

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 27TH FEBRUARY 2019 AT 7.15 P.M.
IN WEST END PARISH CENTRE, CHAPEL ROAD
WEST END, SOUTHAMPTON**

**Present: Councillors J Asman
B Coles
MacDonald
Collett – substituting for Councillor Clarke**

**In attendance: Mrs. L. Cooke, Clerk to the Council
S. Mockford, Deputy Clerk to the Council**

152/19/PR PUBLIC PARTICIPATION

There were no members of the public present

153/19/PR DECLARATIONS OF INTERESTS

Members are invited to declare interests in relation to items of business on the agenda and the interest recorded under the relevant minute.

Councillor Coles expressed an interest in the Review of Charges for the After School Club at the Youth Facility as his children attend this Club.

154/19/PR APOLOGIES

Apologies were received and accepted from Councillors Clarke, Tennent and Goguel.

155/19/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 23RD JANUARY 2019

The minutes of the Policy & Resources Committee meeting held on Wednesday 23rd January 2019 were approved by full Council on 13th February 2019.

The minutes were signed as a true record of events by the Chairman.

156/19/PR MATTERS ARISING FROM MINUTES OF 23RD JANUARY 2019

EBC 'Local First' project. Chairman and Clerk attending meeting on 28th February and will report back to next meeting.

158/19/PR **REVIEW OF CHARGES**

The Committee worked through the review of charges for the Parish Centre, Fire Station, Youth Club, Townhill Farm Community Centre and Newsletter advertising/sponsorship, as compiled by the Deputy Clerk.

Councillor MacDonald proposed and Councillor Asman seconded that it be resolved that the charges are increased as discussed. The Committee agreed unanimously.

The updated charges are listed as Appendix I to these minutes.

159/19/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

1. Correspondence from HALC
 - February newsletter
 - NALC DIS 936 and Funding Bulletin
2. Email received from Police – Hampshire Alert
Regarding Neighbourhood Watch publication which advertises ‘Neighbourhood Watch Week – 17th – 23rd June 2019’. It was suggested that notification of this would be included in the next Parish newsletter.

160/19/PR **PARISH CENTRE CAR PARKING**

Clerk/Deputy Clerk met with Planning Officer and Tree Officer from EBC to discuss requirement for tree planting plan. Deadline for decision on this planning application has been extended to 29th March.

161/19/PR **PARISH CENTRE**

1. **Workshop**
Nothing new to report.
2. **Cafe**
The Clerk stated that it will be the 5th anniversary of the Café on 31st May 2019. The Committee suggested that this should be advertised and a relevant ‘special’ offered. The Café staff had raised whether to open on Easter Saturday. It was closed last year, as takings very low the year before. After discussion, it was agreed unanimously for the Café to be closed this year on Easter Saturday.
3. **Anti-Social Behaviour**
Currently experiencing issues with young people hanging around the Parish Centre; intimidating hirers and littering – this has been repeatedly reported to the Police by staff and hirers.

On police advice, the HGWI bench outside front door and seating in foyer of the Centre has been removed. HGWI are keen to see their bench re-instated but need to look at alternative locations.

On Friday evening, 22nd February, youths were in the building and took fire extinguisher. This was found in raised planting area in Chapel Road. There were further issues on Monday 25th February when liquid was thrown over windows/doors. Police were called by West End Bowls Club but unable to attend.

A Police Officer arrived at the Parish Centre during the meeting and discussed the recent issues with the Deputy Clerk.

4. Parish Centre Clock

The perspex covering over clock faces have now been fitted by As Time Goes By who have not charged the Council to replace the mechanism which was damaged by the vandalism.

The Deputy Clerk met with the Police on 21st February. A letter has been sent to the culprit inviting him into Police Station for interview. If he fails to attend he will be arrested. Police will suggest to the offender that he explains his actions to the Parish Councillors in person.

