

Proposed amendment to Local Government Finance Bill – 100% mandatory relief on public toilets

The Clerk had contacted the local MP as agreed and her response was tabled. Mims Davies, MP agrees that public toilets are an important amenity and would support any reduction in costs to help parish councils maintain this facility.

006/17/PR REVIEW OF POLICIES

The Clerk had circulated a schedule of policies which need to be reviewed. She had also circulated a copy of the Publication Scheme for councillors' perusal. It was suggested, however, that discussion on this be deferred until the next meeting.

007/17/PR CORRESPONDENCE

1. The Clerk had circulated e-mail correspondence with Southampton City Council regarding a boundary issue at Cutbush Lane. There is a tree in a dangerous condition overhanging a path used by pupils of The Gregg School which Southampton are saying is WEPC's responsibility. However, it is in a row of trees that WEPC has never maintained and outside of the boundary recognised by WEPC.

This was raised at the Recreation and Environment Committee on 19th April and agreed that WEPC should not accept responsibility. Since then SCC have contacted the Clerk following a site visit by their Property Services Officer. After surveying the boundary, he concluded that 'it looks as though the tree is just inside the boundary on the Parish Council side' and SCC are insisting that the work is carried out as soon as possible. ,

After discussion, it was agreed that

- The Clerk establish a defined boundary either through the land registry or to seek legal advice
- In view of risk to the public, the Parish Council will arrange for the tree work to be done at a cost of £600 but without prejudice and to seek recompense from whoever is responsible for this area when the boundary is legally defined.
- The Gregg School and SCC be contacted to ascertain if they would be prepared to contribute towards the cost of this, without prejudice, as a goodwill gesture.

Councillor Mortimer expressed an interest in this item as she is an employee of Southampton City Council.

2. Ellis Whittam Renewal documentation received. Current Fee is £2,500 per annum. Renewal offer is £2,300 per annum for a 3-year contract; £2,100 per annum for a 5-year contract. After discussion, it was agreed to renew for a 5-year period but that the Clerk will contact Ellis Whittam to enquire if any further discount may be available
3. April Update received from HALC – previously circulated to Councillors.
4. Letter of thanks received from Hilldene for their community grant.
5. ‘Council Matters’ publication from Came & Co Local Council Insurance received and circulated to all Councillors.

008/17/PR PROVISION OF NEW PUBLIC TOILETS IN WEST END

EBC have contacted Danfo requesting additional information required for the planning application.

009/17/PR PARISH CENTRE

1. Workshop

The Clerk has not yet contacted HCC

2. Cafe

The Clerk reported that the Music Evening on 21st April was another successful event. The evening scheduled for 7th July has now been cancelled and agreed that until the staffing situation has settled, no more evening events are planned.

The Clerk is putting together costs for a new oven, freezer and alterations to the café.

3. Dogs in Parish Centre

This is being monitored and dogs actively discouraged.

4. Library

The Clerk reported that the boiler in the Library is not economical to repair. She tabled details of quotes received to replace from the Buildings Maintenance budget. It was unanimously agreed to replace with an Intergas Eco Combi 24 boiler with a 10 year manufacturers’ warranty for a sum of £1,468.

5. Working Party

The Clerk had previously circulated a summary of reserves at 31st March 2017. The sum available for capital works for the parish centre is £17,541. She tabled an update on the work and quotes received.

- Upgraded lighting now fitted in main hall. £1515
- Groundstaff have painted wall on stage Dove white – materials £86
- Projector – needs to be moved before scaffolding is removed. Quote received £332
- Awaiting quotes for blinds.
- One quote for painting received (ceiling, gloss paint etc.) £1800
- Window locks – quote received £210
- Edition Homes to re-visit and re-quote ref. work to rear of hall – reduce size of window and supply of partition doors.
- Outside area of main hall – electric canopy – one quote received £4,000. Additional picnic benches – prices to be obtained (existing bench approx. £300)
- Car park – recommendation from R & E to provide car parking at rear of workshop for staff. Cost estimate by groundstaff - £6,000. Planning permission would be needed.
- Café – new cooker (commercial or domestic ?) & separate hob; additional cupboards; additional freezer. Obtaining costs. Also looking at possibility of extending serving area.
- Guttering replacement to consider

010/17/PR FIRE STATION

In house repair to roof carried out.

011/17/PR YOUTH FACILITY

Youth Club accounts to end March previously circulated to Councillors were noted. Awaiting quote to replace toilet cisterns.

