



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the Parish Council are summoned to attend a meeting on
Tuesday 11th March 2025 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road. This
meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meeting held on 21st January 2025
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors, including:
Recommendation to adopt Financial Regulations
5. To consider appointing a member of Bishopstoke Players as a temporary member of
the Glebe Meadow working group
6. To consider backing the Safety of Lithium-Ion Batteries campaign
7. To receive an update on the Greening Campaign
8. To decide whether and how to mark VE Day 80
9. To adopt the Statement of Internal Control
10. To adopt the amended Standing Orders
11. To note the scheduled meeting dates for 2025-26
12. To amend if necessary and adopt all terms of reference
13. To consider content for the next press release
14. To agree the date, time and place for the next meetings
15. Confidential business – to agree recommendations from the People Committee
regarding salary arrangements

DL Wheal
Clerk to Bishopstoke Parish Council
5th March 2025

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 21st January 2025**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Stewart MacLachlan
Councillor Trevor Mignot
Councillor Des Scott
Councillor Sue Toher
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)
Cllr Louise Parker-Jones (County and Borough Councillor)

Public Session 0 members of the public were present.

Cllr Hillier-Wheal sent her apologies that she was going to be late. Cllr Harris assumed the Chair to start the meeting. Cllr Harris welcomed Cllr Parker-Jones and thanked her for coming to the meeting to answer questions.

FULL_2425_M05/

59 Apologies for Absence

59.1 Apologies had been received and were noted from Cllrs Burcombe-Filer, Chaffey, Kirby, Moore and Thornton. Cllr Dajani was not present.

60 To adopt and sign Minutes of the Parish Council meeting held on 12th November 2024

60.1 The minutes of the meeting had been included with the supporting papers for this meeting.

60.2 Proposed Cllr Winstanley, Seconded Cllr Scott, **RESOLVED** with 2 abstaining that the minutes of the Parish Council meeting held on 12th November 2024 be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

61 Declarations of Interest and Requests for Dispensations

61.1 No declarations or requests were made.

62 To receive a report on the future of local Government

62.1 A memo containing a summary of the Local Government changes had been included with the supporting papers for this meeting. Cllr Harris asked if there were any questions or comments.

62.2 Cllr Winstanley stated that she was glad the SANG at Stoke Park Farm was being included in the discussions. She then asked about the future of the YZone. The Clerk explained that the legal problems between the Borough Council and the Landowner were ongoing. If the issues were resolved, the Parish Council could apply to take on the YZone as an asset. If the issues were not resolved, it would go to the Unitary Authority and we may still be able to run it under license.

Cllr Hillier Wheal arrived at this point.

Cllr Harris asked if the rates paid by the users of the YZone made it a viable asset. The Clerk stated that there had been a recent review, and the rate paid had increased. Cllr Winstanley said that she was happy Youth work was still being supported.

62.3 Cllr Parker-Jones explained that all assets with funding attached were available to the Parish Council. Any assets the local Parish/Town councils didn't take would go to the Unitary Authority and would be open to be taken by developers. Parish Council Officers and Eastleigh Borough Council are both compiling lists of possible sites within the Parish.

62.4 Cllr Brown asked about the St Paul's roof project. Cllr Winstanley explained that the Borough Council had allocated some funding towards this but that the Church needed to raise the rest of the money. The Church are currently deciding on whether to repair the roof or demolish the current building and build a new one. As there is no current ongoing project, the funds may have been transferred to the Memorial Hall fund.

62.5 Cllr Daly asked if there was a timetable for transferring the Assets from the Borough Council to the Parish Council. The Clerk said that the Parish Council had 3 months to decide which assets they would like to take on and the assets would be transferred by the start of the next financial year, April 2026. Cllr Parker Jones explained that the Local Area Manager was compiling a list of the different pots of money available. Any new projects proposed by the Parish Council could be funded by one of these pots of money as appropriate.

62.6 Cllr Daly asked why the changes were being made. Cllr Hillier-Wheal explained that there were many reasons given by the Government. This is something that the Parish Council could not object to and had to work for the best solution for the residents of Bishopstoke.

62.7 Cllr Winstanley asked about the future of the BCA as it is owned by Hampshire County Council. Cllr Parker-Jones explained that the County Council were not currently looking at their assets which is of concern. A decision on rapid devolution would be made on 31st January 2025 and HCC may look at assets after that decision has been made. Bishy Beach is also owned by HCC.

Initial: _____ Date: _____

62.8 Cllr Harris asked about responsibility for trees on highways. Cllr Parker-Jones explained that responsibility would stay with the Unitary Authority.

62.9 Cllr Parker-Jones reminded the Council that the Planney was available as an asset and had funding and a management plan attached already. The Clerk said that the Planney was already on the list of possible assets for the Parish Council to take over.

62.10 Cllr Parker-Jones reminded the Parish Council that the increase in the Parish Council part of the Council Tax would be offset by a reduction in the Borough Council Tax so shouldn't impact residents too much. She also mentioned the Hampshire County Council consultation on SEND provision which would affect families within the Parish. Cllr Parker-Jones would come along to Parish Council meetings to answer questions and concerns as the devolution process progresses.

