Bishopstoke Parish Council

Listening to you

VIRTUAL MEETING

To find out how to attend online or by phone, or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07387 683675;
Or visit www.bishopstokepc.org/virtual-meetings

Members of the Parish Council are summoned to attend a meeting on Tuesday 26th January 2021 at 7.30pm. This virtual meeting is open to the public
All planning documents are available via the Eastleigh Borough Council planning portal.

AGENDA

PUBLIC SESSION

1. Apologies for Absence

2. Councillors' Questions

3. To adopt the Minutes of the Parish Council meeting held on 24 November 2020

4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda

5. Declarations of Interest and Requests for Dispensations

6. Reports from Committees – to note resolutions and to determine recommendations
- Planning Committee: 24 November, 8 December 2020 and 5 January 2021
- Finance & General Purposes: 8 December 2020 and 12 January 2021
- Buildings: 1 December 2020, 5 January 2021 and 12 January

7. Reports from Working Groups – to note, and to determine recommendations

8. To note the RFO's Report, and to approve the Statements of Account to 31 December 2020

9. To approve the expenditure budget for 2021-22

10. To approve funding for the expenditure budget for 2021-22, including the precept request

11. To discuss, amend and adopt the Grievance and Discipline Policy

12. To make decisions regarding potential use of CCTV in Bishopstoke

13. To discuss and decide upon recommendations regarding the Buildings Committee Terms of Reference

14. To note reports from County, Borough and Parish Councillors on matters of interest

15. To note the Clerk's Report

16. To consider content for the January 2021 Press Release

17. Date, time, place and agenda items for next meeting – Tuesday 23 February 2021 at 7.30pm online

18. Motion for confidential business

19. To approve staff working hours

D L Wheal

D L Wheal
Clerk to Bishopstoke Parish Council
20th January 2021

Members: Cllrs Toher (Chair), Harris (Vice Chair), Brown, Daly, Dean, Francis, Greenwood, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley

FULL_2021_A05

Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 24 November 2020

Present:
Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice Chair)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Anne Dean
Councillor Johanna Francis
Councillor Chris Greenwood
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance:
Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2021_M04/

Public Session

52 Apologies for Absence

52.1 Apologies had been received and accepted from Cllrs Parker-Jones and Roling.

53 Councillors' Questions

53.1 Cllr Tidridge requested that information given on how to attend virtual Council meetings be made clearer on both the agenda for the meetings and online, and that the Clerk publicise the extended period for allotment rent payments to be made. Cllr Tidridge also asked why noticeboards had not been updated with the agenda for this meeting. The Clerk noted that as government advice during the lockdown is only to go out for essential journeys, and legislation permits publication of meetings to be online only, the noticeboards had been left during this period. The Clerk confirmed that once restrictions are eased to the point where non-essential journeys are allowed then the updating of noticeboards will resume.

Action: Clerk

DRAFT

54 To adopt and sign Minutes of the Parish Council meeting held on 27 October 2020

54.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting.

54.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 27 October 2020 be adopted as a true record.

55 To consider Matters Arising from the above Minutes

55.1 There were no matters arising.

56 Declarations of Interest and Requests for Dispensations

56.1 There were no declarations or requests made.

Clerk's Note: Cllr Francis later contacted the Clerk to apologise for forgetting to declare an interest in the F&GP recommendation regarding allotment fees – the Cllr's husband is a plot holder.

57 Reports from Committees – to note resolutions and to determine recommendations

57.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

57.2 The resolutions of the Planning Committee meetings on 27 October and 10 November, the Finance & General Committee meeting on 10 November and the Buildings Committee meeting on 3 November were noted**.**

57.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the allotment fees should remain unchanged for the year 2021-22.

58 Reports from Working Groups – to note, and to determine recommendations

58.1 A report from the Cemeteries Working Group had been included with the supporting papers for this meeting.

58.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that amendments to the Cemeteries Working Group Terms of Reference be accepted; the Council agree to request the funds available from the Borough Council for new Cemetery gates and that memorials without interment be subject to the same doubling of fees for non-residents as other interment fees.

59 To note the RFO's Report, and to approve the Statements of Account to 31 October 2020

59.1 The RFO reported that there was nothing new to report since the Finance & General Purposes meeting of 10th November.

59.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to approve the Statements of Accounts to 31 October 2020.

DRAFT

60 To discuss the Climate Change Emergency (Cllr Tidridge)

60.1 This item had been withdrawn at the request of Cllr Tidridge.

61 To decide upon a grant request from MHA Communities Eastleigh

61.1 The Clerk noted that the applicant had provided extra information as requested and that the reason for the different amounts requested from different Councils was due to the different number of members the MHA has in each location.

61.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** with one abstention that the Council grant £800 to MHA Communities Eastleigh.

62 To approve use of Council property for the Churches' Christmas Tree Trail

62.1 The Clerk outlined the Churches' plans for a Christmas Tree Trail to replace the usual carol singing. Cllrs generally were in favour of the project and were happy to allow Shears Mill and the Cemetery to be used as locations. With regard to the Cemetery, the location of just inside the fence by the gates was suggested. The Council also stated they would appreciate more information about how the tree will be dressed. The Memorial Hall location will be discussed by the Buildings Committee at their meeting on Dec 1st.

Action: Clerk

62.2 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously to allow the placement of Christmas Trees at Shears Mill and the Cemetery.

63 To approve Burial Board fees for the year 2021-22

63.1 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously to maintain Burial Board fees at their current rate for another year.

64 To amend and approve the CCTV policy

64.1 An amended CCTV policy had been included in the supporting papers for this meeting.

64.2 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** that the CCTV policy be approved.

65 To discuss the updating of the Village Trail and, if needed, appoint a Task & Finish group

65.1 The Clerk outlined the discussions that had taken place at the previous Finance & General Purposes meeting regarding the updating of the village trail.

65.2 After discussion the Council agreed that they would go ahead with the project and create a Task and Finish Group to move it forward. Cllrs Tidridge, Thornton and Dean volunteered to be on the group.

65.3 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** unanimously to create a Task and Finish group to update the Village Trail with initial membership of Cllrs Tidridge, Thornton and Dean.

DRAFT

66 To make decisions regarding the Covid hardship fund

66.1 Cllr Toher outlined to the Council the idea of using the fund to help families with free school meal children over Christmas. The Clerk had been in contact with the two schools in Bishopstoke to determine numbers and estimated a total of around 120 children would qualify. The schools would be asked to pass on any contribution to the relevant families to avoid any data protection complications.

66.2 During discussion the Council debated whether to target the money at children in Bishopstoke who qualify or at children attending the two schools in Bishopstoke. It was agreed that attempting to find all the children in Bishopstoke who qualify would be a much more complicated task and so the simpler alternative was agreed. The potential amount was also discussed with proposals of £50 and £60 being tabled.

66.3 Proposed Cllr Thornton, Seconded Cllr Greenwood, **RESOLVED** that an amount of £60 per child be granted to each child at the two schools in Bishopstoke that qualifies for free school meals. The Clerk was requested to determine the best way of moving this forward.

