

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 24TH OCTOBER 2018 AT 7.15 P.M.
IN WEST END PARISH CENTRE, CHAPEL ROAD
WEST END, SOUTHAMPTON**

**Present: Councillors D Clarke
J Asman
R MacDonald
B Coles
T Craig (substituting for Councillor Goguel)**

In attendance: Mrs. L. Cooke, Clerk to the Council

076/18/PR PUBLIC PARTICIPATION

There were no questions from members of the public.

077/18/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

078/18/PR APOLOGIES

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

079/18/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 26TH SEPTEMBER 2018

The minutes of the Policy & Resources Committee meeting held on Wednesday 26th September 2018 were approved by full Council on 10th October 2018.

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

080/18/PR MATTERS ARISING FROM MINUTES OF 26TH SEPTEMBER 2018

Vacancies on Parish Council

The vacancies in Moorgreen Ward/St James' Ward/Allington Ward were filled by co-optation at the Parish Council meeting on 10th October. The Clerk has met with each of them to carry out a short induction. Councillor Bearder has advised the Clerk that he has been nominated for a by-election in Wheatley, Oxfordshire. The

Clerk had asked if he would be able to give either role the appropriate time and commitment. Councillor Bearder has assured the Clerk that he is confident he can give the necessary time to each role and that his skills will be an asset to the Parish Council.

There followed a lengthy discussion on the co-option procedure and whether this needs to be further reviewed. Councillor Coles, as a newly co-opted Councillor, considered the procedure very thorough and prepared him for the role. He understood what was expected of him when he was selected and is looking forward to being a Councillor in West End.

The Clerk referred to a Parish Councillor who has not attended a meeting since March. The Committee agreed unanimously that this Councillor will be disqualified and the vacancy will be advertised at the next full Council meeting on 14th November. However, as the date when the vacancy will be announced is within six months of the Parish Council election, the Council can decide to leave the vacancy to be filled at the Parish Council Election next May. There followed a discussion.

Councillor Clarke proposed and Councillor MacDonald seconded that it be recommended to full Council that the forthcoming vacancy in St. James Ward will not be filled until the Parish Council election in May 2019. The Committee agreed unanimously.

The Clerk will contact EBC Election Officer.

Rateable Value of Parish Centre and Public Toilets

The Valuation Office Agency has recalculated the rateable value of the Parish Centre due to the installation of solar panels. This has increased from £12750 to £13000. Nothing further received ref. rateable value for new public toilets.

Request for grant received from MENCAP. It was agreed at last meeting to look at current Reserves before making a decision. After discussion, the Committee unanimously agreed that the request from MENCAP be considered by the Council during the participatory budgeting exercise.

081/18/PR CORRESPONDENCE REQUIRING DISCUSSION

1. Notification received from Sarah King, Chief Executive – Management Team, EBC, that the Borough Council has approved the phased removal of the Council Tax Support Grant with a reduction of one third in 2019/2010; a further one third in 2020/2021 and reducing to nil in 2021/2022. The Committee acknowledged that this will have an impact on the budget. The Clerk commented that she will be preparing a draft budget over the next couple of weeks.

Councillor Craig commented that EBC had supported Parish Councils with the support grant since 2013 and that other district/borough councils have not done this. It was agreed to reply and thank EBC for this support over the years and their decision to phase the removal of this support is appreciated.

2. Notification received from HALC (Hampshire Association of Local Councils) reference their AGM on Saturday 10th November. The Clerk had previously circulated this and asked if any councillor was able to attend. The Chairman commented that he may be able to attend.

Councillor MacDonald referred to one item on the agenda - the launch of the Parish & Town Council Investment Fund. There will be three areas in which Parish Councils can apply for funding, all of which look to support new, innovative and sustainable options, these include :

- Enhancing existing or provide new infrastructure which supports their communities, such as community centres
- Supporting local communities to be more resilient, e.g. tackling social isolation and in the management of their green open spaces
- Funding training to support local community members to deliver services in the area, such as maintaining rights of way

There followed a discussion on projects in West End that may fit the criteria and it was agreed that the Council should be cautious as this could be a one off grant and therefore not apply for a grant which may require ongoing revenue funding as this will impact the Parish Council's budget in the future. It was noted that further details will be on the HCC website shortly.

3. Councillor Asman referred to the online petition to Highways England, which has been prepared by Councillor Hellier, for the section of the M27 adjacent to West End to be resurfaced during the forthcoming works to install the SMART Motorway technology. She asked if the Council is happy for this to be included in the next edition of the Liberal Democrats' publication 'Focus'. It was agreed that the Council want this petition to be advertised as widely as possible but that this is not in any way political, as it is something that everyone in West End should want to support.

082/18/PR CORRESPONDENCE

1. Correspondence from HALC
 - NALC Legal Update ref. 2019 election, GDPR, General Power of Competence etc.
 - NALC DIS publication and Funding & Grants Bulletin
 - October Newsletter – circulated 9th October

083/18/PR **PARISH CENTRE CAR PARKING**

The planning application for the staff car park has now been submitted, awaiting response from EBC.

At the last meeting, it was agreed that ‘Parish Centre Car Parking’ be an item on the agenda of full Council in November. However, on reflection, costs for installation of parking restrictions / tickets machines etc. would be needed before a worthwhile discussion could take place on administrative costs and potential revenue. It was therefore agreed to seek costs for various options to discuss at the next meeting of this Committee.

084/18/PR **PARISH CENTRE**

1. Workshop

Nothing new to report.

2. Cafe

The Clerk to report verbally on the recent Environmental Health inspection which gave the café a 5 rating. There had been some minor alterations necessary.

