



**EBC Community Governance Review**

The Clerk advised the new Clerk of Fair Oak & Horton Heath Parish Council raised no objections to the proposed boundary. After discussion Councillor MacDonald Proposed, Councillor Goguel seconded and it was unanimously agreed to endorse the Clerks' response E.B.C.

**Vacancy in Moorgreen Ward/St. James' Ward**

Co-option notice for both wards are now being advertised. Application forms to be returned by 16<sup>th</sup> July and considered at July's Policy & Resource meeting.

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

**025/18/PR**

**GENERAL DATA PROTECTION REGULATION**

Absolute Technology have now provided email addresses for Councillor and a guide to 'log-on' will be distributed to all Councillors.

Over the next week, Councillors new email addresses will be sent alongside personal email addresses. The draft Privacy notice will be published on the parish website and it was unanimously agreed to include as a separate item on the next Full Parish meeting, for approval.

The draft data protection/record retention policy was circulated to all councillors and unanimously approved by the committee.

Further update on GDPR and Data Protection Bill from HALC 17<sup>th</sup> May, 2018

The Chairman read out the following:

- Yesterday during the Report and remaining stages of the Data Protection Bill, MP's accepted the Government amendment to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.
- The Bill now enters 'Ping Pong' with the House of Lords considering amendments made during the House of Common stages, though we do not expect this amendment to be reversed. Officials have advised us they expect Royal Assent and the Bill coming into force by 25<sup>th</sup> May, 2018; we will of course continue to keep you updated.

**026/18/PR      CORRESPONDENCE REQUIRING DISCUSSION**

Vacancy in Allington Ward

Following the resignation of Councillor Mortimer, vacancy notices have been placed on the website and notice boards. Returning Officer will advise after 4<sup>th</sup> June, 2018 if an election has been called.

Cemetery Issue

The Clerk and Chairman met with the bereaved family on Monday 21<sup>st</sup> May, 2018 seeking recompense for the distress caused. After a lengthy discussion it was unanimously agreed to refer to the next Full Parish Council meeting, so all Councillors are aware of the background of the complaint prior to agreeing a full and final settlement figure.

Consultation on Conditional Caution for Hate Crime

A discussion was held regarding the Police use of Conditional Cautions for hate crimes. After discussion members of the Committee were asked to view this Consultation and bring their comments to the next meeting on the 27<sup>th</sup> June, 2018.

**027/18/PR      CORRESPONDENCE**

1. May update received from HALC were previously circulated to all Councillors.
2. E-mail from Councillor Boulton regarding her response to the Ethical Standards consultation.
3. Celebration of Street Names – Saturday 19<sup>th</sup> May, 2018  
Photographs received from Barratt’s Marketing Company and circulated to all Councillors.  
E-mail of thanks received from the Bamber family.

**028/18/PR      PARISH CENTRE**

1. Workshop  
Nothing new to report.
2. Cafe  
The café takings to end April have been circulated. Additional unit/worktop has now been fitted and new outside tables and chairs purchased as previously agreed.
3. Parish Centre Maintenance  
Car park – the extension to the soakaway drain has been completed.
4. Parish Centre Clock  
To be installed week commencing 4<sup>th</sup> June, 2018.

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

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

**029/18/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END**

The official opening will be on Wednesday 13<sup>th</sup> June, 2018 at approximately 6.45pm. The Mayor of Eastleigh has been invited.

**030/18/PR FIRE STATION**

The Clerk has spoken to the H.E.W.E.B. L.A.C. regarding the possibility of using developer's contributions to upgrade the Fire Station. However there may not be sufficient money available to carry out the necessary work. After discussion it was agreed to add the Fire Station upgrade to the Community Investment Programme (C.I.P.) list.

Keys have been made available to the local Police to use of the Fire Station during the refurbishment of Hedge End Police Station.

**031/18/PR YOUTH FACILITY**

Currently looking at the feasibility / costs of upgrading the toilets as the pre-school have requested a toddler changing facility. Councillor MacDonald would like to visit the site to have a better understanding of the layout of the building.

**032/18/PR TOWNHILL FARM COMMUNITY CENTRE**

**General**

Agreed external works have now been completed. However, there are rotten exterior wooden windows which need replacing. Quotes to be obtained.

**Townhill Farm District Centre Ltd.**

Councillor Goguel reported the height barrier at the entrance to the car park has now been permanently removed.

**033/18/PR HILLDENE COMMUNITY CENTRE**

Minutes of the meeting held on Monday 14<sup>th</sup> May had been previously circulated to all Councillors.

The Clerk has contacted the solicitors, who have agreed to prepare a suitable tenancy agreement on behalf of the Council; they will also advise Land Registry that the lease with the Community Association has expired..

The Clerk has also requested a copy of the agreement that H.C.A. have with the pre-school; this has not yet been received. The Clerk has previously forwarded to

Councillors a draft tenancy agreement similar to the agreement the pre-school at T.H.F.C.C. have in place.

**034/18/PR**     **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for April 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:

£3,464.73	P.W.L.B.	Loan repayment
£539.90	E.B.C.	Trade refuse charge for the Parish Centre
£1,610	Ridon Glass	Replacement fire doors at Youth Centre
£1,573	H.A.L.C.	Annual subscription
£88,500	Danfo	New Tetragon public toilets

Credit card payment: One payment in April: £788.21 – primarily café purchases.

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

Year End 2017/2018

The financial statements for 2017/18 has been circulated to all Councillors.

**Councillor MacDonald proposed and Councillor Hellier seconded that it be resolved to recommend to Full Council to accept the financial statements for 2017/18. The Committee agreed unanimously.**

The Clerk advised the internal auditor will be auditing the accounts on Tuesday, 29<sup>th</sup> May, 2018 and the completed annual return will be forwarded to all Councillors for approval at the Full Parish meeting in June.

**035/18/PR**     **COUNCILLOR TRAINING**

The Chairman enquired if there were any other options for Councillor training courses; the Clerk replied regular emails are circulated to all Councillors with details of all training courses available. The Chairman suggested all Councillors to complete a questionnaire if they would like any further training at the next Full Parish meeting in June.

**036/18/PR**     **NEWSLETTER**

The Clerk has met with the distributor who admitted he ‘struggled to complete the delivery in the timescales agreed’; however, now understands what is involved.

The Clerk has suggested that if the distributors are unable to fulfil delivery timescales' they need to advise the Council as soon as possible if they do not want to deliver future editions.

**037/18/PR**     **DATE OF NEXT MEETING**

Wednesday 27<sup>th</sup> June 2018 at 7.15 p.m.

**038/18/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 8.13 p.m.

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