

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield
On 21st April 2016 at 6.30 pm.

PRESENT: Cllr L Farrow (Town Mayor), Cllr H Ayer, Cllr J Deane, Cllr P Humphries, Cllr J Matthews, Cllr V Morgans, Cllr N Orr (arrived 7.20 pm), Cllr J Palmer, Cllr P Strawbridge and Cllr G Watkinson

Also in attendance: Mr N Hitch (Town Clerk) Mr S Field (Committees Manager), County Cllr V Clarke, District Cllr Ms N Noble, and 2 members of the public.
There were no Press present.

C 0844 TOWN MAYOR'S REMARKS

The Town Mayor welcomed everyone and shared that she had attended the Winton Players play Amy's View. Two lady actors in particular were superb, and the show was very enjoyable. The Mayor had attended training with the Town Council regarding current requirements for the employment of contractors. Anything over £10,000 now had to be publicised so that contractors could bid for the work, and the general public could know how our money was spent. Changes would need to be made for us to adopt these recent requirements, and they would be implemented as soon as possible.

C 0845 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ms M Vincent

C 0846 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 0847 DECLARATIONS OF INTEREST

There were no declarations of interest

C 0848 APPROVAL OF MINUTES

RESOLVED that the Minutes of the Meeting of Petersfield Town Council, held on 24th March 2016 (not 18th February as stated) be approved and signed.

C 0849 PUBLIC PARTICIPATION

No requests to speak had been received.

C 0850 COUNTY COUNCILLORS' REPORTS

Cllr V Clarke Cllr Clarke read out his report to the Council. (A copy of his report is attached as appendix A)

C 0851 **DISTRICT COUNCILLORS' REPORTS**

Cllr N Noble Cllr N Noble read out her report to the Council. (A copy of report is attached as appendix B) Cllr Ms N Noble was asked how many Councillors could attend the resilience day on 23rd May

C 0852 **TOWN CLERK'S REPORT**

Members received and noted the Town Clerk's report dated 14th April 2016. (A copy is attached to these Minutes as Appendix C)

C 0853 **COMMITTEE REPORTS**

(a) **Town Development Committee**

RESOLVED that the Minutes of the Town Development Committee held on 8th April be received

T0782 **PROJECT REVIEW - PENNS PLACE SPORTS HUB**

RESOLVED That the sum of £12,000, placed in Earmarked Reserves for the development of Penns Field 'B' be made available for the consultancy work

(b) **Planning Committee**

RESOLVED that the Minutes of the Planning Committee held on 29th March and 19th April be received

(c) **Public Halls Committee**

RESOLVED that the Minutes of the Public Halls Committee held on 11th April be received

(d) **Grounds Committee**

RESOLVED that the Minutes of the Grounds Committee held on 14th April be received

(e) **Finance & General Purposes Committee**

RESOLVED that the Minutes of the Finance & General Purposes Committee meeting held on 18th April be received with 1 item deferred to confidential

G0813 **IMPROVEMENTS TO MILLENIUM PATH**

RECOMMENDED that subject to an investigation by the Senior

Groundsman of material leeching and wood treatment, Company B be granted the work at a cost of £31,926. Once the investigation has been fully carried out, the Grounds committee will need to re-evaluate

PH0794

TOWN AND FESTIVAL HALL BOILERS

RESOLVED

that Parcar Limited be approved at a cost £45,359.98 with £39,214 being received from funds held in Earmarked Reserves and £6150 allocated from Capital Receipts Reserve to carry out replacement boiler work

F0828

RISK MANAGEMENT POLICY

RESOLVED

that the amendments identified should be made, and the Risk Management Policy be re-issued to Councillors

F0829

STANDING ORDERS

RESOLVED

that the three identified corrections be made, and Standing Orders be re-issued to Councillors. A flowchart, which was circulated, illustrating the process of 'motions' should be added to the Standing Orders as an addendum

F0830

FINANCE REGULATIONS

RESOLVED

that the two identified corrections be made, and Finance Regulations be re-issued to Councillors

