



Playing Field, Cutbush Lane, Upper Townill Farm. Lease 750887, Southampton City Council refers to land on the north side of Cutbush Lane, and contains reference to lease HP576301 (edged blue) ref. public playing fields.

The Clerk has re-iterated to SCC Tree Officer that WEPC does not consider the tree is within the blue area and has suggested a site meeting. No response received to date.

#### **Renewal of Insurance Policy**

The Clerk confirmed that a three year renewal has been signed with AXA through Came & Company.

### **085/17/PR REVIEW OF POLICIES**

#### **Review of Financial Regulations**

The Clerk stated that this document needs to be reviewed within this Financial Year. It was agreed to circulate this to councillors prior to the next meeting.

#### **PCSO Agreement**

Further to the discussion at the Parish Council meeting, the Clerk reported on the meeting she had with Sgt Manns regarding the incident at the Youth Club.

Following a lengthy discussion on the PCSO agreement, Councillor Clarke proposed that a meeting is requested with the Chief Inspector to discuss the Council's future financial commitment to this role.

### **086/17/PR CORRESPONDENCE REQUIRING DISCUSSION**

1. NALC Policy Consultation Broadband USO consultation on design document received from HALC and forwarded to all Councillors on 8<sup>th</sup> August. Councillor Hellier had agreed to prepare response. The Committee were grateful that Councillor Hellier had responded in such detail and Councillor Clarke proposed that this will form the response from WEPC. Councillor Asman seconded. The Committee agreed unanimously.
2. Two grant applications received for consideration.
  - i) Victim Support requesting £250 to purchase security items for victims;
  - ii) Mencap requesting £500 to set up new (second) allotment at Moorgreen

**Councillor Clarke proposed and Councillor Bates seconded that it be resolved the grants requested above are awarded. The Committee agreed unanimously.**

Councillor Turl commented that during the participatory budgeting exercise in the New Year, attention should be drawn to the fact that these two organisations have already received a grant from WEPC during this financial year should they apply again.

3. CIP -Community Infrastructure Priorities 2016-2021. Clerk met with Julia Birt, HEWEB Local Area Manager, on 15<sup>th</sup> September and she suggested that this document needs to be updated with more detail on the projects to ensure that no misinterpretation is made by developers in the future. The Committee worked through the document amending as necessary. It was agreed that the Clerk will make the necessary amendments and forward to councillors and Mrs. Birt.
4. E-mail from EBC advising date of June Hughes' funeral – Friday 13<sup>th</sup> October at 12 noon, at St. James. Family flowers only, donations to St. John's Ambulance. The Committee agreed that the Parish Council will make a donation of £50.

**087/17/PR      CORRESPONDENCE**

1. Notification received from Julia Birt, HEWEB Local Area Manager, that the following Developers' Contributions for West End were agreed at HEWEB meeting on 11<sup>th</sup> September : £45,651 towards the new public toilet; £2,000 towards refurbishment of Youthouse; £34,000 towards Hilldene Community Centre car park refurbishment. The funding for the Public Art at Moorgreen was also approved (£29,000)
2. VAT Partial Exemption Calculations 2016-2017 received. No additional VAT to pay.
3. E-mail correspondence from HALC - Invitation for Chairman/Vice Chairman to attend 70<sup>th</sup> Anniversary Celebration at Great Hall, Winchester on 10<sup>th</sup> October ; Annual Review – Celebrating 70 years – copy to table at meeting; 17/18 Precepts Report, September update and details of AGM – previously circulated to all Councillors. Councillor Clarke agreed to attend the AGM as he wishes to raise concern and awareness that road schemes are currently casualty led and whether HALC can assist with this issue.
4. Notification received from the Administrator for 4Children that the period of the administration has been extended until 31<sup>st</sup> August 2018.
5. Letter from HCC ref. Hampshire Pension Fund – Annual Employers meeting 13<sup>th</sup> October 2017

**088/17/PR      PARISH CENTRE CAR PARK**

It was agreed at last meeting that this should be an item on the agenda of this meeting to discuss how to regulate and manage the car parking at the Parish Centre. Councillor Clarke suggested that this be deferred to the next meeting. This was agreed.

Pre-application advice received from EBC regarding the proposal to install staff only car park at the rear of the Workshop was previously circulated to all Councillors. Currently waiting for a tree report on the area before putting costs together.

There is a collapsed drain to soak away in the middle of the car park and quotes being sought

It was noted that EBC will carry out a feasibility study of parking issues within West End.

**089/17/PR**     **PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The Planning application should be determined by EBC before the end of September to meet the consultation period.

**090/17/PR**     **PARISH CENTRE**

**1. Workshop**

Nothing new to report ref. boundary issues with HCC

**2. Cafe**

The Clerk reported that a new cooker has been purchased and a replacement dishwasher installed free of charge.

The new cash register system has not progressed although a provisional order has been placed. The Clerk referred to the meeting to discuss future marketing and expectations of the Café and it was agreed that a date will be discussed and set at the Personnel Committee meeting on 4<sup>th</sup> October. Councillor Bates asked that a poster advertising the Café be put up in the play area and the Post Office notice board.

The Café takings to the end of August were circulated to Councillors. It was agreed that full profit and loss figures be made available for discussion at the next meeting.

**3. Library**

Councillor Clarke referred to the discussion on the CIP list and suggested that WEPC should be supporting West End Library as much as possible in order to secure its future. The Clerk was asked to contact Nicola Horsey at HCC to discuss this further.