Action: Admin Officer: to post the SEND consultation information and links on the Parish Council Facebook page.

Cllr Parker-Jones left the meeting.

Cllr Hillier-Wheal assumed the Chair for the rest of the meeting.

Cllr Daly left the meeting.

63 Reports from Committees, Working Groups, Officers and Councillors

63.1 The report on resolutions made by Committees since the previous Council meeting had been included with the supporting papers for this meeting and was noted. Cllr Hillier Wheal asked for clarification on Assets item 30.4. The Clerk clarified that the Tree and Bee planting at Otter Close had been approved and the Tree and Bee planting at Blackberry Drive had been deferred.

Cllr Daly returned to the meeting

63.2 Cllr Hillier Wheal formally welcomed Cllr Toher to the Parish Council and asked which of the current Committees and/or Working Groups she would like to join. Cllr Toher asked to join the Finance and Assets Committees and also to join the Glebe Meadow Working Group.

63.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that Cllr Toher be added to the Finance and Assets Committees and also to the Glebe Meadow Working Group.

Action: Clerk – To add Cllr Toher to the Finance and Assets Committees and to the Glebe Meadow Working Group.

63.4 The recommendations on the report have all been included on the Agenda of the meeting as separate items.

Initial: _____ Date: _____

63.5 The Clerk's report had been included in the supporting papers for this meeting. The Clerk noted some updates.

FULL_2425_M04/Item 49.8 Regarding defibrillators. The pads used in the defibrillators were dual use for children and adults and there is a switch on the machine to choose usage. The defibrillators at Underwood Road and Sewall Drive do not have mains power but now have battery operated heaters. All defibrillators were checked on Monday 20th January 2025 by the BCF. The BCF have also offered to run a course for Parish Councillors to be trained on how to use a defibrillator.

Action: Clerk – To contact all Councillors by email with details of the course and make a list of those who would like to attend.

FULL_2425_M04/Item 49.10 Regarding demolition of the BMH. The contractor for the demolition is Wessex Demolition.

FULL_2425_M04/Item 49.11 Regarding the Greening Campaign. Since the Clerk last spoke to the Borough Council and confirmed that they were not planning to give a license to Greening Bishopstoke to maintain the orchard at Bow Lake, the Greening Campaign have made plans for planting in the orchard. The Clerk will contact the Borough Council and confirm the current situation.

Action: Clerk – To contact the Borough Council and confirm if Greening Bishopstoke have, or will have in the future, a license to maintain the orchard at Bow Lake Gardens

63.6 The Clerk asked if any Councillors were available to come the Meet and Greet session on Saturday, 25th January as, currently, only Cllr Thornton had confirmed he could attend. Cllr MacLachlan confirmed that he would be attending.

64 To appoint a Task and Finish group for devolution and reorganisation

64.1 A memo explaining the purpose of this group been included with the supporting papers for this meeting.

64.2 Cllrs Winstanley, Toher, Hillier Wheal and Harris volunteered to be part of the group. The Clerk confirmed that meetings would be held on a Monday at 7.30pm.

Action: Clerk – To contact the group with the date of the first meeting.

65 To approve the expenditure budget for 2025-26

65.1 The information regarding the expenditure budget had been included with the supporting papers for this meeting.

65.2 The Clerk wanted to make the Parish Council aware that a precept increase would be required next year to allow for any assets that are taken over from Eastleigh Borough Council. He noted that the 3 asset transfers currently in process have already been included in the budget. Cllr Winstanley suggested a small increase on the precept in the budget would allow for any transfers that happened during the financial year 2025-26. The Clerk explained that any asset transfers that happened during the financial year 2025-26 would come with funding from Eastleigh Borough Council.

Initial: _____ Date: _____

65.3 The Clerk recommended an increase to the precept for 2025-26 to cover Officer time spent on the Asset transfers. Cllr Toher asked if the demolition of the Memorial Hall and the new building would mean an increase in the precept. The Clerk explained that all of the funding for the Glebe Meadow project, currently held by the Borough Council, would be transferred to the Parish Council. Parish Officers are looking at grants and any available EBC pots of money. The Parish Council will need to take out a loan from the Loans Board but repayments would hopefully be the same as, or similar to, the amount the Parish Council has been putting into the Glebe Meadow Fund annually.

65.4 Proposed Cllr Winstanley, Seconded Cllr Brown, **RESOLVED** with 1 abstaining that a new line be added to the budget for Devolution expenses with the sum of £11,575.

Action: Clerk – To add a new line in the budget for Devolution expenses with a sum of £11,575.

66 To approve funding arrangements for 2025-26, including the precept request

66.1 The information regarding the funding arrangements for 2025-26 had been included with the supporting papers for this meeting.

66.2 The Clerk asked the Councillors if they would like to increase the precept for 2025-26 and what their proposed increase would be.

66.3 Cllr Winstanley proposed a precept increase to 7.5% and Cllr Harris proposed a precept increase to 8% for 2025-26. Cllr MacLachlan seconded Cllr Harris' proposal.

