

404.1	Five quotes had been received for the new cleaning schedule at the Pavilion. All companies had been asked to quote for three days cleaning each week at 2 hours per day plus an addition 2 deep cleans per year.	
404.2	The quotes received were: <i>MOL Cleaning Services</i> - £432.00 per month + £150 per deep clean <i>Image Cleaning</i> - £405.60 per month (no quote received for the deep cleans) <i>Servicemaster</i> - £484.00 per month (no quote received for the deep cleans) <i>TCMS Cleaning and Maintenance</i> - £380.48 per month + materials (no quote received for the deep cleans) <i>E Wadeley</i> - £325 per month including 2 deep cleans per year	
404.3	It was agreed to accept the quote from E Wadeley as this included all materials and two deep cleans. It was agreed that Clerk invite them to start with effect from 1 st November 2011 with a 5 month probationary period, and Clerk to write to existing provider to cancel contract with effect from 31 st October 2011. Proposed: Cllr Atkins, Seconded: Cllr Redman	Clerk to establish contract with new cleaning company and cancel existing contract with MOL
405	Water management at the Pavilion	
405.1	Clerk had met with SMBC property maintenance to re-examine the quote for the works. A revised quote had yet to be submitted. Following discussion about the future of the Pavilion, Cllrs expressed concerned that the works might not be necessary if showers were not being utilised by the football teams or if the redevelopment were to take place.	
405.2	Clerk to clarify with the football teams if showers are being used and bring any revised quotes to the next meeting.	Clerk to contact SMBC property Services re water management
406	Annual Return	
406.1	Clerk had received two pieces of correspondence from Clement Keys – the external auditors – with questions about the Annual Return. Figures had finally been agreed and the Annual Return had now been signed off.	
406.2	The Notice of Conclusion Of Audit has now been published and dates advertised should people want to examine the accounts.	
407	IT Contract and future of Parish Council web site	
407.1	Clerk had met with Mark Emms IT re the renewing of the annual IT contract. Cllrs discussed the possible opportunities for the Parish Council web site and agreed the following:	
407.2	That the Hockley Heath Parish Council web site continues to be part of the community web site.	
407.3	The overall design of the web site stay in the same style as the overall web site for the time being	
407.4	That a Facebook page / link be created to make the site more accessible for the youth of the village	Mark Emms
407.5	Surveys to be placed on the web site creating an opportunity for instant feedback.	Mark Emms
407.6	Newsletter to continue but to operate through Mail Chimp.	
407.7	Revised costs to be sought from Mark Emms re the additional work required over the next year.	Clerk Clerk
408	Playground and Pavilion	
408.1	Clerk had met with Playground providers to assess cost and realistic options for provision for youth as well as improved provision for under 8's.	

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408.2	Discussion was held on the future of the Pavilion and its grounds and possibilities for their development. Councillors felt that given the number of similar spaces within the village, it may be more useful to look at the potential for site redevelopment into a purpose built sports facility. Any new facility should encompass facilities for all age groups and could possibly incorporate the use of the woodland area making this less intimidating – possible link to Warwickshire Wildlife Trust.	
408.3	It was proposed that the question be put to the village via the web site, and via the village plan, seeking views from local residents.	Clerk to work with Village Plan group and Mark EmmsIT
408.4	Cllr Rayson agreed to investigate some forms of funding for this idea. Proposed: Cllr Rayson, Seconded: Cllr Atkins	Cllr Rayson to develop
409 409.1	Councillors Surgery Councillors discussed the possibility of holding a Councillors Surgery at which a Councillor and the Clerk would be available to answer questions and take suggestions. It was agreed that this be held on the Monday following the Council meeting starting with the November meeting i.e. Monday 21 st November from 11am till 12pm. The sessions would be held at the Memorial Hall and would offer refreshments. Cllr Pal would contact local groups and Clerk to put on the web site. Proposed: Cllr Atkins, Seconded: Cllr Pal	Cllr Pal and Clerk to develop
410 410.1	Correspondence Remembrance Service: an invite had been received from the Mayor of SMBC for HHPC to attend the Service on 13 th November at St Alphages. It was agreed that Cllr Pal attend Solihull with Cllr Vernon attending Hockley Heath service. Clerk to purchase 2 basic wreaths for these events Proposed: Cllr Rayson, Seconded: Cllr Atkins	Clerk to purchase two wreaths for Remembrance Day
410.2	LDF Gypsies and Travellers paper: This had been discussed in the public session and Clerk was to write to SMBC	Clerk to write
410.3	WALC: A planning course for all Cllrs and members of the public was to be run in the new year. Cllr Vernon was to represent HHPC and Clerk to place on the notice board and web site for residents to attend.	Clerk to advertise course
410.4	Mugs and Beacon: two letters received both relating the Queens Jubilee next year: one promoting commemorative mugs; one promoting the idea of a series of lit beacons throughout the country. Cllrs recollected that spoons had been given to local children to celebrate the last Jubilee and were keen to investigate the possibility of something similar for 2012. It was agreed that this matter be discussed as a separate agenda item next month. Noted that the event would be 4 th June 2012. Clerk to write to Scouts to see if they were doing something.	Clerk to write to Scout Association etc.
410.5	Affordable Housing: Agreed that Cllr Rayson attend the round table discussion on Friday 4 th November 2011.	Cllr Rayson to attend
410.6	Christmas Lights: Clerk had been unable to secure alternative quotes for the Christmas Lights this year. It was agreed that Clerk write to SMBC to say that we would like to see the same lights this year as last, but with the addition of another tree loom. It was agreed that it would be more economical to add to the display each year rather than look to provide all	Clerk to contact SMBC re the Christmas Lights.