**4. Working Party**

The Clerk reported on the work carried out to Main Hall during August. In addition to sums paid to Edition Homes & N.Dowling (painter), a wider screen was purchased to accommodate the new position of projector and 2 no. table trolleys. The roller blinds have now been fitted except for one window which was measured incorrectly, the blind is being re-made. The outside awning has not yet been ordered. The Committee agreed to delay purchasing this until after the meeting regarding the re-marketing of the café.

**5. Intruder Alarm**

The Clerk reported that several zones of the intruder alarm have now been isolated as the PIRs need to be replaced. She tabled an e-mail quote for upgrading the system. After discussion, it was agreed that the Clerk look at the budget and come back to the next meeting with more detail. Councillor Turl expressed concern as it is up to the Council to ensure that the intruder alarm system is properly maintained and this could affect an insurance claim.

**6. Christmas Opening of the Café and the Parish Centre**

After discussion it was agreed that the Café should be opened on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> December to co-incide with opening hours of the Library. It was suggested that there could be a treasure hunt on Hatch Grange and to offer a Christmas ‘special’ to encourage custom. This would need to be advertised.

**091/17/PR FIRE STATION**

The Clerk reported that during the recent Health & Safety check, the external fire escape stairway was flagged up as not fit for purpose and will arranged for this to be surveyed.

**092/17/PR YOUTH FACILITY**

The Youth Leader is currently seeking quotes the kitchen refurbishment which will be hopefully be carried during October half term.

The Clerk reported that she has been made aware of an exercise class at Moorgreen Recreation Ground on a Friday morning charging £2.50 per person. No permission has been sought from the Council. A previous request was considered by the Recreation & Environment Committee from a personal trainer to use Hatch Grange was refused.

After discussion, it was agreed that the Clerk will seek advice from EBC on how to stop use of public open space for a profit.

**093/17/PR     TOWNHILL FARM COMMUNITY CENTRE**

**General**

Currently seeking quotes for outstanding works.

**Townhill Farm District Ltd.**

The Clerk reported on the e-mail from resident regarding fire safety. She tabled a copy of the Fire Risk Assessment for information.

**Noah's Ark Pre-School Licence Agreement**

Licence Agreement has not yet been signed by Noah's Ark.

**094/17/PR     HILLDENE COMMUNITY CENTRE**

Minutes of the meeting of the Hilldene Community Association held on 11<sup>th</sup> September previously circulated to all Councillors. It was noted that the Lease with the Hilldene Association is due to be renewed in 2018. Councillor Asman agreed to read through this in due course.

**095/17/PR     MONTHLY ACCOUNTS**

The Financial Statements for July and August were previously circulated to Councillors. The list of payments will form an appendix to the minutes.

**Expenditure over £500** (excluding salaries/pensions/NI/utility bills/rates etc) during July & August :

£616	RBS Ltd., Omega Accounts Software annual maintenance
£940	Absolute, New computer used by YouthLeader/Head Groundsman
£11,842	Sovereign, Refurbishment of tennis court
£1316	Sovereign, Final payment – ref. tennis court refurb
£990	Lamps & Tubes, Replacement Christmas lights
£4668	N. Dowling Painting of main hall
£1415	Edition Homes Store room, window and floor replacement in main hall
£11,825	Came & Co. ,Insurance renewal
£1197	Iris Payroll, Annual maintenance charge & upgrade for salary software
£576	Complete Weed, Weed control at Cutbush Lane Playing Fields
£815	Bridger Alarms, Alarm maintenance Parish Centre

**Credit card payments:**

3<sup>rd</sup> July, £1347.51 – primarily café purchases (£608); new notice bard for Post Office (£435), groundstaff equipment £250.

31<sup>st</sup> July, £682.78 – primarily café purchases (£630)

31<sup>st</sup> August, £1885 – primarily café purchases (£921 which includes purchase of new cooker £300); new bins Barnsland £240; drain work at Parish Centre (£430)

**Councillor Turl proposed and Councillor Bates seconded that it be resolved that the financial statements for July and August be approved. The Committee agreed unanimously.**

Year End

The Clerk reported on the request from the external auditors for additional information – breakdown of increases/decreases below 10% variance. The Completion of Audit has now been received and the Report was tabled. Only issue raised is that Risk Assessment should have been approved by full Council and not a sub-committee :

*‘The smaller authority have minuted its review of the risk assessment during the year ended 31<sup>st</sup> March 2017 at a sub committee of the full smaller authority. These minutes were reviewed and adopted by a meeting of the smaller authority as a whole but no reference was made in these full minutes that the smaller authority as a whole had considered the risk assessment.’*

There will be a new external auditor from 2018 - PKF Littlejohn. Clerk to attend HALC Officer update on 18<sup>th</sup> October when PKF will be giving a presentation.

**096/17/PR**     **NEWSLETTER**

It was agreed at the last meeting that the next edition will be circulated at the end of October to include articles on the following : car parking at the Parish Centre; recent planning appeal for Bubb Lane; update on forthcoming events; a day in the life of a Parish groundsman; new tennis courts; volunteering opportunities in West End, particularly the Friends of Hatch Grange and West End Copse; Hatch Café – to lead on their Christmas initiative.

The Clerk has not yet met up with the new Distributor.

**097/17/PR**     **COUNCILLOR TRAINING**

Councillor Hellier is booked to attend the next Core Skills training to be held in Eastleigh on 1<sup>st</sup> November 2017.

**098/17/PR**     **DATE OF NEXT MEETING**

Wednesday 25<sup>th</sup> October 2017 at 7.15 pm.

**099/17/PR**     **EXEMPT BUSINESS**

**Pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the Council resolve that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

There was no exempt business to discuss.

The meeting closed at 9.40 p.m.

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APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING  
HELD ON WEDNESDAY 27<sup>TH</sup> SEPTEMBER 2017

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