

EBC Community Governance Review

Email received from EBC Democratic Services; advising the Administration Committee held a meeting on February 20th, 2018 and all proposals were presented as a result of the first consultation. The committee noted all potential agreements including those between Fair Oak and West End Parish Councils. It was advised the next stage of the Consultation was Further to discussion at the last meeting, the Clerk contacted EBC confirming WEPC has no objection, it was agreed that residents of the new development would feel part of Fair Oak rather than West End due to the geographical location of the site. WEPC would therefore support a boundary amendment to achieve this. WEPC would also wish to remain involved in discussions on the Chalcroft development to ensure that impacts from this development for West End are fully considered.

The Clerk advised the Committee there will be a formal consultation on this in the spring. Prior to this, EBC have suggested the Clerks and Chairperson from both WEPC and Fair Oak Councils meet to mutually agree new boundary. Councillor Turl commented that she still feels it is necessary to meet with Fair Oak Parish Council in order that WEPC have an input on the agreed boundary before the consultation period starts.

Local government ethical standards : call for evidence.

Clerk tabled a draft response to this consultation for consideration by the Committee. After discussion and a minor amendment, it was unanimously agreed that this will be the formal response from West End Parish Council.

It was also agreed that the Code of Conduct should be re-visited annually.

207/18/PR GENERAL DATA PROTECTION REGULATION

The Clerk reported that Absolute Technology are currently updating the server settings and will be issuing new councillor e-mail addresses shortly.

With reference to the appointment of the DPO, this was discussed at the last Personnel meeting when it was agreed that this should not be the Clerk. Awaiting further advice from HALC.

The Admin team have discussed audit of data and how to contact hirers, etc. The Data Protection Policy is still to be updated although Ellis Whittam have produced documents to be included in the amended Employee Handbook which will be reviewed by Personnel Committee. These can be adapted to produce an amended Policy if agreed.

Letter received from HALC summarising the position to date. The legislation has still not been decided on and remains a Bill progressing through parliament. Until

this becomes an Act and is interpreted by the Information Commissioner, it is impossible for HALC to give the necessary clarity that Councils need.

209/18/PR **CORRESPONDENCE REQUIRING DISCUSSION**

Vacancy in Moorgreen Ward

The Returning Office at Eastleigh Borough Council did not receive a request that this vacancy be filled by election. Therefore the Council needs to take the necessary steps to fill the seat by co-option. After discussion, it was agreed that the Co-option be advertised and that this Committee will consider any applications received at the July meeting.

210/18/PR **CORRESPONDENCE**

March update and Easter Message received from HALC were previously circulated to all Councillors.

211/18/PR **PARISH CENTRE**

1. Workshop

Nothing new to report ref. boundary issues with HCC.

2. Cafe

The café takings to end February have been circulated. Following an incident on Friday 9th March, the Clerk was concerned with the layout of the kitchen. After discussion, it was agreed to install new shelving in order to re-locate the panini machine. It will also be necessary to re-do the Fire Risk Assessment in case the alterations have been done. There followed a discussion on the frequency of fire drill which need to be carried out regularly.

3. Parish Centre Maintenance

Car park – work to extend the soakaway drain as agreed at the last meeting will be undertaken during the next month. The guttering will be replaced week commencing 16th April.

Sports hall lighting requires upgrading. Awaiting quote.

4. Parish Centre Clock

As agreed at the last meeting, the Clerk contacted EBC for advice on whether planning permission would be required to illuminate the clock. Response received that this is not required. Replacement clock to be ordered.

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

Deputy Clerk has contacted a local architect and will be scheduling a meeting with him in due course to discuss the proposed staff car park.

212/18/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END

The new toilets have been installed and are now operational. Councillor Asman congratulated all involved with this project as it has gone very smoothly. The Committee agreed opening times should be 8.00 a.m. – 8.00 p.m. and that an official opening to be arranged for 11th April at 7.00 p.m. prior to the full Council meeting. It was agreed that the Clerk invite Julia Birt, Jon Riddell and HEWEB councillors.

The Clerk reported that £75,681 has now been received from EBC towards the toilet and the balance will be from general reserves.

The Insurance Company has been advised that the toilets are now open.

213/18/PR FIRE STATION

As agreed at the last meeting, the Clerk has collected the deeds for the Fire Station from the Solicitor and these show a red line around the whole site which indicates that the Parish Council is responsible for all boundaries.

214/18/PR YOUTH FACILITY

The Clerk reported that the developers' contribution of £10,000 has now been received, the balance of which will be used to fund the replacement fire exit doors.

215/18/PR TOWNHILL FARM COMMUNITY CENTRE

General

The external works agreed at the last meeting will be carried out towards the end of April.

Townhill Farm District Ltd.

Nothing new to report.

216/18/PR HILLDENE COMMUNITY CENTRE

Minutes of the meeting held on Tuesday 12th March had been previously circulated to all Councillors.

Members of the Hilldene Community Association were present at the meeting to discuss the lease which expires this year and the proposal for a management agreement rather than renewing the lease. The Chairman of HCA tabled a document – ‘The Future Sharing of Responsibilities’ which detail the responsibilities they can undertake and the responsibilities they would like the Parish Council to take over.

Following a lengthy discussion, it was agreed that the Parish Council will look at producing a management agreement for consideration.

217/18/PR MONTHLY ACCOUNTS

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

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

£2125	J. Hartley Electrics	Replacing lights THFCC
£867	D. J. Scott	Mower repairs
£2043.16	Proludic	Play equipment replacements
£739	Metrorod	Car park gully repair
£3795	Treemenders	Pollarding of Lime Trees-

Credit card payment: None in February

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

Year End 2017/2018

The Clerk tabled an updated summary of reserves and advised audit dates for the forthcoming year end.

218/18/PR NEWSLETTER

The March edition is currently being distributed. This includes the voting slip for the participating budgeting (community grants) which need to be returned by 13th April.

219/18/PR **COUNCILLOR TRAINING**

Nothing new to report.

220/18/PR **DATE OF NEXT MEETING**

Wednesday 25th April 2018 at 7.15 p.m..

221/18/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 8.50 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 28TH MARCH 2018