

043/18/PR MATTERS ARISING FROM MINUTES OF 23RD MAY 2018

PCSO Agreement

With reference to the E.D.A.L.C. meeting on 24th May, 2018 attended by Councillors Asman and Clarke, the Minutes have not yet been received, a verbal report was given to full Council on 13th June, 2018. The H.E.W.E.B Local Area Co-ordinator forwarded a report from E.B.C.'s Safety and Resilience Manager who also attended the E.D.A.L.C. meeting and suggested verbally that H.E.W.E.B. should consider a joint response/solution. As there was no Policy & Resource meeting held in June, this was referred to the full Council meeting on 11th July, 2018 – The Clerk then referred to section 48/18/PC of the full Council minutes.

The committee were happy with the draft letter tabled from the Clerk, to withdraw from the PCSO agreement.

Councillor Tennent arrived at the meeting.

Review Of Standing Orders

As agreed at the May meeting, there were no further comments to the proposed amendments of the current Standing Orders.

Vacancies on Parish Council

Vacancies in Moorgreen Ward/St James' Ward/Allington Ward.

The Chairman commented that there is a new co-option process in place which can be tested now. The Chair commented that the Parish Council has a responsibility to the whole community to ensure the right candidates are co-opted and this new process is also an opportunity for potential Councillors to have a better understanding on what is involved.

The Chairman welcomed the three members of the public in attendance who were all interested in the vacancies on the Council; and asked them to take it in turns to give a brief presentation about themselves. A summary of their comments will be circulated to all Councillors.

The Clerk advised that three applications have been received for the vacancies and that there are three other parishioners who would like the opportunity to apply for the vacant positions. A lengthy discussion was then held:

Councillor Asman proposed and Councillor MacDonald seconded to extend the vacancy deadline to 31st August, 2018. The Committee agreed unanimously.

The Chairman commented the applications will be reviewed during September's Policy & Resources Committee meeting and the Selection meeting will be the full Parish Council meeting on 10th October. This will give all applicants the opportunity to attend Committee meetings in August and September to familiarise themselves with the workings of the Council.

The Chairman commented that all Councillors to encourage anyone they feel suitable for the role to submit an application.

044/18/PR GENERAL DATA PROTECTION REGULATION

All Councillors are now using the 'WEPC' email addresses and the privacy notice has been published on our website. The data protection policy/record retention policy which was discussed at the last meeting; letters and a copy of the Employment Privacy Statement have been given to all staff.

045/18/PR CORRESPONDENCE REQUIRING DISCUSSION

Notification received that Rev. Wharton is leaving St. James' Church
Councillor Tennent commented that Rev. Wharton circulated well in the community. The Clerk also commented he has been involved in the Carnival event and taken ownership of the Remembrance Day service.

After discussion, it was unanimously agreed to send a letter, thanking Rev. Wharton for his services to the Parish and invite him to a full Parish committee meeting, so the council have an opportunity to thank Rev. Wharton formally.

Consultation – Eastleigh Borough Council Statement of Licencing Policy to cover the period from 2019 – 2024.

Section 5 of the Licencing Act 2003 requires the Borough Council to adopt a Statement of Licencing Policy every 5 years.

After discussion Councillor Asman commented that it was a statutory policy and is not something the Committee needs to comment on. It was the consensus of the Committee not to respond.

Boorley Park Primary School – Section 10 Consultation. 16th July - 26th September.

Councillor Asman commented that previous comments raised by the Borough Council regarding parking issues are being addressed; Councillor MacDonald advised the Planning & Highways committee have already responded to the consultation, the Committee unanimously agreed not to respond.

046/18/PR CORRESPONDENCE

1. June and July updates received from HALC were previously circulated to all Councillors.
2. The Chief Executive of HALC – Steven Lugg sadly passed away on 20th July at the age of 54. Dawn Hamblet has been appointed as the interim Chief Executive. The Chairman extended condolences to his wife and family and was grateful for the support to local parish council's over the years.
3. E-mail from Came & Co. regarding the Council's renewal premium for 2018/2019 £12,346.19, including insurance premium tax (IPT). This takes into consideration the Council's long-term agreement which expires on 24th September 2020.
4. Email received from Brendon Care thanking the Council for their participatory budget award of £180. The money has been used to book entrainment including a speaker talking about their travels to India.

047/18/PR PARISH CENTRE

1. Workshop

Nothing new to report.

2. Cafe

The café takings to end May/June have been circulated. Café was closed until 1pm on Tuesday 3rd July for maintenance of the coffee machine.

3. Bookings

Two new bookings: Jitterbugs Monday afternoons and Baby Massage – Friday's late morning.

4. Parish Centre Maintenance

Car park – the extension to the soakaway drain has been completed. Quotes obtained: **i.** To upgrade the sports hall lighting - £1,000; **ii.** To replace the motor in the library automatic door - £1,050.

5. Parish Centre Clock

Now installed – Old clock face which was installed at the Millennium and has '2000' on the clock face, the Clerk asked if this should be displayed somewhere in the parish centre. The Chairman suggested to contact West End Local History Society for ideas.

6. Parish Centre Car Park & Parking Issues in West End

Unsted Design Ltd., currently in the process of preparing the plans.

048/18/PR FIRE STATION

Nothing new to report.

050/18/PR **YOUTH FACILITY**

Currently looking at the feasibility / costs of upgrading the toilets as the pre-school have requested a toddler changing facility. As the quote received was for £10,000 the Clerk looked for alternative options. Quote received of £645.00 to move the cleaner's sink from the disabled toilet into the foyer alarm cupboard in order to make room for a baby changing shelf in the disabled toilet. The Electrician will then need to re-locate the hand dryer. The pre-school will pay for the baby changing shelf.

