

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON THURSDAY 20TH DECEMBER 2018 AT 7.15 P.M.
IN WEST END PARISH CENTRE, CHAPEL ROAD
WEST END, SOUTHAMPTON**

Present: Councillors **D Clarke**
J Asman
R MacDonald
S Collett – attending as substitute

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

114/18/PR PUBLIC PARTICIPATION

There were no members of the public present

115/18/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

116/18/PR APOLOGIES

Apologies were received and accepted from Councillors Goguel and Coles

117/18/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 28TH NOVEMBER 2018

The minutes of the Policy & Resources Committee meeting held on Wednesday 28th November 2018 were approved by full Council on 12th December 2018.

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

118/18/PR MATTERS ARISING FROM MINUTES OF 28TH NOVEMBER 2018

No matters arising to discuss.

119/18/PR BUDGET FOR 2019/2020

The Clerk had previously circulated the first draft of the budget to all Councillors. Councillor Hellier had identified an error on the expenditure budget and an amended draft was circulated by e-mail to all Councillors on 18th December.

There followed a lengthy discussion on the draft budget. The Clerk had prepared figures showing various increases. She recommended that the Council should be looking for a minimum increase of 5% (£4.35 increase per year per Band D property) although this would still not clear the projected shortfall in the minimum recommend reserves.

Particular concern was raised on café expenditure once salaries are factored in to the figures. The Chairman commented that it is not a business but a service provided by the Parish Council for the community and doesn't necessarily need to show a profit. Councillor Collett asked if the Council had agreed an acceptable subsidy for the café. All councillors agreed that the café is a very valued facility but the expenditure does need to be monitored. Councillor MacDonald suggested looking at alternative opening hours to reduce staff costs. The Chairman commented that perhaps opening earlier in the morning may attract more customers.

Other areas of expenditure were discussed and it was noted that the EBC Support Grant had been reduced by one third this year which has impacted on the income budget. The Chairman stated that this is due to a change of Government Policy and not an EBC decision and he would be happy to support an increase this year as it is absolutely necessary.

The Chairman expressed his disappointment that so few councillors had attended this meeting to discuss the budget and felt that they should have an input into the decision. It was therefore decided that the precept request would be agreed at the February Parish Council meeting instead of the January meeting and the Clerk to advise EBC of this.

Councillor Macdonald proposed and Councillor Asman seconded that it be recommended that the Council consider either a 7.5% increase (which is an additional £6.52 per annum for a Band D property) or a 5% increase (which is an additional £4.35 per annum for a Band D property). The Committee agreed unanimously.

The Clerk reported that Councillor Coles had asked to meet with her on Friday 28th December at 11.00 a.m. to discuss the budget and it was agreed that the Clerk extend an invitation to all Councillors to attend this meeting.

120/18/PR **CORRESPONDENCE REQUIRING DISCUSSION**

1. Further to the announcement at the Parish Council meeting that ex Parish and Borough Councillor Joyce Sortwell had passed away, it was unanimously agreed that a donation of £50 be made to the British Lung Foundation in her memory.
2. E-mail received from EBC giving an estimate of election costs for next May. The figure quoted (£7020) has not been budgeted for although there is a sum of £3511 in the Election Reserve. However, some of the seats may not be contested and the cost will be less.
3. Verbal enquiry received at full Council
Dr. Nigel Paterson from KCC asked if the Council would consider sponsoring 'toilet twinning' initiative at a cost of £60 'to twin your toilet'. Dr. Paterson suggested the new public toilets be twinned. Following discussion, it was agreed not to participate but to invite Dr. Paterson to apply for a participatory grant on behalf of the charity. The Clerk will forward the application forms.
4. December issue is HCC Parish News Previously circulated to all Councillors. This gives details of the new fund for innovative community projects.

There was a lengthy discussion on the criteria for this and it was agreed that the Clerk will e-mail to enquire if works at Hilldene would meet criteria for a Capital grant; and if the Hatch Café would qualify for a revenue grant.

121/18/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

Correspondence from HALC

- 2019 Training Schedule
- LCPD newsletter
- Bulletin : DIS Funding, Chief Executive Bulletin

122/18/PR **PARISH CENTRE CAR PARKING**

Planning application for staff car park submitted to EBC. Still no response from Planning Officer although Tree Officer has raised concerns and has requested a detailed Planting Plan by 25th January. This is in hand.

Ref.. Suggestions for Car Parking restrictions at Parish Centre : a survey has been received from one company for smart parking options and circulated to members of Committee. It was agreed to discuss further at next meeting.

