462.63		5,462.63	BP
Came & Co Insurance		27/02/2019	Annual insurance	01-Apr	7,093.41		7,093.41	BP
Initial Hygiene	33031590	11/03/2019	1st qtr washroom hygiene service	01-Apr	70.85	14.17	85.02	BP
Hall hirer		30/03/2019	Refund of keycard deposit	01-Apr	5.00		5.00	BP
Hall hirer		30/03/2019	Refund of party deposit	01-Apr	200.00		200.00	BP
Amazon UK Ltd	2595	29/03/2019	Printer	19-Apr	714.99	143.00	857.99	BP
HALC	INV-3147	04/04/2019	Training re playgrounds	19-Apr	17.50	3.50	21.00	BP
BCC Ltd	29288	27/03/2019	Refuse bin clean	19-Apr	60.00	12.00	72.00	BP
Amazon UK Ltd	5721	05/04/2019	Stationery	19-Apr	21.43	4.29	25.72	BP
CC&Fleet Men's Shed	81	05/04/2019	Phone box shelving materials	19-Apr	18.50		18.50	BP
HCC - County Supplies	58115142	08/04/2019	Janitorial supplies	19-Apr	18.82	3.76	22.58	BP
HALC	INV-3201	09/04/2019	HALC/NALC affiliation fees	19-Apr	878.00		878.00	BP
J Hyatt			Expenses	19-Apr		14.43	111.10	BP
Npower	LGWBX6BY	09/04/2019	Centre electric 4th qtr	19-Apr	1,052.41	210.48	1,262.89	BP
VPS Grounds Services	SMLT-009987	31/03/2019	Grounds maint service - March	19-Apr	5,237.65	1,047.53	6,285.18	BP
AST Fire & Safety Team	1718	11/04/2019	Fire risk assessment	19-Apr	200.00	40.00	240.00	BP
Rob's Cleaning Service	March	14/04/2019	Cleaning & caretaking - March	19-Apr	1,079.00		1,079.00	BP
Direct Debit Payments								
Milk & More		31/03/2019	Office milk - March	01-Apr	7.80	-	7.80	DDR
Gocardless/Orange Pixel		01/04/2019	Web hosting & support - March	01-Apr	37.00	7.40	44.40	DDR
Intouch Communications	8900405	01/04/2019	Telephone & Broadband -March	15-Apr	86.12	17.22	103.34	DDR
SSE Swalec		02/04/2019	Cycle path electricity - March	19-Apr	25.40	1.26	26.66	DDR
British Gas		02/04/2019	Key & Courts electri Qtr 4	23-Apr	458.50	97.70	556.20	DDR
Engie	1-00210195	08/04/2019	Key Centre Gas - March	20-Apr	529.64	105.93	635.57	DDR
TOTAL					23,274.65	1,722.67	25,093.99	
March Payments not previously reported								
Payee	Invoice Ref	Invoice Date	Description	Payment Date	Net Amount	VAT	Total	Ref
Internet Payments								
Hall hirer		24/03/2019	Party deposit refund	25-Mar	200.00		200.00	BP
HCC - County Supplies	58113088	19/03/2019	Janitorial supplies	31-Mar	12.84	2.57	15.41	BP
Easi-Leaflets	P00722	20/03/2019	Newsletter delivery	31-Mar	117.24		117.24	BP
CIlr N White		25/03/2019	Expenses - Spring clean	31-Mar	67.19		67.19	BP
Amazon UK Ltd	3874714	11/03/2019	First Class stamps	31-Mar	65.49		65.49	BP
HALC	INV-3029	26/03/2019	Training - annual conference	31-Mar	225.00	45.00	270.00	BP
Disconsulting Ltd	14346	26/03/2019	IT Support - March	31-Mar	154.16	30.83	184.99	BP
Online Playgrounds	SIN029908	28/03/2019	Zip wire parts	31-Mar	202.00	40.40	242.40	BP
S Pepper		31/03/2019	Expenses - mileage 2 x training	31-Mar	92.03		92.03	BP
TOTAL					1,135.95	118.80	1,254.75	