

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 3RD JANUARY 2018 AT 7.15 P.M.
IN WEST END PARISH CENTRE, CHAPEL ROAD
WEST END, SOUTHAMPTON**

Present: Councillors J Asman Chairman
S Turl
J Goguel
R MacDonald (substituting for Cllr Clarke)

In attendance: Mrs L Cooke, Clerk

142/18/PR PUBLIC PARTICIPATION

No members of the public present

143/18/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.

None declared

144/18/PR APOLOGIES

Apologies were received and accepted from Councillors Clarke, Bates and Tennent. Councillor Brown was absent.

145/18/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 22ND NOVEMBER 2017

The minutes of the Policy & Resources Committee meeting held on Wednesday 22nd November 2017 were approved by full Council on 13th December 2017. The minutes were signed as a true record of events by the Chairman.

146/18/PR MATTERS ARISING FROM MINUTES OF 22ND NOVEMBER 2017

PCSO Agreement

Nothing further to report since the last meeting. The Clerk commented that the PCSO agreement may be on the agenda of Eastleigh District of Local Councils meeting scheduled for 17th January 2018.

Tree/boundary issue at Cutbush Lane

As agreed at the last meeting a letter was sent to the Head of Environment & Economy Directorate at Southampton City Council. SCC have now agreed to accept responsibility for the line of trees on the boundary of Cutbush Playing Field and Marlhill Copse.

CIP -Community Infrastructure Priorities 2016-2021

The CIP List was formally accepted at the full Parish Council meeting on 13th December and forwarded to Julia Birt, HEWEB Local Area Manager.

General Data Protection Regulations

The Clerk and Deputy Clerk attended a session on GDPR delivered by HALC on 28th November. The Clerk had summarised this and forwarded to all Councillors.

HALC is still waiting for advice from the Information Commissioner's Office who are currently revising the guidelines for small organisations which will include parish councils, particularly on the role of the Data Protection Officer.

There followed a short discussion. It was agreed that this will be discussed further at the next meeting.

Hampshire Police and Crime Panel, - cyber-enabled fraud consultation

Councillor Hellier had responded to this on behalf of WEPC.

Noted at full Council on 13th December

147/18/PR 2018/2019 BUDGET

The draft budget had been prepared and circulated to all Councillors for comment.

There followed a lengthy discussion. The general consensus of the Councillors present at the meeting was that a small increase on the precept figure could be justified although it was agreed that savings must be made where appropriate and all efforts made to increase income.

It was noted that the revenue expenditure budget for tree work needs to be increased by £5,000 and the Council has agreed to lease a new van at a cost of £4,500 per annum as the current Isuzu van has become uneconomical to repair.

Councillor Turl stated that an article be included in the next newsletter outlining the reasons for the increase and that the Council want to maintain and enhance facilities and quality of services in West End.

Councillor Asman proposed and Councillor Goguel seconded that it be recommended to full Council to request a precept figure of £383,198.50 from Eastleigh Borough Council plus a support grant of £23,464.40. The Committee agreed unanimously.

It was noted that this is a 2% increase on last year's precept figure. Based on a Band D property this equates to an increase of £1.71 per annum (0.14p per calendar month) from £85.26 to £86.97 per annum.

This recommendation will be considered at full Council on 10th January 2018.

148/18/PR REVIEW OF POLICIES

Review of Financial Regulations

The Clerk has not yet had the opportunity to check if any recent legislation changes need to be incorporated into the Financial Regulations so will bring back to the next meeting.

Responses to Consultations

The Clerk had previously circulated a draft Consultation Policy for councillors' consideration.

Councillor Turl proposed and Councillor MacDonald seconded that it be resolved that the Council adopt the Consultation Policy. The Committee agreed unanimously.

A copy of the Consultation will form an appendix to these minutes.

149/18/PR CORRESPONDENCE REQUIRING DISCUSSION

1. E-mail from HALC ref. support for Crookham Parish Council's motion to the HALC AGM. It was agreed that this be dealt with by the Planning & Highways Committee
2. Invitation received to attend EBC Community Governance Review at EBC – rescheduled date – 3rd January. As Councillor Clarke stated at full Council meeting, WEPC carried out its own CGR five years ago. The only change in West End could be that the part of Townhill currently in West End South will move to West End North. Councillor Tennent was attending the Review and will report back to full Council.
3. The Committee noted an E-mail received from PC Manns regarding Child Sexual Exploitation, Human Trafficking and Modern Day Slavery which are some key areas of concern for the Police and requesting that if partner agencies receive information or intelligence from members of the community to pass this to them.
4. Introductory letter for the Empowering Young Women Project 2018 from HEWEB Youth Partnership – previously e-mailed to Councillors. Clerk and Youth workers will be forwarding letter early January to contacts. Councillors asked for any suggestions of who this should be sent to.
5. As agreed at the last meeting, the Clerk had contacted Age Concern regarding Village Agents. They are delighted that WEPC is interested in the idea of

supporting a Village Agent. This Village Agent could act for West End but would also need to be prepared to look after some of the surrounding rural areas as well. After discussion, it was agreed to request some promotional material and articles from Age Concern in order to advertise the role in the next newsletter. Once interest is ascertained, a representative of Age Concern will be invited to speak to the Council.