66.4 Proposed Cllr Harris, Seconded Cllr MacLachlan, **RESOLVED**, with 2 abstaining, to raise the Band D Council Tax by 8%, from £108.17 to £113.58, which will lead to a precept request of £405,133.05.

Action: Clerk – to inform the Borough Council of the precept request

67 To approve the continued membership of specific external bodies

67.1 A memo listing the current memberships had been included with the supporting papers for this meeting.

67.3 Proposed Cllr Toher, Seconded Cllr Scott, **RESOLVED** unanimously to approve the continued membership of the listed external bodies.

Action: Clerk – To make the appropriate payments to maintain membership of the listed external bodies.

68 To consider additional Parish Council events.

68.1 A list of the proposed events had been included with the supporting papers for this meeting.

68.2 Cllr Hillier-Wheal asked if parents would be expected to stay with their children for the events and if staff would need to be DBS checked. The Clerk confirmed that parents would be staying with their children and DBS checks were not required.

Action: Admin Officer – to ensure that it is clear when publicising events that parents/guardians are required to stay with their children at all time.

Initial: _____ Date: _____

68.3 Cllr Toher pointed out that any money raised could not go directly to a charity but would need to be issued as a grant from the Parish Council. The Clerk confirmed that this was correct and the wording would be changed.

Action: Admin Officer – to make sure that where any money is raised it is clear that it will be issued as a grant from the Parish Council.

68.4 Cllr Brown asked for confirmation that the proposed events were being run by the Parish Council and not a third party. The Clerk confirmed that all the events are being run for and by the Parish Council.

68.5 Cllr Harris asked if there were any more details on the Christmas lunch. The Admin Officer said that no details had been confirmed and she would be talking to local churches and groups about the event.

Action: Admin Officer – to contact local churches and groups to discuss the Christmas lunch event.

68.6 Proposed Cllr Winstanley, Seconded Cllr Brown, **RESOLVED** unanimously to approve the list of proposed events for 2025.

Action: Admin Officer – to organise and publicise the approved events.

Cllr Brown left the meeting.

69 To adopt a statement on the Council's Mission, Aims and Objectives

69.1 A copy of the Parish Council Mission, Aims and Objectives was included with the supporting papers for this meeting

69.2 Proposed Cllr Toher, Seconded Cllr Scott, **RESOLVED** unanimously to adopt the statement on the Council's Mission, Aims and Objectives.

Action: Clerk - To update the Council's Mission, Aims and Objectives and publish the updated copy.

70 To agree the process for the potential transfer of land at Sewall Drive

70.1 A memo explaining the current progress had been included with the supporting papers for this meeting.

70.2 The Clerk showed the Councillors a map showing the land to be transferred. The land would initially be maintained under license by the Parish Council. Eastleigh Borough Council are keen to transfer the land and the funding attached as soon as possible.

70.3 Cllr Toher asked if the Parish Council could have, in writing, the amount of money to be transferred by the Borough Council. She also advised that it might be a good idea for the Parish Council to obtain quotes for the work required so that we can be sure that there is enough money being transferred. Cllr Harris suggested asking EBC if they had any quotes for the work needed that they could give to us.

70.4 Cllr Winstanley asked if the installation of some play equipment could be considered for the site.

Action: Clerk – To include Sewall Drive as a possible site in the Play Area Review

Initial: _____ Date: _____

70.5 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously to delegate the final decision on the process for the land transfer at Sewall Drive to the Chair, Vice-Chair and Clerk once the information had been obtained from EBC and quotes received.

Action: Clerk – To contact EBC and request written confirmation of the amount of money attached to the transfer of Sewall Drive and to ask for any quotes they have received for the work needed.

Action: Allotments Officer – To obtain quotes for the work needed at Sewall Drive if required.

Cllr Scott left the meeting

71 To discuss the possibility of the potential transfer of land at Rose Close

71.1 A memo explaining the current situation had been included with the supporting papers for this meeting.

71.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the transfer of the land at Rose Close.

72 To consider a Task and Finish group for Bow Lake Gardens and appoint is necessary

72.1 A memo explaining the requirements of the group had been included with the supporting papers for this meeting.

72.2 The Clerk explained the current suggestions for the site to Cllr Toher. Cllr Hillier-Wheal asked if it was possible to take the site and maintain it until a decision is made to stop it being taken by developers. The Clerk stated that this was a possibility. The raised beds currently at the Bow Lake site could possibly be used to fulfil the allotment requirements.

Action: Clerk – to check with Eastleigh Borough Council on the legal requirements for allotments on the site.

72.3 Cllr Winstanley asked about the Bow Lake Play Area. The Clerk confirmed that this was ready to be transferred.

72.4 Cllrs Winstanley, MacLachlan, Toher and Harris volunteered to form the Task and Finish Group.

Action: Clerk – To contact the Group members and arrange the first meeting.

73 To note the results of the interim audit for 2024-25

73.1 The results had been included in the supporting papers for this meeting and were noted. The Chair congratulated the Clerk on the success of the audit.