C 0854

REPRESENTATIONS ON OUTSIDE BODIES

Members received a report regarding Petersfield Community Centre (*attached to these minutes as appendix D*)

C 0855

FINANCE - SCHEDULE OF PAYMENTS FOR FEBRUARY 2016

Members received a copy of the Schedule of Payments for March 2016 (*attached to these minutes as appendix E*). Members requested that, where possible, terminology should be standardised

RESOLVED:

that the Schedule of Payments for March 2016 be approved

C 0856

CHRISTMAS LIGHTS SWITCH ON 2016 - HOMETOWN FESTIVALS
QUOTE

Members received details of a quote from Hometown Festivals for the Christmas Lights Switch On 2016 event. Various discussions took place on who would be assisting to fund the event this year, and clarification was

required on what is covered in the Hometown Festivals direct cost. It was also agreed that the switch on time should be as stated, and that any activity or performance taking place around that time should be halted, so that lights are switched on at the published time

RECOMMENDED that this be presented at the next F & GP committee, and that the Town Clerk pursue other possible funders, and costs be clarified further

Cllr N Orr arrived at 7.20 pm during the discussion of the previous item

C 0857 **MOTION REGARDING PENNS FIELD A PRESENTED BY CLLR P STRAWBRIDGE**

Cllr P Strawbridge presented a motion to explore other possibilities, should the Penns Field A option agreement expire without the consent being granted. He also expressed concerns that the specific timescales in the Option Agreement were realistic and achievable and considered that the council should have plans in place to deal with these eventualities.. Various discussions took place, and the motion was carried. Following a request for a recorded vote, those in favour of the motion were Cllr J Palmer, Cllr J Matthews, Cllr P Strawbridge, Cllr N Orr, Cllr V Morgans & Cllr P Humphries. Those against the motion were Cllr H Ayer, Cllr L Farrow and Cllr G Watkinson. It was

RESOLVED That the Town Development Committee be invited to prepare proposals for the Town Council's plan of action for dealing with Penns A development with contingency for all likely eventualities

Proposals should include an indication of relevant timescales and resources that might be required, and where these resources might be drawn from.

Proposals should be made to Full Council no later than October 2016 and will need to be brought forward if a planning application is approved before then

C 0858 **CONFIDENTIAL MATTERS FROM COMMITTEE MEETINGS**

PH0795 **FESTIVAL HALL REPAIRS FOR WATER INGRESS**

RESOLVED: That the revised costs utilising a mobile elevated work platform rather than full scaffolding be approved representing a further saving of £3050, to reset the coping stones with the revised tender totalling £15,000 being fund by £8,000 from Earmarked Reserves and £7,000 from Capital Receipts Reserve

STAFF PANEL MEETING HELD 13 APRIL 2016

Festival Hall Team Additional Appointment

RESOLVED:

that the following action plan be agreed:

- A meeting be arranged with staff affected by the proposed changes including the Town Mayor, Chairman of the Public Halls Committee and Chairman of the Staffing Panel and Town Clerk;
- Staff be allowed a period of one month after this meeting to submit their comments on the proposals as part of the consultation;
- Staff Panel consider the consultation comments received in discussion with the Festival Hall Manager;
- Ellis Whittam be asked to comment and advise on the proposed consultation to ensure the procedures are properly run and documentation supplied is accurate and compliant.

Grounds Maintenance Team Future Staffing

RESOLVED:

that an additional Grounds Operative be appointed for 16 hours per week at an SCP range of 14-18 to provide weekend cover and one full day during the week and that the Staff Panel be granted delegated authority to undertake the full appointment process.

Office Administrator and Finance Administrator Roles

RESOLVED:

- That full delegated authority be granted to the Staff Panel to undertake the appointment of a replacement permanent full time Office Administrator at SCP Range 19-23 with interviews being conducted on 12th May 2016.
- That a new appointment for a Finance Administrator be approved at SCP Range 19-23 for 10-15 hours per week and delegated authority be granted to the Staff Panel to undertake this appointment.

There being no further business, the meeting closed at 8.25 p.m.

