

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 28TH NOVEMBER 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
C Goguel
B Tennent**

**In attendance: Councillor S Collett
Mrs. L. Cooke, Clerk to the Council
S Mockford, Deputy Clerk to the Council
One member of the public**

095/18/PR PUBLIC PARTICIPATION

There were no questions from members of the public.

096/18/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

097/18/PR APOLOGIES

None.

098/18/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 24TH OCTOBER 2018

The minutes of the Policy & Resources Committee meeting held on Wednesday 24th October 2018 were approved by full Council on 14th November 2018.

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

099/18/PR MATTERS ARISING FROM MINUTES OF 24TH OCTOBER 2018

The Chairman of the Hilldene Community Association (HCA) was in attendance, the Chairman brought forward the discussion with them.

For the benefit of the new Councillors, the HCA Chairman provided a summary of the background of the HCA.

Councillors Asman, Clarke and Collett had a tour of the Hilldene Centre on Monday 19th November. It was agreed to also arrange a meeting with the pre-school to discuss existing arrangements with the HCA.

The HCA has received a building insurance renewal quote. The Clerk has obtained a comparison quote. However after discussion it was agreed for the HCA to renew their policy on a 12 month agreement.

The Clerk to attend a meeting on Monday 10th December with the EBC Local Area Co-Ordinator to discuss resurfacing of the car park.

HCC Traffic Management Engineer keen to meet up with members of HCA to discuss the proposals for engineering works in West End High Street.

Despite promises from the Solicitor that a draft tenancy agreement would be available mid-November, this has still not been received. The Clerk has now contacted another local solicitor to seek their assistance in this matter.

Public Toilets

Notification received that public toilets will now be exempt from business rates.

Three Councillors from a parish council in Kent, visited last week with a representative from Danfo to see our public toilet prior to placing an order.

Vacancies on the Parish Council

Notices have been put up reference not filling the St. James Ward vacancy until the Parish election in May.

100/18/PR CORRESPONDENCE REQUIRING DISCUSSION

1. Letter received from EBC regarding the Community Governance Review. The next step is to inform residents about the changes, why these are taking place and the implications for residents. After discussion the committee are happy to support a joined up approach with EBC to inform residents of the changes.

101/18/PR CORRESPONDENCE

1. Correspondence received from N.A.L.C.
 - NALC – updated LTN 31 – Local Council General Powers including Section 137

- NALC – new legal briefing in response to The Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018
- HALC November Newsletter – circulated 7th November
- Report from HALC Chief Executive

2. Letter of thank received from the Hannah Chamberlain Foundation for money raised from the book donations.

102/18/PR PARISH CENTRE CAR PARKING

The planning application for the staff car park has now been submitted, awaiting response from EBC. No response to date from the Planning Officer, however the Tree Officer has raised concerns.

A discussion was held regarding Car Parking restrictions at the parish Centre; three options were suggested:

- Smart Parking – users of the car park to register their vehicle on a key pad located within the parish Centre
- Pay and Display – No set up charge – a no obligation site survey is due to be carried out within the next week.
- Barrier – controlled in-house

After a lengthy discussion it was agreed to update the committee at the next meeting once site surveys had been carried out.

103/18/PR PARISH CENTRE

1. Workshop

Nothing new to report.

2. Cafe

Nothing new to report. The Clerk commented the café staff are currently organising the catering for this year's events.

3. Parish Centre Maintenance

Library automatic door – the parts are currently on order.

4. Parish Centre Clock

There is now evidence the issues we have with the clock is due to vandalism. A CCTV image of the culprit has been sent to Police; the image has been circulated to local schools. The manufacturer is due on site 29th November to replace the

mechanism and measure up to put Perspex covering over the clock faces. The manufacturer will provide costs to repair and the police will prosecute once the offender has been identified.

Access to the roof was from the side of the building, it was suggested to install razor wire to prevent future roof access. After a lengthy discussion it was unanimously agreed for razor wire to be fitted to the roof; appropriate signage will be erected around the building.

104/18/PR **FIRE STATION**

The Clerk and Head Groundsman met with representatives of the local History Society regarding outstanding maintenance works.

- An asbestos inspection is to be arranged. Councillor Collett commented that he could help with this as he has experience dealing with Asbestos through his work.
- Quotes to be obtained for joinery repairs; external painting; roof and porch repairs; replacement red doors and fire exit stairs and a lighting upgrade;
- A notice board is needed for the downstairs committee room as hirers are using blue tack on the walls.

Further to the discussion at the last meeting regarding a request to use the upstairs room as an office space, a response from EBC has been received regarding planning permission – change of use from Class D to office space is permitted development for a single continuous period for up to 2 years. If a permanent change of use is required, this would require a planning application. The Clerk also contacted the Lead Asset Manager at EBC for advice on business rental charges – no response to date.

It was agreed to arrange a meeting with the company concerned to negotiate rental terms.

105/18/PR **YOUTH FACILITY**

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

106/18/PR **TOWNHILL FARM COMMUNITY CENTRE**

General

Nothing new to report

Townhill Farm Ltd. – Nothing new to report.

107/18/PR HILLDENE COMMUNITY CENTRE

Discussion brought forward – see Matters Arising.

Minutes of meeting held on Monday 19th November – previously circulated to all Councillors.

108/18/PR MONTHLY ACCOUNTS

The Financial Statements and list of payments for October 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 October:

| | | |
|-------|----------------|---|
| £1300 | PKF Littlejohn | External Audit 2018/19 |
| £3000 | R. Austin | Tree Carving (Grant received from Friends of Hatch Grange) |
| £800 | Treemenders | Tree works |
| £562 | Hambrooks | Gravel/Scalpings – new ashes area |
| £3337 | PWLB | Loan Repayment |
| £554 | EBC | Trade Refuse |

Credit card payment:

Card payments in October:

£1888 – café purchases £525.48; boots for Groundstaff £364.44; new ladder £219; wood finisher for tree carving £201; T.V. licence for Parish Centre £150.

£1654 – café purchases £839.18; work trousers for Groundstaff £145; equipment hire charges for work at cemetery £188

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

109/18/PR BUDGET FOR 2019/2020

The Clerk tabled the first draft of the budget and commented that it is very similar to previous years. After discussion the Chairman suggested to discuss in more detail during December's meeting to enable Councillors to digest the figures. The Clerk invited Councillors to meet and go through the figures prior to December's meeting.

110/18/PR **NEWSLETTER**

The November edition is being distributed by W.E.P.C. Councillors and staff. Unfortunately, the Royal mail Leaflet Distribution Service were unable to deliver as reported at the last meeting, so decision to do this in-house.

The Newsletter includes the participatory Budget applications and a date needs to be agreed for the Annual Parish Assembly. The Chairman advised that care should be taken when setting the date to adhere to Purdah rules and guidelines. It was agreed for the Clerk to check suitable dates.

111/18/PR **COUNCILLOR TRAINING**

Councillor Coles and Collett will be attending ‘The Knowledge & Core Score Skills’ course (Parts 1 & 2) on 13th February, 2019.

112/18/PR **DATE OF NEXT MEETING**

Thursday 20th December, 2018 – 7.15pm

113/18/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 WEDNESDAY 24TH OCTOBER 2018

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