Initial: _____ Date: _____

74 To discuss the “Remove the Barriers” campaign and agree any next steps.

74.1 Details of the campaign had been provided by Cllr MacLachlan and included in the supporting papers for this meeting.

74.2 Cllr MacLachlan gave a brief explanation of the campaign. After discussion it was agreed to defer any decision to the next Full Council meeting when the Mayor of Eastleigh would be invited to attend to answer any questions.

Action: Cllr MacLachlan – To invite the Mayor to attend the next Full Council meeting.

75 To consider content for the next press release

75.1 After a short discussion, it was agreed to include the Budget, Audit results, Memorial Hall, Parish Council Events and possibly Sewall Drive in the next press release.

Action: Clerk – To draft the next press release and issue it to all the relevant Media

76 Memorial Hall Charity meeting

76.1 The Clerk stated that there would be a meeting of the Memorial Hall Charity on 28th January 2025 at 7.15pm at Bishopstoke Methodist Church. As the Parish Council currently runs the charity, all Councillors are invited to attend.

77 To agree the date, time and place for the next meeting

77.1 The next meeting will take place on Tuesday 11th March 2025, at 7:30pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 4th March 2025.

There being no further business, the Chair closed the meeting at 9:09pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 11th March 2025 Resolutions and Recommendations

Committee Resolutions – to note

Assets

28th January – ASSETS_2425_M05

- Item 38.2 That the minutes of the Assets Committee meeting held on 26 November 2024 be adopted as a true record.
- Item 41.3 To amend section 8.1.2 of the Assets Committee terms of reference to include responsibility for the War Memorial
- Item 42.3 To approve the changes to accepted methods of payment (Burial Grounds) requiring Funeral Directors and Stone Masons to pay cemetery fees via BACS.
- Item 44.3 To defer consideration of the Memorial Seating Policy until the next Committee meeting.

Finance

11th February – FIN_2425_M05

- Item 45.2 That the amended minutes of the Finance Committee meeting held on 10 December 2024 be adopted as a true record.
- Item 48.2 To approve the budget monitoring, statements of accounts, payments lists and statement of reserves.

Planning

21st January – PLAN_2425_M13

- Item 81.2 That the minutes of the Planning Committee meeting held on 10 December 2024 be adopted as a true record.
- Item 83.4 To that the responses of the Planning Committee be submitted as minuted.
- Item 86.1 Motion for confidential business.

11th February – PLAN_2425_M14

- Item 89.2 That the minutes of the Planning Committee meeting held on 21 January 2025 be adopted as a true record.
- Item 91.2 To that the responses of the Planning Committee be submitted as minuted.
- Item 94.1 Motion for confidential business.

25^h February – Cancelled – Lack of Business

People

25^h February – PPL_2425_M03

- Item 11.1 To move the discussion of Officer targets to confidential business.
- Item 13.2 That the minutes of the People Committee meeting held on 25 June 2024 be adopted as a true record.
- Item 14.2 That the minutes of the People Committee meeting held on 22 October 2024 be adopted as a true record.
- Item 19.1 Motion for confidential business.
- Item 21.5 That the Clerk's targets be as agreed.

Committee Recommendations – to vote upon

Assets

28th January – ASSETS_2425_M05

Item 41.4 That Full Council adopt the amended Asset Committee terms of reference.
This item is already on the Full Council agenda.

Finance

11th February – FIN_2425_M05

Item 49.4 That Council adopted the new Financial Regulations
Item 50.3 That Full Council adopt the amended Finance Committee terms of reference.
This item is already on the Full Council agenda.

Planning

21st January – PLAN_2425_M13

No recommendations

11th February – PLAN_2425_M14

No recommendations

25^h February – Cancelled – Lack of Business

People

25^h February – PPL_2425_M03

Item 17.2 That Full Council adopt the amended Asset Committee terms of reference.
This item is already on the Full Council agenda.
Item 21.2 Regarding Officers' Salaries – this item is already on the Full Council agenda.
Item 21.4 Regarding the Clerk's Salary – this item is already on the Full Council agenda.

Full Council - Clerk's report 11th March 2025

Actions from previous meetings

FULL_2425_M04/Item 49.6 Regarding mental health
The Clerk has contacted the Borough Council to enquire whether they are aware of any local research into the effect of loud noises on mental health.

FULL_2425_M05/Item 60.2 Regarding minutes
The minutes were signed and published.

FULL_2425_M05/Item 62.10 Regarding links to the SEND consultation
When last checked, the link to the consultation was not available for publication.

FULL_2425_M05/Item 63.3 Regarding Cllr Toher's appointments
Cllr Toher has been added to the Finance and Assets Committees, and the Glebe Meadow working group.

FULL_2425_M05/Item 63.5 Regarding defibrillator training
Cllrs were contacted regarding the training. A final deadline of 18th March is being set for Cllrs to respond.

FULL_2425_M05/Item 63.5 Regarding the community orchard
The Borough Council have confirmed that no licence has been issued nor has permission been granted for anyone to maintain the orchard.

FULL_2425_M05/Item 64.2 Regarding the devolution task and finish group
The group was set up and has met several times.