County Councillor's report for April 2016

The latest local figures for those unemployed and claiming benefit (for February) are:-

	<u>Feb 16</u>	<u>Dec 15</u>
Froxfield & Steep	0.3%	0.4%
Liss	0.5%	0.5%
Petersfield Bell Hill	0.3%	0.6%
Petersfield Causeway	1.1%	1.1%
Petersfield Heath	0.4%	0.4%
Petersfield Rother	0.5%	0.5%
Petersfield St Marys	0.3%	0.6%
Petersfield St Peters	0.6%	0.7%
The Hangers & Forest	0.3%	0.2%

Tourism in Hampshire is currently worth £3.26bn per year and supports 67,000 jobs. Since 2012 day visitor numbers are up by 10%, with overseas visitors up 9%. The New Forest is the hot spot for tourism in Hampshire. 20% of visits to the County are for business purposes. 25 large hotels have been built in the past 5 years and another 5 5* hotels will be coming online soon. Hampshire has more 5* hotels than any other county in the UK. The current marketing campaigns are promoting the Heritage Military sites, Cycle Southern England (along with the National Parks), Group Travel and International Travel. Hampshire is becoming increasingly popular as a film location site.

Recently the Chief Fire Officer for Hampshire reported on the service within the County and the proposed changes. At present the service deals with 12,000 medical calls and 6,000 fires a year. There are about 1,200 firefighters in the County of whom 615 are full time. False alarms, at 40%, are much lower than in the past. The fire service are moving over to a new firefighting method, where the officers will first scan the fire with the latest equipment, then inject a hole through the wall or door with a high pressure lance, then inject high pressure cold air followed by water and then entering. Neighbouring counties are also starting to follow the new firefighting method. Even the lightest vehicle will have all the equipment.

Because the fire engine is often the first vehicle at any accident, all firefighters will have improved medical training so that they are capable of a first response. New ladders are being used that do not require a highly trained officer to have to stand on the bottom stem when anyone uses the ladder.

East Hants District Council Update

21st April 2016

- Queens Birthday – so quite apt- The Clean for the Queen event in March was a great success with many communities taking part, and there will be more events taking place in the run up to June – lighting of beacons....
- Recycling – the old igloo glass recycling banks are being replaced with bins that take all different glass colours – this will be more cost effective and the project is being funded entirely by Biffa.
- There is an event being held of Monday 23rd May at Penns Place on Community Resilience – this is open to any town and parish councils that wish to create a Community Emergency Plan to gain expert advice and assistance.
- Just to promote that Buster Fest tickets are now on sale



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- ✱ Enewsletter number 90 from Community First Havant & East Hampshire
- ✱ Local Council Review magazine from the National Association of Local Councils
- ✱ Southern Water's Spring 2016 Newsletter for Hampshire and the Isle of Wight
- ✱ Clerks & Councils Direct
- ✱ Enews Extra – Forthcoming Events from Community First Havant & East Hampshire
- ✱ Countryside Voice magazine from the Campaign to Protect Rural England
- ✱ Hampshire Views newsletter issue number 11, Spring/summer 2016 from the Campaign to Protect Rural England

Other Information

- 1 The next Community Forum will be held at 6.30 p.m. in the Council Chamber at Penns Place on Tuesday 7th June and 11th October 2016.
- 2 All members need to be aware of their Register of Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh form for completion.
- 3 A letter of thanks and appreciation has been received from the resident of 48 College Street, Petersfield for the planters that have been placed outside his property by the Council.

Neil Hitch
Town Clerk
14th April 2016

Petersfield Town Council Outside Body

Petersfield Community Centre

Petersfield Community Centre has had a very successful year and the end result is better than the budgeted figures and the income from hiring remains high.

The major project expenditure this year was for the boiler replacements and emergency repairs to the kitchen roof. Additionally, the Hearing Loop cost £1K and the repair to the Exhibition Room doors not much less.

There will be a revised scale of charges next year with a rise of around 2.5%. Our users are happier with small annual rises than a sudden jump up.