123/18/PR PARISH CENTRE

1. Workshop

The Clerk reported that the Land Registry will carry out a search of the Index Map of the parish centre car park for clarification of which area HCC retained ownership. This will then clarify whether part of the workshop was built on their land and whether we need to approach them for permission to install parking restrictions. To discuss further.

2. Cafe

Nothing new to report.

3. Parish Centre Maintenance

Library automatic door – new mechanism fitted this week.

4. Parish Centre Clock

Police have not yet advised Council of identity of culprit although known to them. £450 quote to put Perspex covering over clock faces. Razor wire etc. on order. Anti climb paint will also be used. Will be fitted in house – cost approx.. £50. The Committee noted the e-mail received 11th December from the Police asking for costs incurred by the Council.

124/18/PR FIRE STATION

Councillor Collett reported on his recent visit to the Fire Station with Clerk / Head Groundsman ref. outstanding maintenance works. He has offered to produce a more detailed asset register of the Fire Station, and all other community buildings in West End, which will record condition of asset, any forthcoming maintenance or upgrade required and record all legislative procedures which need to be undertaken regularly. The Chairman thanked Councillor Collett for offering to do this.

Councillor Clarke proposed and Councillor MacDonald seconded that it be resolved that Councillor Collett prepare asset management registers for each of the Council's Community buildings. The Committee agreed unanimously.

Quotes required for joinery repairs; external painting; roof and porch repairs; replacement red doors and fire exit stairs; lighting upgrade. Councillor Collett has provided some contacts for roofers. The Clerk will chase quotes in the New Year.

It was noted that no Asbestos was found in the recent inspection and a large notice board has been purchased for the downstairs committee room.

The Clerk and Deputy Clerk have met with the company who have requested use of the upstairs room of the fire station as an office. They are very happy to

proceed and have agreed an initial rent of £7,200 per annum to be reviewed after 12 months. The Clerk had circulated a draft Lease. Councillor Asman had raised concern on several items on the lease. After discussion, it was agreed that the Clerk will discuss this further with Councillor Asman and meet again with the company before instructing the Solicitor to proceed with the relevant paperwork. Councillor Asman referred to the Landlord and Tenant Act and commented that the Council needs to ensure that the Lease is excluded from this Act prior to the commencement of the Lease.

125/18/PR YOUTH FACILITY

As previously reported to all Councillors, 40 members of the two youth clubs recently completed the UK Youth Achievements Awards Award. The Youth Workers would like to organise a presentation evening and the Clerk suggested that this is done at a Parish Council meeting. After discussion, it was agreed to ask the Mayor to present certificates to the members of the youth club at the February Parish Council meeting.

126/18/PR TOWNHILL FARM COMMUNITY CENTRE

General

Nothing new to report

Townhill Farm Ltd.

Councillor Asman reported that she has spoken to the Practice Manager at Townhill Surgery who is interested in becoming involved in the community. The Clerk also commented on the current parking issues during the building works at the surgery.

127/18/PR HILLDENE COMMUNITY CENTRE

Minutes of meeting held on Monday 10th December – previously circulated to all Councillors.

Eventually received a draft lease from David Ebert which has been sent to Hilldene Community Association who will respond in New Year.

The Chairman/Clerk met with EBC Officers Julia Birt/Siobhan Strand on Monday 10th December ref. car park. Agreed that EBC will now release the money to resurface the rear car park. Updated quotes to be sought.

The Clerk raised concern regarding the entrance which also needs to be resurfaced and the Council will need to look for external funding for this.

128/18/PR **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for November 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 November:

£500	Pro Sound	PA Hire Remembrance Day
£980	J. Hartley	Replacement lights in Sports Hall
£997	Bishop Printers	November Newsletter

Credit card payment:

No Card payments in November

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

129/18/PR **NEWSLETTER**

The November edition was distributed successfully by WEPC councillors and staff. The staff are happy to distribute the next edition.

Further to the discussion at the last meeting the Clerk spoke to Richard Ward, Monitoring Officer at EBC, who confirmed that the Purdah period starts on Tuesday 26th March. It was therefore agreed that Annual Parish Assembly will be on Monday 25th March 2019.

As the next Newsletter will include the community (participatory budgeting) applications, this will need to be delivered mid to end February in order for voting forms to be returned prior to the Annual Parish Assembly.

130/18/PR **COUNCILLOR TRAINING**

Nothing new to report although HALC training schedule for 2019 circulated to all Councillors.

131/18/PR **DATE OF NEXT MEETING**

Wednesday 23rd January 2019 at 7.15pm

132/18/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 8.40 p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON THURSDAY 20TH DECEMBER 2018