Action: Clerk

67 To note reports from County, Borough and Parish Councillors on matters of interest

67.1 Cllrs Toher, Thornton, Tidridge and Harris had all circulated written reports for the Council. These are included as Appendix B in the minutes.

67.2 Cllr Daly asked whether the signs pointing to the local shops could be moved so that they point the right way. Cllr Winstanley noted this had already been reported to the County Council. Cllr Daly also asked whether a waste pipe abandoned near the Hub could be dealt with and was referred to the Borough Council. Finally Cllr Daly asked about the prospect of areas of Eastleigh being parished. Cllr Toher noted that she had attended a session on the white paper on devolution hosted by the Borough Council at which it was explained that if the government plans take place then there are currently some areas of Eastleigh that will have no local government representation as they do not have a parish council. The Borough plans to consult with local people to determine whether they wish to change this.

68 To receive the Clerk's Monthly Report

68.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix C.

68.2 The Clerk added that an engineer from SSEN was coming out to look at the substation bordering the Church Road play area the following day, the bench at the bottom of Underwood Road that is the subject of a resident's request appears to belong to the Parish Council.

68.3 The Clerk also noted that the Council had once again successfully passed the annual audit and wished to offer his congratulations to the RFO.

68.4 Cllr Daly asked whether, as the Council is looking into the electricity substation at Church Road it could also look at the substation on Alan Drayton Way. Cllr Daly was recommended to refer the issue to Hampshire County Council.

DRAFT

69 To consider content for the November 2020 Press Release

69.1 It was agreed that the press release would include: details of the grant to the MHA; the vouchers going to local school children; the Burial Board and Allotment fees remaining fixed; the extended time for allotment fee payment this year and the successful passing of the audit.

70 Date, time, place and agenda items for next meeting

70.1 The next meeting will be on Tuesday 26 January 2021, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

71 Motion for confidential business

71.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously 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.

72 To receive the YZone review and make decisions

72.1 After discussion Councillors agreed that, of the options presented, the best way forward was Option 7. Some Councillors indicated that a combination of Options 4 and 5 would be acceptable.

72.2 Proposed Cllr Moore, Seconded Cllr Greenwood, **RESOLVED** unanimously that the Council's preference for the future of the YZone be Option 7, followed by Options 4 & 5.

At this point the Clerk and RFO left the meeting. Cllr Toher took over the duty of minuting proceedings.

73 To approve staff salary recommendations

73.1 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with one abstention that the recommendation regarding the Clerk be approved.

73.2 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** unanimously that the recommendations regarding the Assistant Clerks be approved.

There being no further business, the Chair closed the meeting at 9:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

DRAFT

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Planning Committee held online commencing at 7.00pm on 24 November 2020

Present: Cllrs Brown (Chair), Dean, Francis, Greenwood, Mignot, Moore and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

PLAN_2021_M09/

Public Session

74 Apologies for Absence

74.1 All Councillors were present.

75 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 10 November 2020

75.1 The Minutes of the above meeting had been circulated prior to the meeting.

75.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 10 November 2020 be adopted as a true record.

76 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

76.1 There were no matters arising.

77 Declarations of Interest and Requests for Dispensations

77.1 There were no declarations or requests.

78 Consideration of Planning Applications

78.1 T/20/88978 – St Paul's Church– 1 Oak (T1) Reduce southern lateral canopy by 2 - 2.5m. Reduce height by 1m and shape into southern lateral canopy. Crown lift to 3m over church land; 1 Oak (T2) Reduce southern lateral canopy by up to 1m and shape – The Committee agreed to Raise No Objection to the application, but wished to add a comment questioning whether the removal of shade would in itself lead to the outside area being less usable in future.

78.2 T/20/89000 – Bishopstoke Manor – 1 Ginkgo Biloba (T1) - Reduce by approx 6 metres to roof height and shape to tidy. Insert a root barrier; 1 Sorbus aria (T2) - All around crown reduction by 2 metres and insert a root barrier – The Committee agreed to Raise No Objection to the application, but wished comment that they were disappointed there appeared to be no supporting evidence from tree specialists to back up the claims of subsidence.

78.3 No applications had arrived following the publication of the agenda.

79 Report on recent planning decisions

79.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

80 To receive the Clerk's Report

80.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

80.2 Cllr Toher questioned the Borough's response to Committee comments on the Environment Agency application at Shear's Mill. The Clerk noted that, as the application only mentions a walkway rather than specifically applies for permission to construct one, the application was considered to only relate to trees.

81 Date, time, place and agenda items for next meeting

81.1 The next scheduled meeting is on Tuesday 8th December at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 30th November 2020.

82 Motion for Confidential Business

82.1 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

83 Reported Breaches of Development Control (Confidential Business)

83.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

There being no further business, the Chair closed the meeting at 7.13pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Planning Committee held online commencing at 7.00pm on 12 December 2020

Present: Cllrs Brown (Chair), Greenwood, Mignot, Moore and Toher (from para 88.2)

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

PLAN_2021_M10/

Public Session

84 Apologies for Absence

84.1 Apologies had been received and were accepted from Cllrs Dean and Francis.

85 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 24 November 2020

85.1 The Minutes of the above meeting had been circulated prior to the meeting.

85.2 Proposed Cllr Greenwood, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 24 November 2020 be adopted as a true record.

86 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

86.1 There were no matters arising.

87 Declarations of Interest and Requests for Dispensations

87.1 There were no declarations or requests.

88 Consideration of Planning Applications

88.1 H/20/89255 – 18 Nelson Road – Two storey rear extension – The Committee agreed to Raise No Objection to the application.

Cllr Toher arrived at this point.

88.2 H/20/89274 – 4 Abbotsbury Road – Replacement of tile hanging with weatherboard cladding to front elevation – The Committee agreed to Raise No Objection to the application.

88.3 T/20/89155 – Land adjacent to 10 Wooderson Close – 1 Oak (T1) Fell; 5 Oak (T2-T6) cut back lateral branches over garden by 2.5 metres – The Committee agreed to object on the grounds that, as the trees were healthy and there was no damage to property there is no reason to fell.

88.4 H/20/89340 – 3 Charden Road – Single storey side/rear Extension providing accessible accommodation and forming link to existing detached garage, garage conversion, revised scheme to previously approved H/20/88373 – The Committee agreed to Raise No Objection to the application.

88.5 No applications had arrived following the publication of the agenda.

89 Report on recent planning decisions

89.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

90 To receive the Clerk's Report

90.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

90.2 The Clerk informed the Committee that the meeting to discuss the airport runway extension has now been put back to January, and thanked Cllr Parker-Jones for the information.

91 Date, time, place and agenda items for next meeting

91.1 The next scheduled meeting is on Tuesday 12h January 2021 at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 4th January 2021.

92 Motion for Confidential Business

92.1 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

93 Reported Breaches of Development Control (Confidential Business)

93.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

93.2 The Chair noted that it would be useful if more meaningful information could be included on the report from the Borough and asked the Clerk to contact the Borough regarding this.