The projects for next year include roof repairs to the main building, estimated at £28K. This repair is becoming critical and there is no time to apply for a grant from HCC if the work is to be done in the summer. There are plans for LED lighting replacement throughout the building. This could achieve a significant reduction in the electricity bill. There is also a wish to install a power aided front door. There are many disabled and elderly people using this centre. It is hoped that this improvement for their easier access would attract a grant.

I think that those of you who use the centre will agree that Curtis does a very good job maintaining the building. The Chairman and Treasurer have a good idea of what needs to be done and how to do it while still keeping the centre solvent.

Cllr Hilary Ayer

At : 13:47

Current/Savings Bank A/c

List of Payments made between 01/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2016	SOUTHERN WATER	DDMar16	1,183.93		Waste Water TH July 15-Jan 16
01/03/2016	WPS Insurance Brokers & Risk S	DdMar16	1,156.20		90597/809858/09/2015-08/2016/W
01/03/2016	SOUTH EAST WATER LTD	DDMar2016	483.09		Water Bill for Heath Toilets
01/03/2016	SOUTH EAST WATER LTD	DDMarch16	602.41		Water Supply Festival Hall
01/03/2016	SOUTH EAST WATER LTD	Mar16	57.76		Water Supply Tilmore Allotment
01/03/2016	SOUTH EAST WATER LTD	March16	21.85		Water supply-Bell Hill Rec
01/03/2016	SOUTHERN WATER	MARCH16	879.06		Water Supply-Heath Toilets
02/03/2016	Petty Cash	016223	103.90		Petty Cash February 2016
08/03/2016	Eleanor Batchelor	016224	75.00		AP Deposit return
08/03/2016	Mark Meredith	016225	75.00		AP Deposit Return
08/03/2016	Petersfield Infant School	016226	250.00		FH Deposit Return
08/03/2016	Hometown Festivals	016227	250.00		FH Deposit return
08/03/2016	Elaine O'Dwyer	016228	75.00		AP Deposit return
08/03/2016	Heather Priest	016229	75.00		AP Deposit return
08/03/2016	Sabine Cooper	016230	75.00		AP Deposit return
09/03/2016	British Telecommunications plc	DD FEB	439.92		BT Feb Bill
14/03/2016	Cardnet Fees & Charges Feb 16	DD	25.50		Cardnet Fees & Charges Feb 16
15/03/2016	Ampella Ltd	016231	479.52		Heating repair Programmer AP
15/03/2016	ACORN OFFICE SUPPLIES	016232	100.17		Stationary, Paper pens & Diary
15/03/2016	Broxap Ltd	016233	1,824.00		Cast Iron Planter PTClettering
15/03/2016	CPC	016234	238.08		Replacement cable for FestHall
15/03/2016	Dale Valley Training	016235	186.00		Tree survey training course
15/03/2016	FD Metalwork Ltd	016236	7,220.16		Supply install Stage rails
15/03/2016	Hillier Nurseries Ltd	016237	206.46		Plants college street planters
15/03/2016	Ocean Securities (UK) Ltd	016238	268.80		FH Security Lock up for Feb
15/03/2016	Maxwell Amenity Ltd	016239	164.16		Heavy duty line marking paint
15/03/2016	Queensbury Shelters Ltd	016241	5,176.22		New Bus shelter dispose of old
15/03/2016	Mr Stephen Field	016242	65.66		B & G Stripe Bags Pan Film
15/03/2016	Travis Perkins Trading Company	016243	11.47		Shingle for Rose Room garden
15/03/2016	Moviola Ltd	016340	513.95		Amy Film Charges Feb
15/03/2016	Dual Energy	DDAP	98.00		Purchase Ledger Payment
15/03/2016	Dual Energy	DDHPC	33.00		Purchase Ledger Payment
16/03/2016	Haven Power Ltd	ddMar16	1,290.16		F Hall Electric Feb 2016
16/03/2016	Wex Europe Services (uk) Ltd	DDMarch16	67.40		Grounds truck fuel Feb 2016
17/03/2016	Grenke Leasing Ltd	March 16	156.00		Purchase Ledger Payment
18/03/2016	Busy Bees Benefit Ltd	MarchDD	106.60		Busy Bees Benefits March 2016
18/03/2016	First Data	DD	25.60		Card machine lease payments
18/03/2016	March wages 2016	BULKPAYMAR	14,696.83		March wages 2016
21/03/2016	CNG Ltd	DDMarch	1,257.94		F Hall Gas Supply Feb 2016
21/03/2016	TV Licensing	DD	145.50		TV licence PTC
23/03/2016	Local Government Pension Schem	016245	4,387.17		March 2016 Pension payment
23/03/2016	HMRC Only	016246	3,180.16		PAYE March 2016
23/03/2016	NCT	016247	150.00		AP Deposit Return
23/03/2016	P/F Musical Festival	016248	250.00		FH Deposit Return
23/03/2016	Harriet Moreley	016249	75.00		AP Deposit Return
23/03/2016	Pollyanna Jenner	016250	75.00		AP Deposit Return
29/03/2016	Eden Springs UK Ltd	DDMar	61.10		Eden water & plastic cups