FULL_2425_M05/Item 65.4 Regarding the expenditure budget
The Devolution line was added to the budget and set at £11,575 for the year 2025-26.

FULL_2425_M05/Item 66.4 Regarding the precept request
The Borough Council have been informed of the precept request.

FULL_2425_M05/Item 67.3 Regarding membership of external bodies
Memberships and subscriptions will continue throughout 2025-26.

FULL_2425_M05/Item 68.2 Regarding Parish Council events
All future events will include information informing parents that they are expected to be responsible for their children at all times.

FULL_2425_M05/Item 68.3 Regarding event grants
Future events will refer to any potential grants as being from the Parish Council.

FULL_2425_M05/Item 68.5 Regarding the Christmas lunch event
Groups will be contacted as the events gets closer.

FULL_2425_M05/Item 68.6 Regarding events
The Admin Officer will organise the events throughout the year.

FULL_2425_M05/Item 69.2 Regarding the mission, aims and objectives statement
The statement has been updated and published.

FULL_2425_M05/Item 70.4 Regarding a possible play area at Sewall Drive
The open space at Sewall Drive was included in the play area review.

FULL_2425_M05/Item 70.5 Regarding Sewall Drive
The Borough Council are working to determine the exact level of funding attached to the site. They had not obtained any quotes for the needed work. The Allotments & Cemeteries Officer, working with the Assets Officer, are working on obtaining quotes.

FULL_2425_M05/Item 72.2 Regarding Bow Lake Gardens
The Borough have advised that Bishopstoke would need to engage with the developer via the Council's solicitors to determine whether it is possible to alter the designation of the site as allotments.

FULL_2425_M05/Item 72.4 Regarding the Bow Lake task & finish group
The group members were contacted and the first meeting has already happened.

FULL_2425_M05/Item 75.1 Regarding the media release
The media release was not prepared in good time. In future this will be the responsibility of the Admin Officer.

Working Groups / Task & Finish Groups

Carnival

Carnival meetings continue and work is progressing towards the event on 21st June 2025. Stall and advert bookings have started to come in and entertainment acts are being booked.

Communications

The Spring newsletter has been sent for publication and is already reaching some residents.

Glebe Meadow

The brief for the Hall and the Meadow as a whole are being worked on. The Borough's original documents for the architect tender process are being amended with a view to the Parish appointing architects once the building brief is complete.

Bow Lake

The group has met and begun discussing possible alternative uses for the site in the hope that negotiations to allow that can be successfully concluded. The Greening Campaign's risk assessments for accessing the orchard both the work and for residents generally are not yet robust enough but work continues on them.

Devolution

The group is meeting regularly although information from the Borough Council is proving slow to obtain. Hampshire County Council have also now set up a meeting on March 19th to inform Clerks of their intentions. Where decisions can be taken swiftly these will be brought to the Council as soon as possible to be dealt with so that as much as possible can be achieved before any potential deadline is reached.

Other Items

Asset Transfers – Sewall Drive has now completed its transfer to the Borough Council which means Parish Officers have now been granted access to complete the work of assessing the sites and obtaining quotes. At this early stage it is clear that there may be more work to ready the site than originally thought. Rose Close's open space has been set on the path for transfer. Bow Lake remains partly in Borough hands and partly with the developer.

Allotments – The Allotments report is being shifted to the Assets Committee. Only items of importance to the Full Council will be brought up here in future.

Burial Matters – The Burial Matters report is being shifted to the Assets Committee. Only items of importance to the Full Council will be brought up here in future.

Play Areas – The Play Areas report is being shifted to the Assets Committee. Only items of importance to the Full Council will be brought up here in future.

Open Spaces – The Open Spaces report is being shifted to the Assets Committee. Only items of importance to the Full Council will be brought up here in future.



Full Council 11th March 2025 – Item 5 Glebe Meadow Working Group

The Bishopstoke Players are one of the groups that has previously been consulted regarding the design of the new community building as they have quite specific needs. As the Council is currently updating its project brief for the new building pending the appointment of architects for the project it would be useful to hear from any groups intending to utilise the new building as to what their needs would be.

One possible option is to appoint representatives from each interested group to the Glebe Meadow working group as advisors and consultees, rather than full members. The Working Group does have the power to invite people to attend meetings to provide information or advice without having to have them as members, but as the meetings usually cover all aspects of the Glebe Meadow project rather than focussing on one particular area then it may be beneficial to have a general invitation for these people rather than a specific one.

Recommendation: That the Parish Council approve appointing a member of Bishopstoke Players to the Glebe Meadow working group in an advisory capacity

Recommendation: That officers invite groups who may be interested in hiring a new community building to contact the Council with a view to determining if there are other specific needs that may impact the design of the building

Full Council 11th March 2025 – Item 6 Safety of Lithium-Ion Batteries

Bishopstoke Parish Council has been asked to give its backing to a campaign for the Safety of Lithium-Ion Batteries. The Parliamentary Advisor to the charity Electrical Safety First, who works for Lord Foster, provided the following information:

ESF and Lord Foster launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 30th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues

- *That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.*
- *That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.*
- *That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.*
- *That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops. Currently this is not the case.*

This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 500 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.