150/18/PR **CORRESPONDENCE**

1. E-mail from HALC advising that with effect from 1st January 2018 the legal helpline service will be provided by Hampshire Legal Services (HLS) which is part of Hampshire County Council.
2. Citizen Advice Bureau – annual report received
3. Letter from West End Surgery – thanking for all previous donations from book sales towards BASIC charity. They are no longer supporting this charity themselves and are now supporting H & IOW Air Ambulance. Book donations received at the Parish Centre are currently going to the Poppy Appeal.
4. E-mail received from Julia Birt, HEWEB Local Area Manager, ref. follow up meeting with Midlands residents to discuss parking issues on Wednesday 24th January 2018 at 6.00 p.m. prior to next meeting of this Committee. This prompted a discussion on traffic and parking issues in West End and the necessity for the Parish Council to be involved in any feasibility studies or discussions which are being carried out by Hampshire County Council or Eastleigh Borough Council regarding West End.

151/18/PR **PARISH CENTRE CAR PARK & PARKING ISSUES IN WEST END**

The Clerk reported that the planning application for the car park at the rear of grounds store was submitted to EBC but they requested additional information which has now been forwarded to them.

Nothing further to report from the meeting with the local business who had requested to use car parking spaces at the Fire Station.

152/18/PR **PROVISION OF NEW PUBLIC TOILETS IN WEST END**

Nothing further to report at this stage.

153/18/PR **PARISH CENTRE**

1. **Workshop**
Nothing new to report ref. boundary issues with HCC

2. Cafe

The café takings to end December were previously circulated to Councillors and were noted. A Christmas Offer voucher was included in the November newsletter but only 19 of these were cashed in as it was very quiet over the Christmas period.

It was noted that the Personnel Committee has agreed the job description for the marketing role.

3. Parish Centre Maintenance

The Clerk reported that the centre drain in the Parish Centre car park has now collapsed. Seeking quotes to rectify this.

4. Intruder Alarm

The intruder alarm will be upgraded on 8th January.

5. Parish Centre Clock

Good Directions replaced faulty motor and gear box with new parts on 20th December. However, due to the age of the system the engineer advised that this should be updated to prevent any further issues. Unfortunately, the clock is now gaining time – about 5 minutes a day and Good Directions will be supplying a quote to update/replace.

154/18/PR FIRE STATION

Clerk met with Julia Birt who confirmed that there are Developer's Contributions available for capital works at the Fire Station. Project to be put together for the external refurbishments required.

155/18/PR YOUTH FACILITY

The Clerk tabled the Ledger for the youth club accounts which Councillors found easier to understand. Councillor Asman will review this in more detail in due course. There was nothing new to report ref. maintenance at the youth facility.

156/18/PR TOWNHILL FARM COMMUNITY CENTRE

General

Waiting for quote for new lights in main hall.

Townhill Farm District Ltd.

Councillor Goguel reported that a height restriction barrier has been installed at the entrance to the car park and tarmac repairs carried out. Councillor Asman commented that the barrier has helped with the parking congestion.

157/18/PR HILLDENE COMMUNITY CENTRE

The minutes of the Hilldene Community Association held on 11th December were previously circulated. The Association have not yet requested a meeting with the Council to discuss the renewal of the Lease.

158/18/PR MONTHLY ACCOUNTS

The Financial Statements for November 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 November :

£614	Banham	Alarm upgrade deposit
£1282	PRS	Performing Rights Licence
£7414	Edition Homes	Kitchen refurbishment – youth club
£660	Treemenders	Tree Work – West End Copse
£513	Complete Weed	Autumn/Winter Weed & Feed Cutbush
£958	Bishop Printers	November newsletter

Credit card payments: none in November

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

Year End 2017/2018

The Clerk reported that the Internal Audit to the end of October was now complete and no issues raised.

159/18/PR NEWSLETTER

The Clerk reported that the November newsletter was distributed by Think Worldwide Ltd. but unfortunately several addresses did not receive it and she will be meeting up with the distributor to discuss.

160/18/PR COUNCILLOR TRAINING

Nothing new to report.

161/17/PR DATE OF NEXT MEETING

Wednesday 24th January 2018 at 7.15 p.m..

162/17/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 8.45 p.m.

DRAFT

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 3RD JANUARY 2018

WEST END PARISH COUNCIL

POLICY FOR CONSIDERING CONSULTATION DOCUMENTS RECEIVED

West End Parish Council receives notification of many consultations from various organisations throughout the year.

The following procedures will be followed on receipt of a notification of a consultation.

- The notifications are generally sent by e-mail or letter to the Clerk/Deputy Clerk who will forward this to all Councillors and advise which Committee will discuss this at their next meeting
- At the committee meeting, Councillors will discuss the content and relevance of the consultation and whether the Parish Council wish to respond to the Consultation; whether it will be an agreed response from the whole council or individual response from councillors. This will be mintued.
- If the response will be from the Parish Council as a body, a copy of the response will be retained. This will be as an Appendix to the Committee meeting that discussed and agreed the response. However, if the response is a large document, reference to this will be made in the minutes and a copy filed in the Minute Book.

APPENDIX TO II MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 3RD JANUARY 2018

List of payments

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