Further to the discussion at the last meeting, the Clerk had circulated the income and expenditure figures to end September. Total expenditure to end September - £10,614 (Budget £22,000) ; Total income to end September - £20,605 (Budget £40,000. Salaries - £21738 (Budget £44063).

Councillor Coles referred to these figures and questioned if the Council had accepted that the Café is a loss making venture? Had the Council hoped this would be self funding ? The Chairman replied that initially the Council did hope it may be profitable but it has become a very worthwhile community facility, and as the Council is not a private enterprise, they don't have to make a profit. There has to be an acceptance that the Café is never going to be profitable.

Councillor Coles agreed that it is a worthwhile facility and obviously a high priority for the Council.

This prompted a lengthy discussion on the forthcoming budget. Councillor Craig commented that the Parish Council may have to consider increasing the precept due to cuts from Government to County and Borough which has resulted in the support grant being phased out. Councillor MacDonald agreed that it is time to increase the precept in order to retain the facilities that the Council currently maintain, e.g. open spaces, youth facilities etc. Councillor Craig agreed that West End have not made any cuts over the last few years and residents should appreciate that in order to maintain this, increases will be needed.

The Chairman agreed that there are good facilities in West End and that residents should be made aware of the current budget restraints and realise that an increase is necessary in order to retain these.

It was therefore agreed to include an article in the Newsletter currently being prepared on the facilities offered in West End and to give residents advance notice that the precept will increase.

3. Parish Centre Maintenance

At the last meeting it was agreed that the mechanism for Library automatic doors should be replaced rather than repaired. The Deputy Clerk had obtained two quotes for £3030 and £2112.

Councillor Asman proposed and Councillor Craig seconded that it be resolved that the mechanism for the Library automatic doors be replaced by TJ Automation at a cost of £2112. The Committee agreed unanimously.

4. Parish Centre Clock

Still Experiencing issues with the clock face towards the car park. The Head Grounds man to meet 'As Time Goes By' on site, to discuss necessary repairs.

085/18/PR FIRE STATION

The Clerk reported that a schedule of necessary works required for the Fire Station is being put together and she is meeting with the Local History Society next week to discuss maintenance issues.

Further to the discussion at the last meeting regarding a request from a local company to rent part of the Fire Station for use as an office, the Clerk confirmed that the company is very interested in renting the top floor only. It was noted that there is only one regular user of the top floor committee room who could be offered the downstairs room for their letting.

Councillor Asman asked if this would be a change of use and what would be a fair commercial rent. It was agreed that the Clerk will contact EBC for advice on these issues. A meeting can then be arranged with the company to discuss details.

Councillor Clarke proposed and Councillor MacDonald seconded that it be resolved that the top floor of the Fire Station is rented out as an office facility. The Committee agreed unanimously.

086/18/PR **YOUTH FACILITY**

Nothing new to report. Awaiting quotes to refurbish the toilets.

087/18/PR **TOWNHILL FARM COMMUNITY CENTRE**

General

Nothing new to report

Townhill Farm Ltd. – Nothing new to report.

088/18/PR **HILLDENE COMMUNITY CENTRE**

The minutes of the meeting of the HCA meeting held on 15th October had been circulated to all Councillors. It was noted that the Chairman of HCA has now spoken to the Pre-School regarding the forthcoming administrative changes now the lease has expired.

The Clerk reported on her frustrations trying to contact the Solicitor for a response to her various e-mails regarding a draft tenancy agreement. David Ebert have now stated that they will provide a draft before the next meeting of this Committee.

There followed a discussion on the proposed agreement and Councillor MacDonald commented that he would like to visit the Centre to ascertain the current condition of the facility prior to any agreement being signed.

It was agreed to invite the Chairman of HCA to the next meeting to update him and to clarify the position with the Pre-School.

089/18/PR **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for September 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 September:

£1095	Paul Reynolds	Internal Audit 2018/2019
£541	Fleetline Markers	White lining paint – football pitches
£728	Hampshire Transport	x2 months for Van lease
£588	Complete Weed Control	Cutbush field weed control

Credit card payment:

One Card payment in September

£735.64 – primarily café purchases £576.82

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

Year End 2017/2018

PKF Littleton have now concluded the audit. 11th October. The Committee noted the Report from the External Auditor. Two issues had been raised :

- Financial Regulations not reviewed by full Council
- A direct debit payment was reconciled in 17/18 year end but was not paid until 3rd April so should not have been included.

Year End 2018/2019

It was noted from the External Auditors' Report that the Financial Regulations need to be reviewed by full Council every year, currently undertaken bi-annually. These were reviewed in January 2018 by this Committee. After discussion, it was agreed that these be circulated to all Councillors for review at the next full Council meeting on 14th November.

090/18/PR BUDGET FOR 2019/2020

The Clerk will commence work on the draft budget as soon as possible.

Notification received ref. increase in fees and charges by DCK Accounting Solutions and also RBS including necessary software enhancements ref. Making Tax Digital from April 2019, which will need to be incorporated into the draft budget.

091/18/PR NEWSLETTER

Admin staff preparing next edition which will hopefully be distributed during November. This will include articles on participatory budgeting; tree works/tree policy.

092/18/PR COUNCILLOR TRAINING

Councillor Hellier is keen to attend Planning training. The Chairman asked about training for the three newly co-opted Councillors. The Clerk replied that there are

no specific training courses available from HALC at the current time but she will contact them direct to ask.

Councillor Craig also suggested that there may be training available through EBC.

093/18/PR **DATE OF NEXT MEETING**

Wednesday 28th November 2018 at 7.15 p.m.

094/18/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 24TH OCTOBER 2018

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