Full Council 11th March 2025 – Item 7 Greening Campaign

The Greening Campaign has provided the following update:

So far, we have started:

*Toy Library - which has become a separate entity (small charity)
St Paul's community garden and pollinator patch*

Planted bulbs and sprinkled a few wildflower seeds at Sayers Road (let's see if these materialise).

We are working on:

*Offer raised beds to businesses in Bishopstoke
Introduce a wilder verge along Alan Drayton Way
Request different management of a couple more verges in Bishopstoke
(alongside Tree and Bee ones)
Possible community orchard (I will send a revised risk assessment soon) - with potential continued project*

The campaign will host a propagation and planting event, and finish with a community picnic/bbq all at St Paul's. We will also attend the carnival.

Unfortunately volunteers from the campaign also recently spent some time working on the community orchard without obtaining the required permission from the Parish Council. It has been made clear to the campaign that until suitable risk assessments are produced along with a clear plan for the intended work and estimates of the cost of future maintenance then Bishopstoke Parish Council will not be in a position to permit any work on the orchard.

VE DAY 80 8TH MAY 2025

Parish Council Events budget: £2,000

Budget allocated for planned Parish Events: £1,800

Current Budget remaining for VE Day: £200

Options to consider

Option		Item	Cost	Qty	Total
1	Bunting around the 6 play areas	RBLI VE Day 80 bunting 5m	£12.99	6	£77.94
		Union Jack bunting 20m	£5.49	6	£32.94
	Lamp post signs for Parish and Allotment noticeboards	RBLI VE Day 80 lamp post signs	£4.99	11	£54.89
		Total			
2	Bunting around the 6 play areas	RBLI VE Day 80 bunting 5m	£12.99	6	£77.94
		Union Jack bunting 20m	£5.49	6	£32.94
	Lamp post signs for Parish and Allotment noticeboards	RBLI VE Day 80 lamp post signs	£4.99	11	£54.89
		Lighting of the Lamp Light of Peace at 9.30pm	Red Oil Lamp	£55.00	1
	Total				£220.77

Option		Item	Cost	Qty	Total
3	Bunting around the 6 play areas	RBLI VE Day 80 bunting 5m	£12.99	6	£77.94
		Union Jack bunting 20m	£5.49	6	£32.94
	Lamp post signs for Parish and Allotment noticeboards	RBLI VE Day 80 lamp post signs	£4.99	11	£54.89
		Lighting of the Lamp Light of Peace at 9.30pm	VE Day 80 Red Lamp Light of Peace	£55.00	1
	Ringling of the Church bells at St Marys followed by a cup of tea and WI Official VE Day 80 cake	Tea, coffee, sugar and milk	£20.00	1	£20.00
		BCA Hall hire	£30.00	1	£30.00
		Cake ingredients	£20.00	1	£20.00
	Total				£290.77

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2025

1 SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2025 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and drafts expenditure budgets for the following year at its October and December Finance meetings, and also in the November Full Council meeting. The Full Council meeting in January approves both the expenditure budget and the level of precept for the following financial year.

The Council appoints a Finance Committee of five to seven Members who meet six times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets six times each year. It monitors progress by receiving relevant reports from the Finance Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk & RFO to the Council who acts as the Council's legal advisor and administrator and has responsibility for administering the Council's finances. Additional responsibilities are: advising on the day-to-day compliance with laws and regulations that the Council is subject to for managing risks; providing advice to help the Council ensure that its procedures, control systems and policies are adhered to and ensuring that the Council remains compliant with all relevant financial legislation.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check. The Council utilises Debit cards for staff expenses which are monitored by the Clerk & RFO and reported each month to the Finance Committee.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance Committee;
- the Clerk to the Council / Responsible Finance Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2024/25.

Adopted by Bishopstoke Parish Council on 11th March 2025

Minute reference: FULL_2425_M06/



Full Council 11th March 2025 – Item 10 Standing Orders

There are no recommended changes to the standing orders, however it is considered good practice to review and re-adopt standing orders each year. Therefore it is recommended that the Council re-adopt the Standing Orders unchanged.



COUNCIL & COMMITTEE MEETING DATES 2025 – 2026

Full Council (7 meetings)	Second Tuesday of every other month, beginning in May. 13 May; 8 July; 9 September; 11 November 13 January 2026, 10 March and 28 April
Finance (6 Meetings)	Second Tuesday of every other month beginning in June 10 June; 12 August; 14 October; 9 December; 10 February 2025 and 14 April
Assets (6 meetings)	Fourth Tuesday of every other month beginning in May 27 May; 22 July; 23 September; 25 November; 27 January 2025 and 24 March
People (3 meetings)	24 June; 28 October and 24 February 2025
Planning (23 meetings)	Second and fourth Tuesday of every month except the second Tuesday in May and the fourth Tuesday in December 13 May; 27 May; 10 June; 24 June; 8 July; 22 July; 12 August; 26 August; 9 September; 23 September; 14 October; 28 October; 11 November; 25 November; 9 December; 13 January 2025; 27 January; 10 February; 24 February; 10 March; 24 March; 14 April and 28 April
Parish Assembly (1 meeting)	21 April

Planning Committee meetings start at 7.00pm (doors open 6:45pm for inspection of planning applications when meeting in person).
The Parish Assembly starts at 7:00pm.
All other meetings start at 7:30pm.

