

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 08 March 2016

**Present:** Cllr Cossey (Chairman), Thornton, Toher and Mignot

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** No members of the public were present.

### 33. Apologies

33.1 Apologies had been received from Cllr Parkinson-MacLachlan and Cllr Winstanley.

### 34. To Agree the Minutes of the Meeting held on 9 February 2016

34.1 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the meeting held on 9 February 2016 be accepted as a true record.

### 35. Matters Arising from the above Minutes

35.1 None.

### 36. Declarations of Interest and requests for Dispensations

36.1 None

### 37. Carnival Working Group's report

37.1 Cllr Parkinson-MacLachlan had sent in a report of her meeting with the Manager of the Toby Carvery. He is very keen to be involved and is happy for the duck races to go ahead again. He is also willing to host a car show, and advertise the Carnival.

### 38. RFO's Report, Budget Monitoring and Non-Confidential Payments

38.1 The RFO reported that a quote was still being waited for regarding the allotment soakaway – an on site meeting is expected in the near future. Also, the training budget will be overspent this year, but that is more than offset by savings in other areas.

38.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the budget report for February 2016 be noted.

38.3 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the non-confidential payments as tabled for February 2016 be approved.

### 39. Asset Management Review – to note

39.1 Brookfield. No news to report.

39.2 Allotment. The Clerk reported that he and the Assistant Clerk will be attending the allotment site meeting in April. Amongst other things, the provision of machinery will be discussed.

39.3 Cemetery. The Clerk reported that this year there has been 1 ashes opening in February and 2 planned for March. This brings the yearly totals to 2 burials, 6 burial re-openings, 5 new ashes plots and 11 ashes re-openings. The total number of internments this year stands at 24.

39.4 Parish Office. The Clerk reported that the 2<sup>nd</sup> light outside the Parish office has now been fully installed, as has a new noticeboard on the gates of Stoke Park Junior School.

#### **40. Street Art**

40.1 A link to the Eastleigh Borough Council draft policy on Street Art had been circulated prior to the meeting.

40.2 The Clerk reported that he had now had contact with Jo Calcutt, the Eastleigh Borough Council Street Art representative. She is attending a meeting at Bishopstoke Park to discuss the spending of their Street Art budget. Jo hopes to combine the budgets from Bishopstoke Park and the Cemex development further along Church Lane to make a fund of approximately £57,000. This should allow some savings to be made. She hopes to establish a steering group which will have a place on it for a Parish Councillor. She will attend the next meeting of the Finance and General Purposes Committee on 12 April to brief Cllrs on the results of that meeting.

#### **41. Health Provision in Bishopstoke – to comment**

41.1 Following an email from a resident, the Committee discussed local healthcare provision. It was agreed that a national lack of GPs is causing problems, but there are still things that can be done locally to help. The Committee expressed their support for reminding residents that the local pharmacy is often the best place to start.

41.2 The Committee asked the Clerk to write to the local surgery and the CCG expressing their concerns.

**Action: Clerk**

41.3 Cllr Thornton offered to look beyond the local area to discover what is being done differently in other parts of the country.

**Action: Cllr Thornton**

41.4 The Committee asked the Clerk to investigate who owns the land around Stokewood Surgery.

**Action: Clerk**

41.5 The Committee asked the Clerk to produce something to go on the noticeboards and / or in the newsletter regarding encouraging residents to use the local pharmacy.

**Action: Clerk**

41.6 The Chair requested that the matter be added to the agenda for the next Full Parish Council meeting.

**Action: Clerk**

#### **42. Standing Orders – to recommend amendments**

42.1 The recommended amendments had been circulated prior to the meeting.

42.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** that the changes to Standing Orders be approved.

#### **43. Social Media Working Group – terms of reference**

43.1 The Clerk reported that all necessary changes had been incorporated in Item 10 of the agenda, and so no discussion was necessary.

#### **44. Cemetery – to recommend**

44.1 A briefing note regarding the Cemetery had been circulated prior to the meeting.

44.2 A request has been received from a resident who wishes to book a burial site next to their spouse, who had been buried some considerable time ago. The usual policy is not to allow pre-booking, however there were some unusual circumstances which warranted the Committee's attention.

44.3 The Committee had a great deal of sympathy for the request but were aware that a number of similar requests have been turned down and so were wary of setting a precedent. However, the impending opening of the New Cemetery gives a potential opportunity.

44.4 The Assistant Clerk was asked to find out what rules apply after a Cemetery has been closed and to report at the next Finance and General Purposes meeting.

**Action: Assistant Clerk**

44.5 The Clerk and Assistant Clerk were requested to look at all the rules regarding burials and the Cemetery to ensure they are fit for purpose.

**Action: Clerk and Assistant Clerk**

#### **45. Parking on verges – to make recommendations**

45.1 Photographs showing some examples of verges being parked on had been circulated before the meeting.

45.2 The Clerk was asked to find out the process necessary for requesting "no parking" signs, and other means of prevention.

**Action: Clerk**

#### **46. Priorities for Bishopstoke – to comment**

46.1 A document showing the Borough's "Priorities for Bishopstoke" had been circulated prior to the meeting.

46.2 It was noted that the trampoline at Otter Close has already been replaced so the Clerk was asked to get the list amended.

**Action: Clerk**

46.3 Parking issues are becoming more of a concern across Bishopstoke generally so the Clerk was asked to stress this as a higher priority and produce a priority list of roads that are problem areas.

**Action: Clerk**

#### **47. Clerk's Report**

47.1 The Clerk reported that, following a complaint by a resident, the areas along Bishopstoke Road from the Hub to the Railway Bridge are being cleared of litter. Where the litter is not the responsibility of Eastleigh Borough Council, the Council is contacting the landowners to remind them of their own responsibility and also to offer to quote a price for the Borough team to clear the area for them.

47.2 Following another resident's concern, the Clerk is looking into the location of parking for the School Bus outside Stoke Park Infants' School. The Clerk will arrange a meeting with the Head of the School and report back.

47.3 The Clerk reported that he had attended the Devolution Workshop as well as undertaking further training. More training is to come, as well as the HALC Annual Conference. Following the training thus far received, the Clerk briefed that there will be some minor alterations to procedures introduced over the next few months, to keep Bishopstoke Parish Council up to date with best practice.

**48. Date, time and place of next meeting**

48.1 The next meeting will be on Tuesday 12 April 2016 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

**49. Motion for Confidential Business**

49.1 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**50. To approve payment of staff hours of work, mileage and out of pocket expenses for February 2016 (Confidential Business)**

50.1 Members noted the report tabled by the RFO which is attached to these minutes.

50.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously that the February 2016 staff payments be noted as tabled.

*There being no further business, the Chairman closed the Meeting at 08:30pm*

**Resolutions to be noted by the Full Parish Council**

- 34.1 that the minutes of the meeting held on 9 February 2016 be accepted as a true record.
- 38.2 that the budget report for February 2016 be noted.
- 38.3 that the non-confidential payments tabled for February 2016 be approved.
- 49.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 50.2 that the February 2016 staff payments be noted as tabled.

**Recommendations for consideration by the Full Parish Council**

- 42.2 that the changes to standing orders be approved.

**Payments in February 2016 in excess of £500 published in accordance with the Government's transparency directive**

Green Smile Ltd	Grounds maintenance	3195.73
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