Action: Clerk

There being no further business, the Chair closed the meeting at 7.27pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Planning Committee held online commencing at 7.00pm on 5 January 2021

Present: Cllrs Brown (Chair), Dean, Francis, Mignot, and Moore

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Winstanley

Public Attendance: 0 members of the public were present

PLAN_2021_M11/

Public Session

94 Apologies for Absence

94.1 Apologies had been received and were accepted from Cllrs Greenwood and Toher.

95 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 8 December 2020

95.1 The Minutes of the above meeting had been circulated prior to the meeting.

95.2 Proposed Cllr Moore, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 8 December 2020 be adopted as a true record.

96 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

96.1 There were no matters arising.

97 Declarations of Interest and Requests for Dispensations

97.1 There were no declarations or requests.

98 Consideration of Planning Applications

98.1 H/20/89201 – 258 Fair Oak Road – Erection of two storey side extension, demolition of existing conservatory and erection of single storey rear extension and first floor rear extension – The Committee agreed to Raise No Objection to the application but wished to request that the builders be reminded to consider others in parking their vans and placing their skips.

98.2 H/20/89210 – 8 Manor Farm Close – New front porch and log cabin in front garden – The Committee agreed to Raise No Objection to the application but wished to request that the builders be reminded to consider others in parking their vans and placing their skips.

98.3 T/20/89328 – Land to the rear of 7 Burrow Hill Place – 1 no. Oak - Within woodland strip to the rear of the garden, crown reduce by 3 metres – The Committee agreed to Raise No Objection to the application.

98.4 T/20/89405 – Orchard Gardens Care Home – 1 no. Oak (T6) and 2 no. Scots Pine (T7 and T9)– The Committee agreed to Raise No Objection to the application, but wished to request that if any of the work done results in the removal of woodpecker holes, that replacement woodpecker nesting boxes be provided.

98.5 H/20/89433 – 4 Earls Close – Extension of existing garage to provide home office and alternation to external roof and wall materials – The Committee agreed to Raise No Objection to the application.

98.6 The Clerk reported that one application had arrived since the agenda was published, but as it was a Parish Council application for tree work at St Mary's Church it would not be considered by the Committee in line with standard practice.

99 Report on recent planning decisions

99.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

100 To receive the Clerk's Report

100.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

101 Date, time, place and agenda items for next meeting

101.1 The next scheduled meeting is on Tuesday 26th January 2021 at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 18th January 2021.

102 Motion for Confidential Business

102.1 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

103 Reported Breaches of Development Control (Confidential Business)

103.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

There being no further business, the Chair closed the meeting at 7.28pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

DRAFT

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 8 December 2020

Present: Cllrs Tidridge (Chair), Harris, Parker-Jones, Thornton (from para 38.2), Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

FGP_2021_M04/

33 Apologies for Absence

33.1 Apologies had been received and were accepted from Cllr Dean.

34 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 10 November 2020

34.1 The Minutes of the above meeting had been circulated prior to the meeting.

34.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 10 November 2020 be accepted as a true record.

35 To consider Matters Arising from the above Minutes

35.1 Cllr Tidridge noted that the Bishopstoke, Fair Oak and Horton Heath Local Area Committee is purchasing a "smiley face" speed monitoring device.

36 Declarations of Interest and Requests for Dispensations

36.1 There were no declarations or requests.

37 To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for November 2020

37.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

37.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for November 2020.

38 To consider the draft expenditure budget and make recommendations

38.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted. Officers noted that the number of projects being added to the budget meant that having no increase in Council Tax would leave the Council in a precarious financial position.

38.2 Cllr Parker-Jones indicated that it is unlikely that Stoke Common Cemetery will be offered to the Parish Council during the next financial year and so proposed spending on the Cemetery could be removed from the budget. Cllr Tidridge suggested asking the Borough Council for funding towards the map boards and village trails projects. After further discussion Cllrs agreed that the repairs to the path by the office could be postponed, the map boards project could be staggered over more than one year and that it may be necessary to bring the grant budget back to its normal level. The Officers were requested to prepare a budget with a zero percent precept rise in mind, and to give the Council options for including the various other projects. Officers were also requested to contact the Borough regarding any potential available developer funds.

Action: Officers

39 To make recommendations on a grant for Bishopstoke Evangelical Church

39.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that Bishopstoke Evangelical Church receive a grant of £2,000.

40 To discuss a request from the Buildings Committee and make recommendations

40.1 After discussion the Committee agreed to support the request for the Buildings Committee to assume responsibility for play areas and allotments but had concerns about including CCTV as some felt responsibility for the decisions on whether to have CCTV and where to place it should rest with the Full Council. It was noted that terms of reference can be written to ensure that in certain areas the Committee could only make recommendations, as with grant requests to the Finance and General Purposes Committee.

40.2 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** with 3 votes for, 3 against, and the Chair casting her vote in favour, that responsibility for CCTV be removed from the recommendation.

40.3 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RECOMMENDED**, with Cllr Harris abstaining, that the Buildings Committee assume responsibility for the play areas and allotments.

41 To note the Clerk's Report, including an update on Parish Council assets

41.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

41.2 Cllr Tidridge asked if there was a date set for the installation of signs at the play areas. The Clerk informed the Committee that the contractor had had the signs for more than a week now and had provided a quote at the beginning of the week which had been accepted. It is therefore hoped that the signs will be installed in the next few days. The Clerk also confirmed that signs will be going up at every gate to a play area.

41.3 Cllr Parker-Jones asked if there had been any update from Morelands Camping regarding their grant request. The Clerk replied that there was nothing new to report.

42 Date, time, place and agenda items for next meeting

42.1 The next meeting is scheduled to be on Tuesday 12th January 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 4th January 2021.

There being no further business, the Chair closed the meeting at 8:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 12 January 2021

Present: Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Thornton, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

FGP_2021_M05/

43 Apologies for Absence

43.1 All Cllrs were present.

44 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 December 2020

44.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr Toher noted that the record of those present did not indicate when Cllr Thornton had arrived and asked for that to be added.

Action: Clerk

44.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 8 December 2020, as amended in 44.1, be accepted as a true record.

45 To consider Matters Arising from the above Minutes

45.1 There were no matters arising.

46 Declarations of Interest and Requests for Dispensations

46.1 Cllr Toher declared an interest in item 6 – the grant request from Bishopstoke Methodist Church.

47 To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for December 2020

47.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. Additionally the Committee congratulated the RFO on passing the CiLCA qualification. The RFO thanked the Council for funding 50% of the course.

47.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring for December 2020.

47.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Payments Report for December 2020.

DRAFT

48 To make recommendations on a grant request from Bishopstoke Methodist Church

48.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED**, with Cllr Toher abstaining due to her declared interest, that Bishopstoke Evangelical Church receive a grant of £1,120.

49 To consider the draft expenditure budget and make recommendations

49.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted.

49.2 The Clerk advised the Committee that it appears likely the Borough will grant money towards the Village Trail and Map Board projects. The Committee discussed keeping the band D Council tax request fixed for the coming year. It was felt that, in the current climate, it was the appropriate thing to do. The Clerk and RFO noted that this proposal would potentially leave the Council at greater financial risk over the next few years and could lead to increased rises being necessary in the short term. The Committee indicated that they would rather provide what assistance they could at the present time.