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	in one year.																
411	Finance The following payments were approved:																
411.1	<i>Parish Council Account</i> <table border="1"> <tr> <td>Access Diggers - security</td> <td>Cheque 100035</td> <td>£446.00</td> </tr> <tr> <td>Family Care Trust - ground maintenance</td> <td>Cheque 100036</td> <td>£1,230.00</td> </tr> <tr> <td>Clement Keys - Annual Return fee</td> <td>Cheque 100037</td> <td>£480.00</td> </tr> <tr> <td>H Goodreid - postage, stationery and mileage</td> <td>Cheque 100038</td> <td>£112.40</td> </tr> <tr> <td>P Redman - light bulbs and switch for Pavilion</td> <td>Cheque 100039</td> <td>£13.70</td> </tr> </table>	Access Diggers - security	Cheque 100035	£446.00	Family Care Trust - ground maintenance	Cheque 100036	£1,230.00	Clement Keys - Annual Return fee	Cheque 100037	£480.00	H Goodreid - postage, stationery and mileage	Cheque 100038	£112.40	P Redman - light bulbs and switch for Pavilion	Cheque 100039	£13.70	
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411.2	<i>Management Committee</i> <table border="1"> <tr> <td>Ashley Commercial Finance - cleaning</td> <td>Cheque 100113</td> <td>£345.60</td> </tr> </table> <p>Proposed: Cllr Rayson, Seconded: Cllr Pal</p>	Ashley Commercial Finance - cleaning	Cheque 100113	£345.60													
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412	Councillors Reports																
412.1	Village Plan Correspondence had been received from Village Plan group requesting £2,549 + VAT for production and analysis of village plan survey. This was approved. It was agreed that the request for £500 for prize money to encourage returns of the survey be refused. Cllrs discussed the proposed survey and made comments re the need to promote the village benefits rather than HHPC benefits to the survey. Need also to include the possible future of the Pavilion in the survey. Agreed that Clerk write to Village Plan group advising of these alterations. Proposed: Cllr Rayson, Seconded: Cllr Vernon	Clerk to write to Village Plan Group															
412.2	Parking at Shelfield Close A number of letters had been received by Cllr Redman and the Clerk re issue of parking in the service roads now the Nags Head Car Park had closed during building works. Clerk had been in touch with the Police who advised that spot checks had taken place but nothing untoward had been found to raise any concern. Clerk had written to Nags Head but had not received a reply. Clerk to set up meeting between Cllrs and developers - Miller and Carter - to see if solution was possible.	Clerk to set up meeting															
412.3	Access to toilets A request had been received from CGS (ground maintenance team) for a key to the back door of the pavilion in order to access the toilets while they worked. Clerk to action.	Clerk to provide key to CGS															
412.4	Hardship Support Cllr Rayson raised the situation of increasing number of villagers in Hockley being affected by the economic downtown. There was discussion about hardship support for local villagers. It was agreed that Cllr Rayson investigate bringing this to the attention of support organisations.	Clerk to action															
412.5	Dog Mess on the Recreation Ground A local resident had written to the council about the amount of dog faeces on the Recreation Ground. Posters had been put up encouraging removal, and dog bins were provided but some irresponsible owners were still ignoring the responsibility. It was observed that a known individual was blatantly ignoring the need to remove faeces and a letter would be write to them advising of the responsibility of dog owners and the fines / charges which could be brought. Increased vigilance on the recreation	Cllr Rayson to pursue Note to be taken of anyone															

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412.6	<p>ground would take place. Should local people observe dog owners not picking up after their pet, it is recommended that they advise Clerk of the owners name, address, vehicle registration number (if applicable) and the date and time of the incident and a letter would be written.</p> <p>Change of time and location for Parish Council Meetings Cllr Pal had received requests that the time and location of the Parish Council meeting was changed to earlier in the evening. It was agreed that the times of future Parish Council meetings be changed to 7.30pm rather than 8.00pm with effect from the November meeting. Meetings will also be held in the Memorial Hall while the evenings are dark. Proposed: Cllr Pal, Seconded: Cllr Atkins</p>	<p>ignoring signs and passed to Clerk to action</p> <p>Clerk to advertise change of time/location</p>
<p>413 413.1</p>	<p>Clerks Report Clerk had contacted Enzen who advised that they had painted the lines on the path. A quote had been received to removal of the lines (Encanto - £114 + VAT for just the lines on the path). It was agreed that a letter be written to Enzen advising the cost and withholding their deposit of £50 as a contribution to costs of removal of lines.</p>	<p>Clerk to write to Enzen re cost of removal of lines.</p>
<p>414 414.1</p>	<p>To resolve that due to the special nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw. Members of the public left the room</p>	
<p>415 415.1</p>	<p>To discuss and resolve any actions regarding any items of correspondence or matters considered confidential. It was agreed that Clerks hours be increased from 12 hours per week to 16 hours per week in order to cover additional training required from CiLCA and additional work required associated with the running of the pavilion, Cllrs Surgery and other elements as required by the job.</p>	

Meeting Closed at 10.45pm. The next meeting would be Thursday 17th November 2011 at 7.30pm to be held at the Memorial Hall.

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