Continued on Page 2

At : 13:47

Current/Savings Bank A/c

List of Payments made between 01/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/03/2016	Veolia ES (UK) Ltd	DDMar16	221.21		T Hall waste collection Feb
29/03/2016	Focus Group	DdMarch	114.77		Telephone system maintenance
30/03/2016	Network	ddmar2016	444.67		Purchase Ledger Payment
31/03/2016	Local Government Pension Schem	016288	3,538.46		Local Government PS August Pay
31/03/2016	Ampella Ltd	016256	2,940.00		Supply & Install new boiler AP
31/03/2016	ACORN OFFICE SUPPLIES	016257	155.96		Printer,cashbook & paper
31/03/2016	Avalon Software(UK) Ltd	016258	45.00		Annual BookingsS/ware support
31/03/2016	Blackburne and Haynes	016259	234.00		160 x Ice creams for cinema
31/03/2016	Britton Price Ltd	016260	592.80		Hyd lift service 37299
31/03/2016	Broxap Ltd	016261	636.00		Plastic Planters - Railway
31/03/2016	Beaver Tool Hire	016262	179.85		Cable detector hire
31/03/2016	CAB Screens Ltd	016263	370.32		AP Broken window repairs
31/03/2016	Cluson Engineering Ltd	016264	16.20		Padlock for Penns Field
31/03/2016	COMMERCIAL GAS	016265	278.40		Site meeting discuss boiler up
31/03/2016	Clear Round Pest Services	016266	78.00		Treat Tilmore Road Allotments
31/03/2016	G Burley and Sons Ltd	016267	3,909.92		Grounds Maint Open Spaces
31/03/2016	HAMPSHIRE COUNTY COUNCIL	016268	128.66		Mop Handle & Toilet Rolls
31/03/2016	Meon Cleaning Services	016269	795.60		Bus shelter cleaning
31/03/2016	Microshade Business Consultant	016270	505.20		Server support &back ups
31/03/2016	Queensbury Shelters Ltd	016271	4,004.06		Repairs to Bus shelters pt inv
31/03/2016	Elite Playground Inspections	016272	264.60		Playground inspection other
31/03/2016	Smith Brothers Ltd	016273	1,862.40		Repairs to safely surface
31/03/2016	Trade UK	016274	226.18		Credit note for returned shelf
31/03/2016	Travis Perkins Trading Company	016275	366.66		Landscaping bark
31/03/2016	VoxIT Limited	016276	228.00		Fest Hall Domain name renewal
31/03/2016	Winchester Garden Machinery	016277	188.69		Stihl pole pruner
31/03/2016	Mr A Burnett	016278	650.00		Deposit return-The Heath
31/03/2016	Mr Mark Ridge	016279	250.00		Deposit Return-Festival hall
31/03/2016	Mr Jeremy Holmes	016280	250.00		Deposit Return-Festival hall
31/03/2016	Petty Cash - March 2016	016283	166.02		Petty Cash - March 2016
31/03/2016	Cavendish Communications	MarchDD	123.77		Heath Pond Association Phone
31/03/2016	Sita UK Ltd	DD	286.75		Skip waste collection Feb 2016

Total Payments	<u>72,390.88</u>
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