012/17/PR TOWNHILL FARM COMMUNITY CENTRE

General

The Clerk tabled details of the quote received from David Holloway Specialist Decorating Ltd. To complete painting of foyer area / clean and repaint window recesses in main hall - £540; External painting £2950; Replacement guttering £1640; Replacement soffits £675. This will be funded from reserves.

Councillor Mortimer proposed and Councillor Turl seconded that it be resolved that David Holloway Specialist Decorating Ltd. undertake the internal/external painting; replacement guttering & soffits for a total sum of £5805. The Committee agreed unanimously.

Townhill Farm Ltd.

Julia Birt had e-mailed to confirm that the dropped kerb at the rear of Tesco will be installed this summer but she is waiting to hear whether Linden Court will contribute towards the cost as it is for the benefit of their residents.

Childrens' Centre

The Clerk confirmed that HCC have now paid the outstanding £2030. The Joint Administrators' progress report regarding 4Children (Trading) Ltd. has been received.

013/17/PR HILLDENE COMMUNITY CENTRE

Minutes of the meeting of the Hilldene Community Association held on 10th April previously circulated to all Councillors were noted

014/17/PR MONTHLY ACCOUNTS

The Financial Statements for March 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) during March :

£887.91	DJ Scott	Mower repairs
£113,977.19	Wicksteed Leisure	Replacement play areas
£1,726.66	WPS Ltd.	Vehicle insurance
£685	P. Reynolds	Internal Audit

2 no. Card payments in March - £687. Primarily café purchases ; £1266.24 – primarily café purchases

Councillor Mortimer proposed and Councillor Clarke seconded that it be resolved that the financial statements for March be approved. The Committee agreed unanimously.

Bank Charges

Clerk has received notification the current bank charge tariff for the Parish Council was withdrawn in February and interest will now be charged with an 80% discount. It had been previously agreed for the Clerk to pay more invoices by BACS as cheaper than cheque payment. The charge for Feb/March will be £23.33.

Year End

The accounts have now been closed down and financial reports being prepared. Draft should be available for next meeting. The Clerk had prepared summary of reserves. She is now working on Asset Reg/Inventory. Insurance company has suggested ‘stripping out items – potentially below a £1,000 threshold - in order to streamline the policy going forward’. Currently have a £250 excess. Presumably if excess is increased; premium would reduce. After discussion, it was agreed that the inventory will individually list items over £500 and the Clerk to enquire quote from the insurance company on options regarding the excess charge.

Recommendations from Rec. & Env.

The Clerk reported the following recommendations from the Recreation & Environment Committee :

1. Purchase of three cattle to graze SINC area of Hatch Grange @ £275 each in order to meet the necessary maintenance criteria.
2. Moving forward the refurbishment of the Tennis Court as soon as possible to enable this facility to be used this summer. Developer's Contributions will not be forthcoming from EBC until 30% of the properties at Moorgreen Hospital site are occupied. Quote received £12,333 plus VAT to be funded by £5,000 in WEPC earmarked reserve and £10,000 confirmed developers' contributions.

It was proposed by Councillor Turl and seconded by Councillor Goguel that it be resolved that the tennis court refurbishment be undertaken as soon as possible and funded by WEPC reserve until developers' contributions received. The Committee agreed unanimously.

015/17/PR NEWSLETTER

The Clerk reported that the next edition has been booked for delivery w/c 22nd May. However, Tudor Distribution has been in touch asking if the Council want this to be delivered during the 'purdah' period leading up to the General Election on 8th June. The Clerk has contacted HALC for advice who suggested that delivery should be delayed.

There followed a discussion on this. Councillor Clarke stated that the Parish Council have an obligation to the advertisers to produce the newsletter regularly and that the advice is only guidance.

Councillor Clarke proposed and Councillor Turl seconded that it be resolved that the next newsletter be produced for circulation week commencing 22nd May 2017. The committee agreed unanimously.

May newsletter to include : List of Councillors; Year end accounts; Chairman's Statement (based on APA); Advertising Carnival – and other events.
Advertisers - quarter page :Clarke Mews x 2 ; St. Mary's College. X2 new entries for Directory on back page

016/17/PR COUNCILLOR TRAINING

Training Schedule from HALC – in their April update. On page 2, there is a reference to a Conference on the Code of Conduct on 14th June. It was agreed that the Clerk will e-mail all councillors to enquire who would like to attend and to raise at full Council.

017/17/PR **DATE OF NEXT MEETING**

Wednesday 24th May 2017 at 7.15 pm.

018/17/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 8.57 p.m.

APPENDIX TO MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 26TH APRIL 2017