49.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to recommend the draft expenditure budget to Full Council.

50 To make recommendations on funding the draft budget and the precept request

50.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the band D Council Tax for Bishopstoke remain unchanged from the previous year.

51 To note the Clerk's Report, including an update on Parish Council assets

51.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

51.2 The Clerk informed the Committee that a company had been contacted with a view to replacing the parish office fire door and the broken Memorial Hall window. The RFO noted that two different types of door were available (the standard push bar and a turn lock). The company recommended that the turn lock option is more secure and the company that provide fire safety inspections for the Council had approved this as being acceptable given the standard usage of the office. Cllrs were concerned that any fire door should be as accessible as possible and that a turn lock system may be problematic in this regard. The Clerk informed the Committee that the company will be asked about the accessibility of each system and, if there is a difference, then the more accessible door will be selected. Cllr Toher also asked that Officers also investigate putting in place a ramp for the fire exit.

Action: Officers

52 Date, time, place and agenda items for next meeting

52.1 The next meeting is scheduled to be on Tuesday 9th February 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 1st February 2021.

There being no further business, the Chair closed the meeting at 8:10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 1 December 2020

Present: Cllrs Winstanley (Chair), Greenwood, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present

BUILD_2021_M03/

Public Session

21 Apologies for Absence

21.1 Apologies were accepted from Cllr Dean.

22 To adopt the minutes of the Buildings Committee meeting held on 3 November 2020

22.1 The minutes of the above meeting had been circulated prior to the meeting.

22.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 3 November 2020.

23 To consider matters arising from the above minutes not covered elsewhere on the agenda

23.1 There were no matters arising.

24 Declarations of Interest and Requests for Dispensation

24.1 There were no declarations or requests.

25 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps

25.1 The RFO's reported that as the building has been shut since the last Buildings Committee meeting there was little to report. We are still waiting for the roof repairs to begin due to a delay in supply of materials. Hirers are disappointed that the Hall is not opening on 2nd December but understand the reasons and are looking forward to reopening in the new year.

26 To receive a report on Parish-owned buildings, and to make any necessary decisions

26.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

27. To receive a report from Council representatives to other community buildings

27.1 Cllr Harris had circulated a report on a meeting of the Community Building Managers' Network Meeting held by One Community. It is included in the minutes as Appendix B.

27.2 Cllr Winstanley updated the Committee on the Bishopstoke Community Association. The pre-school has continued to use the building throughout the lockdown, as permitted. Pilates will be resuming on Wednesday 2nd December and other hirers in the new year. Work is still being planned to prevent future flooding incidents.

28 To approve the use of the Memorial Hall for the Christmas Tree Trail

28.1 The Clerk updated the Committee on the latest information from the Churches on how the trees would be decorated.

28.2 After discussion the Committee agreed that they were happy for a tree to be placed at the Memorial Hall and thought that at the bottom of the grass slope, next to the noticeboard, would be a good location. This would allow additional tying off of the tree for support.

28.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to accept the request from the Churches to locate a Christmas tree at the Hall provided it is located next to the noticeboard.

29 To recommend amending the Terms of Reference to include play areas and any other appropriate area of Council responsibility

29.1 The Clerk outlined the need for Councillors to have the capacity to make early decisions regarding play areas, especially in light of the recent discussions regarding the fencing at Church Road play area. Both the Chair of the Council and the Chair of the Committee had been contacted by the Clerk prior to the meeting and both accepted the premise of play areas generally becoming part of the remit of the Buildings Committee.

29.2 The Committee wished to ensure that all "play" items were covered by this, including the skate park, the bike track at Brookfield and the MUGA, also at Brookfield. The Committee also wanted to ensure that all fencing at these sites was included in the Terms of Reference amendment. Cllr Toher informed the Committee of concerns that had been raised that perhaps this might be too much work to take on for the Committee, but the Committee felt that they would be able to cope.

29.3 The Committee also discussed adding responsibility for CCTV to their remit. It was felt that, as Parish buildings and play areas are two of the more likely areas that may utilise CCTV then it would make sense for the systems protecting those assets to fall within the same Committee.

29.4 The Committee then discussed adding allotments to their responsibilities. It was accepted that allotments would be a more involved commitment than play areas or CCTV and so increasing the size of the Committee to a maximum of 7 members was discussed. It was then suggested that the Committee be renamed the "Assets Committee" if all these changes are to take place.

29.5 The Committee felt it would be appropriate to make a request of the Finance & General Purposes Committee to relinquish any areas that may traditionally have fallen to them to decide, before then recommending changes in Terms of Reference to Full Council. The request would need to cover all relevant areas covered during the discussion that had just taken place. The Committee asked the Clerk to add an item to the next F&GP Committee agenda.

Action: Clerk

29.6 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee request, via the Finance & General Purposes Committee, to add responsibility for play areas as described in 29.2, the fencing of those areas, CCTV and allotments to their Terms of Reference

30 To discuss fencing at Parish Council play areas and make recommendations

30.1 The Clerk noted that although play areas were not yet part of the responsibility of the Committee, he felt it was important to at least begin the discussion of what to do with the Church Road play area, and hopefully extend that conversation to the treatment of the other play areas in the parish.

30.2 The Committee felt strongly that fencing around play areas needs to be practical and cheap, and so would not suit the more artistic style of fencing. However, it was also agreed that enhancing the fencing with either additional inlaid shapes, or themed banners, would make for a more attractive surround for any given play area. The Clerk noted that decorative fencing being considered for the surround of the War Memorial is expected to cost in the region of £1,300 to purchase and install, and many of the play areas have significantly longer stretches of fencing that would potentially need replacing.

30.3 Proposed Cllr Toher, Seconded Cllr Greenwood, **RECOMMENDED** unanimously that Church Road, and all other play areas, should have standard, hooped, play area fencing which can then have enhancements added later.

31 To receive the Clerk's Report

31.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

31.2 Cllr Toher added that the parents of the soldier whose name had been added to the memorial this year had been invited to the Armistice Day proceedings and that they very much appreciated the invitation. Additionally, both Cllr Winstanley and Cllr Toher had been videoed laying wreaths for the Remembrance Day service at St Mary's Church.

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

32.1 The next Buildings Committee meeting will take place on Tuesday 5th January 2021 at 7:00pm online. Agenda items to the Clerk by Monday 28th December 2020 please.

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There being no further business, the Chair closed the meeting at 8:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Buildings Committee held online at 7.30pm on 5 January 2021

Present: Cllrs Winstanley (Chair), Dean and Harris

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
Cllr Parker-Jones

Public Session 0 members of the public were present

BUILD_2021_M04/

Public Session

33 Apologies for Absence

33.1 Apologies were accepted from Cllrs Greenwood and Toher.

34 To adopt the minutes of the Buildings Committee meeting held on 1 December 2020

34.1 The minutes of the above meeting had been circulated prior to the meeting.

34.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 1 December 2020.

