

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 14 September 2021**

**Present:** Councillor Dave Francis (Chair)  
Councillor Ralph Candy  
Councillor Andrew Daly  
Councillor Louise Hillier-Wheal  
Councillor Sue Lynch  
Councillor Martin Lyon (from para 62.1)  
Councillor Louise Parker-Jones  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present.

**FULL\_2122\_M06/**

**Public Session**

A resident had come to ask the Council for assistance regarding a dispute with a neighbour over disposal of animal waste and bedding. The resident was concerned for both public health and for his property. The Borough Council had previously been contacted but the situation, which has been going on for a number of years, has not improved.

Cllr Tidridge offered to take the matter to Environmental Health and it was agreed that the resident would pass their evidence to Cllr Tidridge to enable this to happen.

**Action: Cllr Tidridge**

*The resident left the meeting at this point.*

**62 Apologies for Absence**

62.1 Apologies had been received and were accepted from Cllrs A Dean, R Dean, C McKeone, D McKeone and A Moore.

*Cllr Lyon arrived at this point.*

**63 To adopt and sign Minutes of the Parish Council meeting held on 13 July 2021**

63.1 Proposed Cllr Lynch, Seconded Cllr Thornton, **RESOLVED** with Cllrs Francis, Hillier-Wheal, Lyon, Tidridge and Winstanley abstaining as they were not present, that the minutes of the meeting held on 13 July be adopted.

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## **64 Declarations of Interest and Requests for Dispensations**

64.1 Cllrs Francis and Hillier-Wheal declared an interest in item 4 on the agenda as they are both allotment plot holders. Cllr Francis also declared an interest in item 16 as he has previously worked with the consultant.

## **65 Reports from Committees, Working Groups, Officers and Councillors**

65.1 Reports from Committees, Working Groups and Officers had been included in the document pack for the meeting. Cllr Parker-Jones report was distributed to Cllrs prior to the meeting and will be included in the minutes.

65.2 The Council agreed to note the resolutions of the Finance Committee, the Assets Committee and the Planning Committee.

65.3 Proposed Cllr Parker-Jones, Seconded Cllr Daly, **RESOLVED** that the Council award a grant of £2,000 to Bishopstoke Guides.

65.4 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** that the Council approve the recommended amendments to financial regulations.

65.5 Proposed Cllr Winstanley, Seconded Cllr Lynch, **RESOLVED** that the Council adopt the Reserves Policy.

65.6 Proposed Cllr Candy, Seconded Cllr Winstanley, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the allotment rents remain fixed at £8 per rod, with a concessionary rate of £5 per rod for the coming year.

65.7 Proposed Cllr Winstanley, Seconded Cllr Lynch, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the Council introduce metric billing for allotment sites, with the change for existing sites being delayed pending a report detailing potential impacts on plot holders.

65.8 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** that the War Memorial be refurbished, and that when the War Memorial is moved a redesign be considered to prevent the wreaths damaging the lettering.

65.9 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RESOLVED** that the Council approve the Stoke Common Cemetery project brief.

65.10 The Council agreed to note the reports from the Committees.

65.11 Proposed Cllr Thornton, Seconded Cllr Lyon, **RESOLVED** that the Council adopt the terms of reference for the Communications Working Group, the Finance Committee, the Glebe Meadow Working Group, the Assets Committee, the Planning Committee and the Carnival Working Group.

65.12 Cllr Tidridge presented a report from the Glebe Meadow Working Group. Thanks were given to the entire working group, the Clerk and the RFO for the amount of work that has been done in a short time. Cllr Tidridge noted that the land that the Hall, parish office and storage shed sits on is currently in three separate deeds and that the Council is aiming to have those combined into a single piece of land registered to the charity. Cllr Thornton requested that the War Memorial not be moved to the Cemetery. The Council agreed to note the report.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

65.13 The Clerk presented brief reports from the Communications Working Group and the Carnival Working Group. The Council agreed to note those reports.

65.14 In addition to the report that had been circulated, the Clerk noted that there has been some recent fly tipping on Glebe Meadow. Also, the quotes for the latest repairs for play areas have been received and are being considered. The Assets Committee will be considering a quote for a timber trail at Otter Close. A complaint had been received from a resident regarding the overgrown condition of the open space at Bow Lake Gardens – this had been passed to the Borough to deal with. Developer contributions have been received from the Borough Council for improvements to the play areas at Blackberry Drive, Templecombe Road and Church Road. Finally, the online survey regarding a new community building had been published on the website, Facebook and via the Council's mailing list. Cllr Lyon asked for a summary of the transfer of the Blackberry Drive estate. The process was begun in 2013 but has repeatedly stalled. The Council will be considering at its next meeting whether it wishes to continue with the transfer or not. The Council agreed to note the report.