A discussion was held; Councillor Asman commented that as a landlord WEPC has no legal obligation in respect of the business carried out at the property. The Clerk said the toilets are in need of refurbishing and we are accommodating their request.

**Councillor MacDonald proposed and Councillor Asman seconded that it be resolved to proceed with the work to refurb the disabled toilets.
3 in favour; 1 abstained.**

The Clerk then tabled an amended draft tenancy agreement for 'Little Gems' and 'Jimmy's', again a discussion was held: Councillor Asman suggested an amendment to 'Condition 6' – “no alterations to the interior of the building without prior written consent from the Parish Council”.

Councillor MacDonald proposed and Councillor Asman seconded that it be resolved to accept draft tenancy agreement. The Committee agreed unanimously.

051/18/PR **TOWNHILL FARM COMMUNITY CENTRE**

General

Obtaining quotes for window replacement.

Pre-school tenancy agreement due to expire. A 12 month agreement was previously in place due to changes with the Childrens' Centre. A discussion was held, Councillor Asman suggested to continue with the same 12 month agreement and revisit again next year.

**Councillor Asman proposed and Councillor MacDonald seconded that it be resolved to continue with the same 12 month tenancy agreement.
3 in favour; 1 abstained.**

Townhill Farm Ltd. – Nothing new to report.

052/18/PR HILLDENE COMMUNITY CENTRE

Minutes of the meeting held on Monday 11th June had been previously circulated to all Councillors.

The Clerk has now written to and updated H.C.A. As discussed at the previous meeting, all details of the lease etc. are now with the Solicitors who will be drafting a suitable tenancy agreement on behalf of the Council and also advise Land Registry that the lease with Community Association has expired. As of 25th July – no further update from the Solicitor. The Clerk has now received a copy of the agreement that H.C.A. had with the pre-school and has prepared a draft agreement with W.E.P.C.

The Clerk commented H.C.A. would like a separate meeting to discuss the tenancy agreement. It was agreed to arrange a meeting as soon as possible.

Councillor Goguel attended last month's Hilledene meeting and there was a request from the table tennis club if the Parish Council would contribute towards the cost of new curtains, they would contribute towards the cost as well. The Chairman commented that Section 137 is due to be discussed in September and the table tennis club could apply for a grant to cover the cost of new curtains.

053/18/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for May and June 2018 previously circulated to Councillors. The list of payments attached as an appendix to these minutes.

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

£780	Treemenders	Tree work – Hatch Grange/Quob Green
£800	Treemenders	Tree work – West End Copse
£987	Absolute Tech.	I.T. work – new email addresses etc.
£4,240	M.R. Guttering	Parish Centre guttering
£3,230	M.R. Guttering	T.H.F.C.C. guttering
£2,100	Ellis Whittam	H.R. support contract
£1,588	DJ Scott	Annual maintenance/Chipper repair
£506	C.W.C.	Weed treatment – Cutbush pitches
£1,100	PJ Froud	Hatch Grange drainage
£1,500	A.N. Other	Cemetery Issue
£1,025	Lamps & Tubes	Replacement Christmas lights
£525	DCK Accounting	Preparation of 17/18 year end accounts

Credit card payment:

Two payments in May:

£1,515 – primarily café purchases £708; maintenance at THFCC £320;

£1,488 – primarily café purchases £1,185.

No credit card payments in June.

Councillor Goguel proposed and Councillor MacDonald seconded that it be resolved that the financial statements for May and June be approved. The Committee agreed unanimously.

Urgent Play Equipment Repair

The Deputy Clerk had previously emailed all Councillors as there is no Recreation & Environment meeting until mid-September.

The ‘Giro Spiral’ play equipment in Hatch Grange is no longer safe to use and the parts to make safe will cost £2,168.05 plus delivery costs of £216.80 – Total cost £2,384.85

After a lengthy discussion, the Clerk suggested to look at delivery timescales – if delivery is before the end of the summer holidays, then the parts should be ordered. If not, then quotes to be obtained for a full replacement.

Councillor Clarke proposed and Councillor Asman seconded to delegate the decision to the Clerk. The Committee agreed unanimously.

Summary of Reserves and Special Projects 2018/19

The Committee discussed at length each of the earmarked reserves. The Chairman commented the amount of money held in General Reserves was excessive and money should be vired to pay for urgent repairs.

Councillor Clarke proposed and Councillor Asman seconded to vire money from General Reserves to pay for the pay for the play equipment and library door motor. The Committee unanimously agreed.

Year End 2017/2018

The Clerk has forwarded the completed Annual Governance and Accounts form with all accompanying documents to the External Auditor.

054/18/PR

COUNCILLOR TRAINING

Councillor Goguel attended the H.A.L.C. Chaining Skills programme on 11th July. Councillor Goguel commented that although it was an interesting session, it was too much to take in over half a day, the session should have been over a full day. The Chairman asked the Clerk to email H.A.L.C. to provide this feedback – there was not enough time to digest the information.

055/18/PR **NEWSLETTER**

The next edition of the Newsletter is due to be distributed towards the end of September. A quote has been obtained through the Royal Mail Leaflet Distribution Service for £500 +VAT to deliver 5,500 copies of the Newsletter.

Councillor Asman proposed and Councillor MacDonald seconded that it be resolved to use the Royal Mail to distribute the next edition of the Parish Newsletter. The Committee agreed unanimously.

056/18/PR **DATE OF NEXT MEETING**

Wednesday 26th September 2018 at 7.15 p.m.

057/18/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 9.05 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 25TH APRIL 2018