35 To consider matters arising from the above minutes not covered elsewhere on the agenda

35.1 There were no matters arising.

36 Declarations of Interest and Requests for Dispensation

36.1 There were no declarations or requests.

37 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps

37.1 The RFO reported that as the building had remained closed over the Christmas period and, following the new national lockdown would remain so. The Clerk reported that a window had been broken around new year and that he and Cllr Toher had attended and made temporary repairs. A contractor had been called in the following morning to board the window up properly. The clean up and window replacement is being arranged by the RFO. During the repair work the Clerk had noted that the newly installed ramp for the fire exit on the Meadow side of the building is slippery when wet. Discussions are continuing as to the best way to solve this. Additionally, whilst all the necessary fire safety work has now been completed, the Committee may wish to consider providing a concrete surface along that side of the building so that people exiting in an emergency do not risk slipping and tripping in the mud and leaves. A report on this will be brought to a future Committee meeting.

Action: Clerk

37.2 The RFO also reported that there had been a request from an under 5 group to use the Hall as they are struggling to find other venues. After discussion the Committee agreed that in the current climate, they would not open the Hall but wished to allow the hire as soon as government regulations allow.

37.3 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the potential hirer be notified that as soon as the Committee believes government regulations allow the Hall to open, they will be contacted.

37.4 The RFO noted the continuing struggle to get the contractor out to board over the leaking part of the roof. The Committee agreed that they wished to see a risk assessment and asbestos management scheme from the contractor before any work goes ahead. The RFO was also requested to contact other potential contractors to provide alternatives if the current problems continue.

Action: RFO

38 To receive a report on Parish-owned buildings, and to make any necessary decisions

38.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

38.2 The Clerk additionally noted that Cllr Harris had reported that some of the lights at Shears Mill are out. The Clerk will investigate that this week and arrange for their replacement.

39 To receive a report from Council representatives to other community buildings

39.1 Cllr Winstanley updated the Committee on the Bishopstoke Community Association. All hiring apart from the pre-school has now ceased due to the new lockdown.

40 To discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities

40.1 The Clerk noted that at the previous Buildings Committee meeting a decision had been reached to recommend that the Committee take responsibility for play areas, allotments and CCTV. A decision had also been taken to request that the Finance & General Purposes Committee support this. This was because the three areas could currently be regarded as being the responsibility of F&GP. F&GP agreed to support play areas and allotments being the responsibility of Buildings, but not CCTV. This means that two different recommendations will go to Full Council for consideration. One of the concerns of F&GP had been that use of CCTV is such a sensitive area that it should be the responsibility of Full Council. It was noted at F&GP that it is possible to designate some areas as “recommendation only” so that ultimate responsibility does lie with Full Council, and the way grant applications are treated was given as an example of this.

40.2 The Clerk indicated that he had included all three areas recommended by Buildings in the amended Terms of Reference. At this point, the Committee could vote to accept, with potential amendments, all the changes; they could vote to accept the position of F&GP that CCTV should be the responsibility of Full Council alone; they could even vote to remove all changes and withdraw the original recommendation.

40.3 Cllr Parker-Jones indicated that she believed the matter had been settled by F&GP and therefore the CCTV element should not be being discussed. The Clerk noted that as the original recommendation had come from the Buildings Committee, and that F&GP had only been asked to support it, it was now up to Buildings to decide whether to continue with their original recommendation or amend it.

40.4 During the discussion, the meeting was suspended for several minutes as Cllr Dean had connection problems and the meeting was not quorate without her. Cllrs agreed that CCTV had a place with the Buildings Committee as the likelihood is that any systems approved by the Council will be

placed in or on the buildings supervised by the Committee, or within the allotments. Cllr Harris wished to change the wording of item 6.1.7 in the terms of reference to replace the word “running” with “operation” in order to avoid confusion about where major decisions lie. Cllr Harris also wanted to make it clear that any work done by the Buildings Committee would be in line with Parish Council policy. Cllr Dean indicated she would rather limit 6.1.7 to maintenance only.

40.5 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** that the wording of 6.1.7 be amended to read “Deciding all matters pertaining to the maintenance and operation of existing CCTV equipment within Council policy”.

40.6 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the additional clauses 6.1.5 and 6.1.6 in the Buildings Committee Terms of Reference be adopted.

40.7 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED**, with Cllr Dean abstaining, that clause 6.1.7 in the Buildings Committee Terms of Reference, as amended in 40.5, be adopted.

40.8 Discussion now moved to section 8 of the Terms of Reference. Cllr Parker-Jones indicated that she did not believe the Buildings Committee should be able to make recommendations on CCTV policy, purchase or placement as it was her belief that recommendations from Committees do not get fully discussed at Full Council.

At this point Cllr Dean’s connection was lost again and she was unable to reconnect. As the meeting was no longer quorate further discussion was suspended until a future meeting. The Clerk indicated that he would call the meeting for the following Tuesday at 7pm.

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The meeting being suspended due to lack of a quorum, the Chair closed the meeting at 8:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 12 January 2021

Present: Cllrs Winstanley (Chair), Dean, Greenwood, Harris and Toher

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

Public Session 0 members of the public were present

BUILD_2021_M05/

Public Session

41 Apologies for Absence

41.1 All Councillors were present.

42 To adopt the minutes of the Buildings Committee meeting held on 5 January 2021

42.1 The minutes of the above meeting had been circulated prior to the meeting.

42.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 5 January 2021.

43 To consider matters arising from the above minutes not covered elsewhere on the agenda

43.1 There were no matters arising.

44 Declarations of Interest and Requests for Dispensation

44.1 There were no declarations or requests.

45 To discuss and recommend amendments to the Terms of Reference in light of potential additional responsibilities

45.1 The Clerk recapped the discussion on this topic from the previous meeting. All the new clauses in section 6 of the Terms of Reference had been approved for recommendation to Full Council. The previous meeting had been suspended at that point after Cllr Dean's connection had dropped leaving the meeting inquorate.

45.2 After discussion the Chair proposed separating the proposed clauses in section 8 into three pairs – a pair that refer to play areas, another to allotments and the final pair referring to CCTV.

45.3 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** that clauses 8.1.9 and 8.1.10 be adopted.

45.4 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** that clauses 8.1.11 and 8.1.12 be adopted.

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45.5 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** that clauses 8.1.13 and 8.1.14 be adopted.

45.6 Cllr Winstanley reminded the Committee that at the December meeting there had been a suggestion that the Committee name been changed to "Assets" to reflect the changing responsibilities it wished to take on. Additionally, there was a suggestion that the maximum membership be increased to 7.

45.7 Proposed Cllr Toher, Seconded Cllr Greenwood, **RECOMMENDED** that, subject to the changes in responsibility being approved by Full Council, the name of the Committee be changed to the Assets Committee and the maximum membership be increased to 7.

46 To receive the Clerk's report

46.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix A.

47 To agree the date and time for the next meeting – Tuesday 2nd February 2021 at 7:00pm

47.1 The next Buildings Committee meeting will take place on Tuesday 2nd February 2021 at 7:00pm online. Agenda items to the Clerk by Monday 25th January 2021 please.