65.15 Cllr Parker-Jones highlighted consultations on cycling routes and bus lanes, both of which are being run by the County Council. Cllr Parker-Jones also noted that Youth Options had won the contract to provide youth services for Eastleigh, Bishopstoke and Fair Oak. It was requested that the cycling route consultation be discussed at the next Planning Committee meeting. The Council agreed to note the report.

**Action: Clerk**

Cllr Thornton informed the Council that the Boyatt Wood vaccine centre was offering walk-in appointments from Monday to Friday.

**66 To approve changes to budget management**

66.1 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** that the Council approve the amalgamation for spending purposes of the tree budgets; the play area equipment budgets and the additional grounds maintenance budgets.

**67 To discuss the creation of an award recognising outstanding contributions to the Parish**

67.1 As Cllr Moore, who had proposed this item, was not present, the item was deferred until the next Full Council meeting.

**68 To approve the open space specification and timetable**

68.1 Cllrs asked whether it would be possible to adjust the specification during the contract to potentially remove certain areas or have fewer mows. The Clerk confirmed this was possible.

68.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** that the Council approve the open space specification and the timetable for tendering.

**69 To approve the creation of the Chair's Working Group**

69.1 After some discussion it was agreed to defer this item so that more detail could be provided on the purpose of the working group.

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**70 To discuss the need for and location of the Parish Office and, if appropriate, make decisions**

70.1 After discussion the Council agreed this was actually two separate decisions – one on whether to have a parish office designed into the new community building, and one on whether to have a parish office in the meantime.

70.2 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** that the design for the new community building include space for a parish office.

70.3 Proposed Cllr Tidridge, Seconded Cllr Francis, **RESOLVED** that the Assets Committee be tasked with discussing whether to have a parish office in the short term and bringing their recommendation to the next Full Council meeting.

**Action: Clerk**

**71 To discuss and amend the Bishopstoke section of the Borough Council Community Infrastructure list**

71.1 The Clerk thanked Andy Thompson, the Local Area Manager from the Borough Council, for giving Cllrs a briefing on the CIP list. The Clerk noted that the list is aspirational, not a guarantee, and can be amended at any time. Cllr Parker-Jones also noted that the list is not confined to large projects, but can include small projects too, such as dropped kerbs or new bins.

71.2 The Council agreed there was no current need to change the list.

**72 To approve the Parish Council Co-Option Policy**

72.1 Proposed Cllr Lyon, Seconded Cllr Winstanley, **RESOLVED** that the Council adopt the Co-Option Policy.

**73 To consider content for the monthly press release**

73.1 It was agreed that the press release would include: the grant to the Bishopstoke Guides; the moving of benches by the Y-Zone; the objections to the Blackberry Drive alterations; Carnival 2022; the allotment fees and the Memorial Hall survey.

**74 To agree the date, time and place for the next meeting**

74.1 The next meeting will be on Tuesday 9 November 2021, at 7:30pm with the location to be determined. The Clerk requested that any agenda items, including supporting papers, or written reports be with him by Monday 1 November.

**75 Motion for confidential business**

75.1 Proposed Cllr Francis, Seconded Cllr Winstanley, **RESOLVED** that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

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**76 To approve engaging a consultant to assist with appropriate Parish Council projects**

76.1 Cllrs asked whether a consultant was necessary, and whether the Parish Council should manage these projects themselves. The Clerk noted that there are a large number of projects ongoing at the moment, including some of very significant size, and that in order to get improvements made to the play areas at Blackberry Drive, Templecombe Road and Church Road in a timely manner it was recommended that a consultant be appointed to manage these three projects. It was also noted that the majority of play area work has been done either by the Borough, or by using the Borough Council as a consultant, with Bishopstoke only having completed Sayers Road play area under its own auspices. Concerns were also raised regarding CDM regulations, and whether these would be taken into account.

76.2 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED**, with 7 in favour and 2 against, to appoint Dave Bowen Consultancy to project manage improvements to the play areas at Blackberry Drive, Templecombe Road and Church Road, subject to discussions regarding CDM regulations.

*There being no further business, the Chair closed the meeting at 9:30pm.*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_