162/19/PR FIRE STATION

Quote received for replacement windows was still awaiting others quotes. Clerk will then collate these for discussion.

The Clerk reported that Eric Robinson has now produced a Lease which has been agreed with CFS Ltd. This is now being prepared for signature. CFS Ltd. will be renting the upstairs committee room as an office facility for an initial two year term.

163/19/PR YOUTH FACILITY

Still awaiting quotes to refurbish the toilets.

During a recent boiler service, the engineer has stated that internal insulation pads require replacing but are no longer available and recommends that the boiler is replaced. Quote to be requested.

164/19/PR TOWNHILL FARM COMMUNITY CENTRE

General

Nothing new to report

Townhill Farm Ltd.

It was noted at the last meeting that the Townhill Way District Centre (Communal Services) Management Ltd. by Park Lane Block Management, Southampton, who recently invoiced the Council for two years, one for 2018/2019 which has been paid. The other invoice requested advance payment which had not been budgeted. The Clerk has advised Park Lane Block Management that this will be paid in the new financial year.

165/19/PR HILLDENE COMMUNITY CENTRE

Draft lease from David Ebert was forward to Hilldene Community Association for their comments in December. The Clerk will contact them for a reply by the next meeting.

With reference to the resurfacing of the car park, updated quotes have been received by the Community Association Their preferred contractor was noted but as the actual figure being received from Developers' Contributions has not yet been confirmed, the order has not been placed.

Councillors Asman and Collett visited West End Pre-School on Wed. 30th January and the Clerk also visited site with WEPC's Insurance company who have recommended that the building is re-valued prior to WEPC insuring the facility. The Community Association have insured the facility until December 2019. The cost to have Hilldene revalued is £700. The Clerk had also asked for a quote for all WEPC's facilities to be re-valued, as this is due to be done. The cost for all facilities including Hilldene will be £2,800. This was discussed at length.

Councillor Asman proposed and Councillor MacDonald seconded that it be resolved that all WEPC facilities including Hilldene should be re-valued, but that this be deferred until the new financial year. The Committee agreed unanimously.

166/19/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for January 2019 previously circulated to Councillors. The list of payments attached as an appendix 2 to these minutes.

Expenditure over £500 (excluding salaries/pensions/NI/utility bills/rates etc) during January:

£534	E.B.C.	Trade Waste – Parish Centre
£2,122	Bibby Factors (JTJ Automation)	Replacement Mechanism – Library Doors

Credit card payments:

31st January £941 – primarily café (£502); Recreation & Environment £190.

Councillor MacDonald proposed and Councillor Collett seconded that it be resolved that the financial statements for January be approved. The Committee agreed unanimously.

The Clerk commented that the Internal Auditor had completed the internal audit to end January.

167/19/PR **NEWSLETTER**

February edition currently being distributed by staff/councillors. The Chairman asked if a distribution company had been identified for future editions. The Deputy Clerk responded that they haven't been successful in finding a company, so it may need to be carried out in house again for the next edition.

Includes voting forms for Participatory Budgets/West End Parish Council community grants. This prompted a discussion on the issues currently facing the Lunch Club at West End and it was agreed to try and look at how the Parish Council can help.

The next edition will be in May after Annual General Meeting to advise residents of new Council members.

168/19/PR **COUNCILLOR TRAINING**

Councillors Coles and Collett attended the Knowledge & Core Skills on Wednesday 13th February 2019.

Councillor Collett had enquired reference planning training: Basic Planning for Local Councils on 23rd May; 20th November; The Planning Framework – 16th September. Details available on HALC website <https://www.hampshirealc.org.uk/>. It was agreed to look again at Councillor training after the Parish Elections in May.

169/19/PR **DATE OF NEXT MEETING**

Wednesday 27th March 2019 at 7.15pm

170/19/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 9.00 p.m.

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APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 27TH FEBRUARY 2019

APPENDIX II TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 27TH FEBRUARY 2019

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