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There being no further business, the Chair closed the meeting at 7:30pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 26 JANUARY 2021

MONTHLY STATEMENT OF ACCOUNT November 2020

Start **01/11/2020**

End **30/11/2020**

Fund Movements

Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 35,625.69	£ 1,685.00		£ 28,693.68		£ 8,617.01
EBC	£ 287,661.37					£ 287,661.37
Total	£ 323,287.06	£ 1,685.00	£ -	£ 28,693.68	£ -	£ 296,278.38

Receipts in detail	
Burial Board	
Allotments	£ 1,685.00
Carnival	
VAT refund	
Insurance	
Misc.	
Total	£ 1,685.00

VAT	
Previously Claimed	£ 87,534.18
Claimed in November	
Unclaimed	

EBC Loan Account Summary

		Money In			Money Out	
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Nov 20	£ 131,613.94	£ 230,904.24	£ 4,589.60	£ 553.59	£ 80,000.00	£ 287,661.37
Nov 20						£ 287,661.37

Notes

PARISH COUNCIL MEETING ON 26 JANUARY 2021

MONTHLY STATEMENT OF ACCOUNT December 2020

Start **01/12/2020**

End **31/12/2020**

Fund Movements

Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 8,617.01	£ 2,780.83	£ 40,000.00	£ 25,177.58		£ 26,220.26
EBC	£ 287,661.37				£ 40,000.00	£ 247,661.37
Total	£ 296,278.38	£ 2,780.83	£ 40,000.00	£ 25,177.58	£ 40,000.00	£ 273,881.63

Receipts in detail	
Burial Board	£ 500.00
Allotments	£ 2,280.83
Carnival	
VAT refund	
Insurance	
Misc.	
Total	£ 2,780.83

VAT	
Previously Claimed	£ 87,534.18
Claimed in December	
Unclaimed	

EBC Loan Account Summary

		Money In			Money Out	
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Dec 20	£ 131,613.94	£ 230,904.24	£ 4,589.60	£ 553.59	£ 80,000.00	£ 287,661.37
Dec 20					£ 40,000.00	£ 247,661.37

Notes

Bishopstoke Parish Council
Final Budget 2021/22

INCOME

		2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Admin							
100	Precept	£219,889.82	£230,904.24	£230,904.24	£0.00	£230,904.24	£231,399.37
110	Council Tax Support Grant	£9,162.08	£4,500.00	£4,589.60	£0.00	£4,589.60	£0.00
120	Interest Receivable	£1,066.11	£200.00	£553.59	£200.00	£753.59	£500.00
130	Grants	£21,911.33	£0.00	£0.00	£0.00	£0.00	£15,000.00
140	General	£690.00	£0.00	£0.00	£0.00	£0.00	£0.00
160	Insurance Claim	£0.00	£0.00	£3,426.21	£0.00	£3,426.21	£0.00
Total Admin		**£252,719.34**	**£235,604.24**	**£239,473.64**	**£200.00**	**£239,673.64**	**£246,899.37**
Community							
500	Carnival	£3,250.00	£3,500.00	£0.00	£0.00	£0.00	£3,500.00
Total Community		**£3,250.00**	**£3,500.00**	**£0.00**	**£0.00**	**£0.00**	**£3,500.00**
Burial Ground							
800	Interment Total	£8,300.00	£10,000.00	£6,650.00	£1,150.00	£7,800.00	£12,000.00
810	Burial Grant Purchase Total	£7,100.00	£0.00	£3,630.00	£470.00	£4,100.00	£4,000.00
820	Grant Transfer Total	£230.00	£0.00	£150.00	£0.00	£150.00	£150.00
830	Memorials Total	£4,185.00	£2,000.00	£2,155.00	£380.00	£2,535.00	£2,000.00
840	Donations / Recovered Costs Total	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		**£20,025.00**	**£12,000.00**	**£12,585.00**	**£2,000.00**	**£14,585.00**	**£18,150.00**
Allotments							
900	Rent Total	£4,905.35	£5,000.00	£4,104.50	£1,895.50	£6,000.00	£7,000.00
910	Deposits Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	**Allotments**	**£4,905.35**	**£5,000.00**	**£4,104.50**	**£1,895.50**	**£6,000.00**	**£7,000.00**
Total	**Income**	**£280,899.69**	**£256,104.24**	**£256,163.14**	**£4,095.50**	**£260,258.64**	**£275,549.37**

Bishopstoke Parish Council
Final Budget 2021/22

EXPENDITURE

		2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
1000	Salaries Total	£44,009.00	£55,000.00	£49,048.09	£15,938.40	£64,986.49	£62,000.00
1001	NI Total	£12,538.46	£16,000.00	£3,223.44	£999.00	£4,222.44	£4,800.00
1002	Pensions Total	£14,578.29	£17,500.00	£9,275.04	£3,111.00	£12,386.04	£15,000.00
1003	Staff Expenses Total	£1,416.18	£1,948.00	£1,492.44	£767.00	£2,259.44	£2,803.00
1100	Staff Training Total	£524.00	£1,000.00	£0.00	£500.00	£500.00	£1,000.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£592.84	£1,000.00	£452.57	£547.43	£1,000.00	£1,000.00
1500	Printer Ink	£874.40	£1,000.00	£56.11	£500.00	£556.11	£1,000.00
Total Admin		**£74,533.17**	**£93,648.00**	**£63,547.69**	**£22,562.83**	**£86,110.52**	**£87,803.00**
Council							
2000	Audit	£1,350.00	£1,500.00	£1,350.00	£0.00	£1,350.00	£1,500.00
2100	Insurance	£2,130.41	£2,200.00	£2,494.22	£0.00	£2,494.22	£3,000.00
2200	Professional Memberships	£2,469.66	£2,500.00	£1,803.22	£696.78	£2,500.00	£2,500.00
2300	Room Hire	£50.00	£200.00	£0.00	£0.00	£0.00	£200.00
2400	Reference Materials	£187.49	£200.00	£0.00	£120.00	£120.00	£200.00
2500	Councillor Elections	£0.00	£8,000.00	£0.00	£0.00	£0.00	£8,000.00
2501	Councillor Training	£45.00	£1,500.00	£0.00	£0.00	£0.00	£1,500.00
2502	Chair's Expenses	£40.14	£150.00	£0.00	£100.00	£100.00	£150.00
2503	Councillor's Expenses	£0.00	£0.00	£0.00	£420.00	£420.00	£200.00
2600	IT Software / Subscriptions	£2,622.90	£1,000.00	£2,167.78	£1,458.22	£3,626.00	£3,500.00
Total Council		**£8,895.60**	**£17,250.00**	**£7,815.22**	**£2,795.00**	**£10,610.22**	**£20,750.00**