These details are subject to change.



Full Council 11th March 2025 – Item 12

Terms of Reference

The Terms of Reference are re-adopted each year by Full Council, following recommendations from the various Committees. This year, due to the lack of planning applications, the Planning Committee has not had the opportunity to review their Terms. Additionally, there have been some amendments agreed by one Committee which should apply across the board, and some additional amendments recommended by the Clerk.

All green highlighted text is additional; red highlighted text is for removal and yellow highlighted text is for minor amendments.

Amendments covering all Terms of Reference consist of:

Amending section 1 to allow for changes to the Committee membership throughout the year.

Amending section 2 to include how to deal with the resignation of the Chair or Vice Chair of the Committee, should it happen, and changing the word “appointed” to “elected”.

Amending section 4 to allow for the agenda and document pack to be prepared by an officer other than the Clerk.

Amending section 5 to reflect the current practice of the Committee’s activities being reported via the Resolutions & Recommendations report received by Full Council but still allow for the possibility of the Chair or other member wanting to provide an additional report.

Amending section 7 to reflect changes in the Council’s Financial Regulations regarding the amount up to which a budget may be exceeded without a decision by Council.

TERMS OF REFERENCE FOR THE ASSETS COMMITTEE

1 Membership

- 1.1 The Committee membership shall comprise up to seven members, initially appointed at the Parish Council AGM in May and amended as appropriate throughout the year.

2 Chair

- 2.1 The Chair and Vice-Chair of the Committee will be elected at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be elected at that meeting. Upon resignation of the Chair, the Vice Chair will assume the Chair and a new Vice Chair elected from the remaining members. Upon resignation of the Vice Chair, a new Vice Chair will be elected from the remaining members.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.
- 4.2 The Clerk or other officer shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

5 Reporting

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one. The Chair, or, in their absence, the Vice-Chair or other

nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

7 Budget

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500 10% or £100, whichever is greater).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 To oversee the running of Council allotments.
 - 8.1.2 To oversee the management of burial matters, including the war memorial.
 - 8.1.3 To oversee the management of Council play and leisure areas.
 - 8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.
 - 8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.
 - 8.1.6 To oversee any work done under the Assets of Community Value programme.
 - 8.1.7 To oversee the maintenance of Council-owned and managed buildings.
 - 8.1.8 Use and maintenance of Council CCTV equipment.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 The takeover and management of any assets provided by developers.
 - 8.2.2 Any brand new or complete replacement play areas.
 - 8.2.3 The creation of any new open spaces.
 - 8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.
 - 8.2.5 CCTV policy.

TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

1 Membership

- 1.1 The Committee membership shall comprise up to seven members, initially appointed at the Parish Council AGM in May and amended as appropriate throughout the year.

2 Chair

- 2.1 The Chair and Vice-Chair of the Committee will be elected at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be elected at that meeting. Upon resignation of the Chair, the Vice Chair will assume the Chair and a new Vice Chair elected from the remaining members. Upon resignation of the Vice Chair, a new Vice Chair will be elected from the remaining members.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 Meetings of the Committee shall be held on the second Tuesday of every other month beginning in June unless otherwise decided at a previous meeting of either the Finance Committee or the Full Council.
- 4.2 If the Chair and appointed officer agree that there is no substantive business, meetings can be cancelled. Conversely, if it is agreed that there is a need, an emergency meeting can be called following the procedures outlined in standing orders.”
- 4.3 The appointed Clerk or other officer shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.4 The appointed officer Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated, and no later than two working weeks following the meeting.

5 Reporting

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one. The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except to:
- 6.1.1 Decide the date, time and place of its meetings.
 - 6.1.2 Identify and fill the training needs of the Committee, within the overall training budget specified by the Full Council.
 - 6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
 - 6.1.4 Decide upon relevant matters that do not commit directly to expenditure.
 - 6.1.5 Approve expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by up to £500 10% or £100, whichever is greater.
 - 6.1.6 Payments made to staff including mileage and reimbursement of out-of-pocket expenses.
 - 6.1.7 Any Grant aid applications brought before the Committee.
 - 6.1.8 Any financial policies with the exception of the Council Financial Regulations.

7 Budget

- 7.1 In addition to the budgetary decision-making powers outlined in section 6, the Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its other decision-making or delegated powers providing it is within a relevant budget assigned to the Committee by the Parish Council. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for that expenditure, or it exceeds the agreed budget by over £500 10% or £100, whichever is greater).

