

WEST END PARISH COUNCIL

**MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING
HELD ON WEDNESDAY 23RD JANUARY 2019 AT 7.15 P.M.
IN WEST END PARISH CENTRE, CHAPEL ROAD
WEST END, SOUTHAMPTON**

**Present: Councillors D Clarke
J Asman
B Coles
S Collett substituting for Councillor MacDonald**

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

133/19/PR PUBLIC PARTICIPATION

There were no members of the public present

134/19/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

135/19/PR APOLOGIES

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

136/19/PR MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 20TH DECEMBER 2018

The minutes of the Policy & Resources Committee meeting held on Thursday 20th December 2018 were approved by full Council on 9th January 2019.

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

137/19/PR MATTERS ARISING FROM MINUTES OF 20TH DECEMBER 2018

Verbal enquiry received at full council

A member of the public requesting only posters to be displayed in the public toilets; after discussion it was agreed for the posters to be displayed in the Parish Centre and on notice boards.

A new fund for innovative community projects

The County Council has launched a new £500,000 pot to help Town and Parish councils instigate new projects that directly respond to the needs of local people.

The Clerk had enquired regarding funding for external works to Hilldene Community Centre and ongoing revenue costs for the Hatch Café – unfortunately the request did not meet funding criteria. Following a lengthy discussion it was agreed that the Clerk contact HCC for advice on any grants that may be available. The Chairman referred to a new HCC Recreation & Heritage Fund which could be suitable for the Fire Station. He expressed concern that the grant system is not as transparent as it should be.

138/19/PR **BUDGET FOR 2019/2020**

Further to the lengthy discussion at the full Council meeting on 9th January, the Committee considered the draft budget and the figures for the precept.

Councillor Collett proposed and Councillor Coles seconded that it be recommended to full Council to accept the draft budget and to request a precept figure of £418,234.06 from Eastleigh Borough Council plus a support grant of £15,968.09. The Committee agreed unanimously.

It was noted that this is a 7.5% increase on last year's precept figure. Based on a Band D property this equates to an increase of £6.52 per annum (0.54p per calendar month) from £86.97 to £93.49 per annum.

This recommendation will be ratified at full Council on 13th February 2019.

139/19/PR **CORRESPONDENCE REQUIRING DISCUSSION**

1. E-mail received from EBC advising they are currently considering its local enforcement services as part of the 'Local First' project. In light of public sector budget restrictions and increasing customer demand and expectation, they need to consider alternative funding and delivery models. The police have changed their Police Community Support Officer (PCSO) support to Towns and Parishes (resulting in withdrawal of dedicated funding by Towns/Parishes). The County removed funding for Accredited Community Safety Officers (ACSO) and much of the burden of enforcement laws relating to the environment, anti-social behaviour, housing, parking etc. now falls to the Borough Council.

It is widely acknowledged that Towns and Parishes have important views and knowledge of local enforcement issues and EBC would like to explore how best they can work in partnership to deliver the most effective service possible.

It has been previously proposed that the borough and Town/Parish Councils come together to discuss enforcement services within their areas. In particular:

- The range of enforcement work
- Expectations of parishes and the Borough – core services that all receive and the potential for local Area, Town and Parishes to resource and request additional services
- What local enforcement priorities are
- What currently works well
- Gaps in current provision
- Ideas for more efficient and effective services

The Clerk and Councillor Asman are able to attend a meeting on Thursday 28th February at EBC to discuss this initiative. The Chairman commented the Parish is not in a position to finance any additional services they consider EBC ‘has cut essential services too far’.

140/19/PR **CORRESPONDENCE** to note (previously circulated to all Councillors)

1. Correspondence from HALC

- January newsletter which includes adverts regarding parish elections. The Clerk advised information regarding the Parish Elections and ‘how to be a Councillor’ will be included in the next Parish newsletter due for distribution at the beginning of March.
- Open letter to all Councillors from Chairman of NALC

2. Email received from Police Sergeant – Cat Manns

Updating the Council on recent staff changes. PCSO Heaton has now left the organisation to accept another job outside of the Police Force.

PCSO Coppin is currently working Southampton Central over the next couple of months; West End will be covered by PCSO Rutter and PC Steel.

141/19/PR **PARISH CENTRE CAR PARKING**

Planning application for staff car park submitted to EBC. The requested Planting Plan has been submitted. No response to date.

Ref.. Suggestions for Car Parking restrictions at Parish Centre: The Clerk suggested this should be put on hold until the staff parking area has been determined; WEPC may also have to seek permission from Hampshire County Council. The Committee agreed to review again once there is a decision from EBC on the staff car parking area.