Bishopstoke Parish Council
Final Budget 2021/22

		2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Buildings							
3000	Grounds Contract Total	£427.80	£430.00	£320.85	£128.34	£449.19	£500.00
3100	Additional Grounds Maintenance Total	£25.00	£200.00	£212.00	£200.00	£412.00	£400.00
3200	Furnishings	£174.16	£500.00	£241.46	£258.54	£500.00	£500.00
3300	Cleaning Total	£550.00	£650.00	£340.00	£310.00	£650.00	£650.00
3400	IT equipment Purchase	£3,387.82	£5,500.00	£162.08	£5,337.92	£5,500.00	£1,500.00
3401	IT Equipment Maintenane	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
3500	Maintenance Total	£363.30	£600.00	£615.60	£0.00	£615.60	£600.00
3900	Utilities - Electricity Total	£750.98	£850.00	£447.54	£120.00	£567.54	£850.00
Total Buildings		**£5,679.06**	**£8,930.00**	**£2,339.53**	**£6,554.80**	**£8,894.33**	**£5,200.00**
Communications							
4000	Email	£0.00	£0.00	£49.43	£1,200.00	£1,249.43	£1,500.00
4100	Websites	£0.00	£2,500.00	£0.00	£1,000.00	£1,000.00	£1,000.00
4200	Office Landline	£301.07	£350.00	£296.98	112.35	£409.33	500
4300	Office Broadband	£300.00	£350.00	£155.35		£155.35	
4400	Newsletter Printing	£671.85	£3,500.00	£0.00	£1,750.00	£1,750.00	£3,500.00
4500	Noticeboard Purchase	£0.00	£1,500.00	£0.00	£1,500.00	£1,500.00	
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£200.00	£200.00	£0.00
4502	Parish maps noticeboards project	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00
Total Communications		**£1,272.92**	**£8,200.00**	**£501.76**	**£5,762.35**	**£6,264.11**	**£16,500.00**

Bishopstoke Parish Council
Final Budget 2021/22

		2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Community							
5000	Grants - General (GPC)	£0.00	£6,500.00	£8,410.95	£2,700.00	£11,110.95	£6,000.00
5001	Grants - General (S137)	£5,430.00	£0.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£600.00	£500.00	£0.00	£0.00	£0.00	£300.00
5003	Grants - Community Buildings	£21,806.62	£4,000.00	£13,418.24	£11,450.00	£24,868.24	
5100	Climate Change Project	£0.00	£5,000.00	£0.00	£0.00	£0.00	£2,000.00
5200	Safety, Security & Crime Prevention	£0.00	£15,000.00	£1,116.48	£3,000.00	£4,116.48	£11,000.00
5300	Yzone	£25,000.00	£25,000.00	£0.00	£25,000.00	£25,000.00	£25,000.00
5400	Travel Token Repayments	£2,200.00	£3,500.00	£930.00	£2,650.00	£3,580.00	£3,300.00
5401	Travel Token New	£0.00	£200.00	£0.00	£0.00	£0.00	£200.00
5500	Neighbourhood Plan Consultants	£2,454.60	£0.00	£1,820.00	£545.00	£2,365.00	£1,300.00
5501	Neighbourhood Plan Publicity	£103.52	£0.00	£103.51	£0.00	£103.51	£200.00
5502	Neighbourhood Plan General	£77.03	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£4,479.84	£6,000.00	£0.00	£0.00	£0.00	£5,700.00
5700	War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	£1,300.00
5800	Village trail Project	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
Total Community		**£62,151.61**	**£65,700.00**	**£25,799.18**	**£45,345.00**	**£71,144.18**	**£61,300.00**
Street Furniture							
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£0.00	£500.00	£3,676.21	£1,500.00	£5,176.21	£500.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
6100	Benches Purchase Total	£0.00	£4,000.00	£0.00	£3,000.00	£3,000.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£2,000.00
6203	Bins Emptying	£1,246.54	£0.00	£1,087.72	£204.40	£1,292.12	£2,000.00
6300	Clocks Purchase	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£395.00	£0.00	£0.00	£100.00	£100.00	£100.00
6500	Christmas Decorations Purchase	£0.00	£2,000.00	£0.00	£0.00	£0.00	
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00	£2,000.00
Total Street Furniture		**£1,641.54**	**£12,000.00**	**£4,763.93**	**£9,804.40**	**£14,568.33**	**£7,600.00**

Bishopstoke Parish Council
Final Budget 2021/22

			2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Play Area & Open Space								
7000		Grounds Contract						
	7000/30	Glebe Meadow Total	£7,300.68	£7,320.00	£5,475.51	£1,825.17	£7,300.68	£7,320.00
	7000/31	Church Road Total	£2,800.80	£2,820.00	£2,100.60	£700.20	£2,800.80	£2,820.00
	7000/32	Sayers Road Total	£3,157.20	£3,180.00	£2,367.90	£789.30	£3,157.20	£3,180.00
	7000/33	Otter Close Total	£3,598.20	£3,600.00	£2,698.65	£899.55	£3,598.20	£3,600.00
	7000/34	Templecombe Road Total	£1,981.80	£1,990.00	£1,486.35	£495.45	£1,981.80	£1,990.00
	7000/35	Brookfield Total	£5,772.00	£5,780.00	£4,329.00	£1,443.00	£5,772.00	£5,780.00
	7000/80	Bus Shelter Bins	£514.80	£530.00	£386.10	£128.70	£514.80	£530.00
7000		**Total Grounds Contract**	**£25,125.48**	**£25,220.00**	**£18,844.11**	**£6,281.37**	**£25,125.48**	**£25,220.00**
7100		Additional Grounds Maintenance						
	7100/30	Glebe Meadow Total	£150.00	£1,000.00	£234.00	£766.00	£1,000.00	£1,000.00
	7100/31	Church Road Total	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
	7100/32	Sayers Road Total	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
	7100/33	Otter Close Total	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
	7100/34	Templecombe Road Total	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
	7100/36	Brookfield Total	£990.00	£1,000.00	£1,072.00	£100.00	£1,172.00	£1,200.00
7100		**Additional Grounds Maintenance Total**	**£1,140.00**	**£2,800.00**	**£1,306.00**	**£1,666.00**	**£2,972.00**	**£3,000.00**
7300		Play Equipment Purchase						
	7300/30	Glebe Meadow Total	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00
	7300/31	Church Road Total	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00
	7300/32	Sayers Road Total	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
	7300/33	Otter Close Total	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00
	7300/34	Templecombe Road Total	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00
	7300/35	Brookfield Total	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00
	7300/36	Judges Gully Copse Total	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
7300		**Total Equipment Purchase**	**£0.00**	**£2,500.00**	**£0.00**	**£0.00**	**£0.00**	**£3,500.00**