7.2 Any other expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Other Responsibilities

8.1 The Committee will have specific responsibility in the following areas:

8.1.1 Monitoring the Council's finances.

8.1.2 Overseeing the draft budget.

8.1.3 Overseeing the audit process.

8.1.4 Overseeing all contracts entered into by the Council.

8.1.5 Producing policies relating to financial matters.

8.2 The Committee will be expected to make recommendations on:

8.2.1 Expenditure exceeding £5,000 or exceeding annual budgets by more than £500 10% or £100, whichever is greater.

8.2.2 Changes to the published budget, including virement of sums from reserves.

8.2.3 The draft budget presented to Full Council in January.

8.2.4 Reports related to the audit process.

8.2.5 All consultations addressed to the Parish Council with the exception of those specified by the Terms of Reference of other Committees and Working Groups.

8.2.6 Amendments to the Financial Regulations.

**TERMS OF REFERENCE FOR THE
PEOPLE COMMITTEE**

1 Membership

- 1.1 The Committee will consist of the current Chair and Vice-Chair of the Council, and the Chairs of the Council Committees.
- 1.2 Where a single Councillor holds more than one of the relevant posts then a replacement committee member will be appointed as follows:
 - 1.2.1 If the Councillor is Chair or Vice Chair of the Council, AND a Committee Chair, then the Vice Chair of that committee will become a People Committee member.
 - 1.2.2 If the Councillor is Chair of two committees then the Vice Chair of whichever of those committees comes first out of Finance, Assets and Planning will become a member of the People Committee. If they are already a member then the Vice Chair of the second Committee will become a People Committee member.
 - 1.2.3 If there is no way to achieve five committee members from the existing Chairs and Vice Chairs then the Lead Member of the Communications Working Group will be appointed to the People Committee. If that does not resolve the situation then the Lead Member of the Glebe Meadow Working Group will be appointed, and finally, if necessary, the People Committee will vote to appoint a member from the remaining Councillors.
- 1.3 Where appropriate, other persons may be invited to attend one or more meetings.

2 Chair

- 2.1 The Chair of the Parish Council will Chair the Committee. In their absence, a Chair for the meeting will be appointed at that meeting.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 The Committee will meet on the fourth Tuesday of June, October and February unless otherwise decided at a previous meeting of either the People Committee or the Full Council, with additional meetings arranged if necessary.

- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated. In discussions relating to the appraisal of the Clerk, the notes will be taken by the Chair or other appointed person.

5 Reporting

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one. The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:
- 6.1.1 Date, Time and Place of its Meetings.
- 6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.
- 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
- 6.1.4 Policies relating to the Council's role as an employer.

7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over 10% or £100, whichever is greater).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 Policies relating to the Council's role as an employer.
 - 8.1.2 Allegations related to use of Council resources and facilities.
 - 8.1.3 Allegations related to code of conduct breaches.
 - 8.1.4 Amendments to staff documents such as contracts and job descriptions.
 - 8.1.5 Overseeing the appraisal process and in particular conducting the Clerk's appraisal.
 - 8.1.6 Overseeing the appointment process from agreeing the details of a vacancy through to appointing the successful applicant.
 - 8.1.7 Conducting an annual review of the requirements of the Council in relation to the roles of the officers and adjusting those roles accordingly.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 Staff remuneration and staffing levels.
 - 8.2.2 The mission statement and objectives of the Council.
 - 8.2.3 Sanctions as a result of misuse of Council resources and facilities or breaching the code of conduct.

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

1 Membership

- 1.1 The Committee membership shall comprise up to seven members, initially appointed at the Parish Council AGM in May and amended as appropriate throughout the year.

2 Chair

- 2.1 The Chair and Vice-Chair of the Committee will be elected at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be elected at that meeting. Upon resignation of the Chair, the Vice Chair will assume the Chair and a new Vice Chair elected from the remaining members. Upon resignation of the Vice Chair, a new Vice Chair will be elected from the remaining members.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting of either the Planning Committee or the Full Council, or if no applications are tabled for consideration.
- 4.2 The Clerk or other officer shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

5 Reporting

- 5.1 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one. The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

6.1 The Committee will have no power to make decisions on behalf of the Council except to:

6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 Decide the Parish Council response to planning applications.

6.1.5 Respond, on behalf of Bishopstoke Parish Council, to any Traffic Regulation Orders proposed within the parish.

7 Budget

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within a relevant budget assigned to the Committee by the Parish Council. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for that expenditure, or it exceeds the agreed budget by over **£500 10% or £100, whichever is greater**).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Planning Applications

8.1 The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.

8.2 The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.

8.3 The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting. This includes applications that arrived after the publication of the agenda, but prior to the meeting.

8.4 The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.

8.5 Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.

9 Other Responsibilities

- 9.1 The Committee will monitor, receive reports on and make recommendations on any development of 10 dwellings or more within the Parish. The Chair, or nominated representative, will endeavour to attend any relevant meetings concerning such developments.
- 9.2 The Committee will monitor, receive reports on and recommend responses to the progress of the Local Plan and any subsequent Strategic Growth Option within the Parish.
- 9.3 The Committee will make recommendations regarding any road names required by development within the Parish.
- 9.4 The Committee will monitor, and consider the impact on Bishopstoke of, major developments in nearby parishes.
- 9.5 The Committee will make recommendations to the Parish Council on any Planning Consultation.