142/19/PR **PARISH CENTRE**

1. Workshop

The Land registry search was not conclusive as to which part of the Parish Centre car park is owned by Hampshire County Council. This will be discussed further once there is a decision from EBC on the staff car parking area.

2. Cafe

The Café organising catering for future Events.

3. Anti-Social Behaviour

Currently experiencing issues with young people hanging around the Parish Centre; intimidating hirers and littering – this has been reported to the Police. Hirers advised that they will have to report every incident to 101. A letter of complaint also received from West End Indoor Bowls Club. PC Steel has spoken to the bowls Club.

4. Parish Centre Clock

Police have not yet advised the Council of the identity of the culprit although this is known to them. Perspex to cover the clock faces are due to be fitted this week. Police have been advised of costs to date.

143/19/PR **FIRE STATION**

1. Quotes to be obtained for the identified works. The Clerk will be speaking with the EBC Local Area Manager regarding the outstanding developer's contributions for the Fire Station and if these can be used to fund the work.

The Clerk and Deputy Clerk had a further meeting with the company wishing to rent the upstairs space and it was agreed they would be renting this space from 1st March 2019. The Clerk has amended the draft lease and forwarded to our Solicitors for comment; the draft lease is acceptable, subject to a few minor changes. The cost for the solicitors to draft a completely new lease will be £1,250 plus VAT; to use the existing lease, the cost, with a few minor changes will be £1,000 plus VAT. In addition to this, there may be some disbursements which will include the download of land registry documents costing £3.00 each.

After discussion it was unanimously agreed to instruct the solicitors and use the existing lease agreement with any necessary amendments. This will be reviewed after 12 months.

Separately, the solicitors have requested identification from at least three people who will be communicating with them. It was agreed for the Clerk, the Chairman of the Council and the Deputy Clerk to submit identification.

2. MenCap will shortly be re-locating to the Hilldene Centre as the downstairs room is not suitable. They are happy as they can now offer Art Club membership to wheelchair users. This will be a loss of revenue.

144/19/PR YOUTH FACILITY

Quotes to refurbish the toilets to be obtained.

145/19/PR TOWNHILL FARM COMMUNITY CENTRE

General

Nothing new to report

Townhill Farm Ltd.

Letter received from Mr. Shah regarding Townhill Way District Centre (Communal Services) Management Ltd., advising from 1st January, 2019, the management and service charge collection of the access road behind Townhill Farm District Centre has been taken over by Park Lane Block Management, Southampton.

146/19/PR HILLDENE COMMUNITY CENTRE

A draft lease was eventually receive from David Ebert Solicitors. A copy has been sent to the Hilldene Community Association and they would like another meeting with Councillors. The Chairman suggested inviting them to next month's Policy & Resource meeting.

The Clerk has requested EBC release the money to resurface the car parking area; and a meeting has been arranged with our main insurance company to advise on how best to set up and insure the Hilldene buildings.

West End Pre-School have responded and are happy to continue with the existing arrangements – paying rent to HCA. They are also concerned about the maintenance of external areas; HCA have asked that these areas to be the responsibility of WEPC. The pre-school have invited Councillors to visit them on Wednesday 30th January at 12.30pm; The Clerk, the Parish Chair and Councillor Collett can attend.

The Clerk will be visiting the site along with WEPC's insurance company on Thursday 24th January.

147/19/PR **MONTHLY ACCOUNTS**

The Financial Statements and list of payments for December 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 December:

£520	Kedel	Memorial Bench
£625	Touring Pantos	Fee for Panto
£655	Dale Valley	Working at height training 30.1.19
£1,900	Treemenders	Tree works – Moorgreen; Megan; Ivy Lane
£655	Paul Reynolds	Internal Audit 18/19

Credit card payment:

3rd December £1,197 – primarily café (£530) and Events/Christmas (£352) purchases.

31st December £1,081 – primarily café (£598); Events (£195); postage £123.

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

148/19/PR **NEWSLETTER**

Work has started on the next edition and includes applications for Community Grants.

Other articles include: Notification of Parish elections; 2019 Parish Events; Cricket World Cup (CWC2019) – the article to be provided by the Ageas.

Distribution: In house again for this edition, as Groundstaff are able to help.

149/19/PR **COUNCILLOR TRAINING**

The Clerk advised bespoke training is still available on the previously circulated HALC website and suggested existing Councillors should have refresher training sessions.

150/19/PR **DATE OF NEXT MEETING**

Wednesday 27th February 2019 at 7.15pm

151/19/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 8.35p.m.

APPENDIX I TO MINUTES OF THE POLICY & RESOURCES COMMITTEE
MEETING HELD ON WEDNESDAY 23RD JANUARY 2019