Bishopstoke Parish Council
Final Budget 2021/22

			2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
7301		Equipment Maintenance						
	7301/30	Glebe Meadow Total	£919.21	£1,500.00	£2,760.81	£519.00	£3,279.81	£2,500.00
	7301/31	Church Road Total	£629.06	£1,000.00	£1,228.43	£692.00	£1,920.43	£2,000.00
	7301/32	Sayers Road Total	£1,820.54	£1,000.00	£0.00	£1,000.00	£1,000.00	£2,000.00
	7301/33	Otter Close Total	£457.75	£1,000.00	£0.00	£1,000.00	£1,000.00	£2,000.00
	7301/34	Templecombe Road Total	£260.24	£1,000.00	£978.00	£578.00	£1,556.00	£2,000.00
	7301/36	Total Brookfield	£2,366.15	£1,200.00	£991.37	£0.00	£991.37	£2,200.00
7301		**Play Equipment Maintenance Total**	**£6,452.95**	**£6,700.00**	**£5,958.61**	**£3,789.00**	**£9,747.61**	**£12,700.00**
7302		Play Area Inspections	£1,815.60	£2,000.00	£1,405.20	£594.80	£2,000.00	£2,000.00
7399		Play Area & Open Space Other	£153.73	£200.00	£6.00	£194.00	£200.00	£200.00
7400		Works and Improvements						
	7400/30	Glebe Meadow Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	7400/35	Brookfield Total	£575.00	£0.00	£0.00	£0.00	£0.00	£0.00
7400		Works and Improvements Total	£575.00	£0.00	£0.00	£0.00	£0.00	£0.00
7800		Trees						
	7800/30	Glebe Meadow Total	£30.00	£1,000.00	£1,210.00	£0.00	£1,210.00	£1,000.00
	7800/31	Church Road Total	£0.00	£1,000.00	£1,080.00	£0.00	£1,080.00	£1,000.00
	7800/32	Sayers Road Total	£1,360.00	£1,000.00	£40.00	£0.00	£40.00	£1,000.00
	7800/33	Otter Close Total	£860.00	£1,500.00	£300.00	£0.00	£300.00	£1,500.00
	7800/34	Total Templecombe Road	£0.00	£1,000.00	£180.00	£0.00	£180.00	£1,000.00
	7800/35	Brookfield Total	£400.00	£3,000.00	£340.00	£0.00	£340.00	£3,000.00
	7800/36	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	7800/39	Sewall Drive Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	7800/40	Bow Lake Gardens Total	£0.00	£500.00	£0.00	£0.00	£0.00	£1,000.00
7800		**Trees Total**	**£2,650.00**	**£9,000.00**	**£3,150.00**	**£0.00**	**£3,150.00**	**£9,500.00**
7801		Tree Surveys	£1,680.00	£1,500.00	£0.00	£1,500.00	£0.00	£1,500.00
Total Play Area & Open Space			**£39,592.76**	**£49,920.00**	**£30,669.92**	**£14,025.17**	**£43,195.09**	**£57,620.00**

Bishopstoke Parish Council
Final Budget 2021/22

			2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Burial Ground								
8000		Grounds Contract Total	£13,784.80	£13,800.00	£10,207.35	£3,402.45	£13,609.80	£13,800.00
8100		Additional Grounds Maintenance Total	£1,892.38	£900.00	£1,677.67	£0.00	£1,677.67	£900.00
8200		Fences Total	£0.00	£0.00	£110.00	£0.00	£110.00	£0.00
8300		Replacement Benches Total	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
8399		Burial Authority Other	£0.00	£500.00	£632.67	£642.50	£1,275.17	£500.00
8400		Works & Improvements						
	8400/41	Bishopstoke Cemetery	£6,372.93	£10,000.00	£7,533.00	£3,215.00	£10,748.00	£2,200.00
	8400/42	Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	8400/43	St Mary's	£8,772.77	£15,000.00	£8,725.97	£2,810.03	£11,536.00	£1,000.00
	8400/44	Old St Mary's	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
8400		Works & Improvements Total	£15,145.70	£25,000.00	£16,258.97	£6,025.03	£22,284.00	£8,200.00
8500		Memorial Costs Total	£3,884.29	£2,000.00	£22.00	£1,978.00	£2,000.00	£2,000.00
8800		Trees						
	8800/41	Bishopstoke Cemetery	£2,760.00	£2,500.00	£952.50	£1,547.50	£2,500.00	£2,500.00
	8800/42	Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	8800/43	St Marys	£900.00	£2,000.00	£1,730.00	£630.00	£2,360.00	£8,000.00
	8800/44	Old St Mary's	£1,765.00	£2,000.00	£670.00	£1,330.00	£2,000.00	£2,000.00
8800		Trees Total	£5,425.00	£6,500.00	£3,352.50	£3,507.50	£6,860.00	£12,500.00
8901		Utilities - Water Total	£989.17	£250.00	£86.84	£163.16	£250.00	£500.00
Total Burial Ground			**£41,121.34**	**£49,950.00**	**£32,348.00**	**£16,718.64**	**£49,066.64**	**£39,400.00**

Bishopstoke Parish Council
Final Budget 2021/22

		2019/20 Actual	2020/21 Budget	2020/21 Actual to date	2020/21 Forecasted	2020/21 TOTAL (Actual + Forecast)	2021/22 Budget
Allotments							
9000	Grounds Contract Total	£630.00	£660.00	£472.50	£157.50	£630.00	£860.00
9100	Total	£229.57	£400.00	£0.00	£400.00	£400.00	£600.00
9200	Fences Total	£0.00	£2,000.00	£0.00	£0.00	£0.00	£1,500.00
9300	Equipment Purchase Total	£2,276.22	£800.00	£471.09	£562.01	£1,033.10	£900.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00
9400	Works & Improvements Total	£477.50	£0.00	£375.00	£0.00	£375.00	£0.00
9600	Plot Maintenance and Clearance Total	£2,666.00	£1,250.00	£706.00	£340.00	£1,046.00	£1,500.00
9700	Buildings (Inc. sheds) Total	£431.06	£2,500.00	£18.38	£1,231.62	£1,250.00	£2,500.00
9800	Trees Total	£0.00	£2,000.00	£650.00	£870.00	£1,520.00	£2,500.00
9900	Utilities - Electricity Total	£502.74	£1,200.00	£350.69	£449.31	£800.00	£800.00
9901	Utilties - Water Total	£852.60	£2,000.00	£2,207.16	£985.89	£3,193.05	£3,000.00
Total Allotments		**£8,065.69**	**£13,010.00**	**£5,250.82**	**£5,196.33**	**£10,447.15**	**£14,360.00**
Total Expenditure		**£242,953.69**	**£318,608.00**	**£173,036.05**	**£128,764.52**	**£300,300.57**	**£310,533.00**

Bishopstoke Parish Council
Final Budget 2021/22

PROJECTIONS

Play areas in @ 25k from 2022	Actual	Budget	Projection	Budget	Forecast	Forecast	Forecast
Description	**2019-20**	**2020-21**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**
Precept increase				**0%**	**7%**	**7%**	**7%**
Precept	**£ 219,889.82**	**£ 230,904.24**	**£ 230,904.24**	£ 231,399.37	£ 247,597.32	£ 264,929.13	£ 283,474.17
Council tax support grant	£ 9,162.08	£ 4,500.00	£ 4,589.60	£ -	£ -	£ -	£ -
Interest receivable	£ 1,066.11	£ 200.00	£ 753.59	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Other receipts	£ 22,601.33	£ -	£ 3,426.21	£ 15,000.00	£ -	£ -	£ -
Cemetery fees	£ 20,025.00	£ 12,000.00	£ 14,585.00	£ 18,150.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
Allotment income	£ 4,905.35	£ 5,000.00	£ 6,000.00	£ 7,000.00	£ 7,000.00	£ 7,000.00	£ 7,000.00
Carnival income	£ 3,250.00	£ 3,500.00	£ -	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
Income Sub Total	£ 280,899.69	£ 256,104.24	£ 260,258.64	£ 275,549.37	£ 271,597.32	£ 288,929.13	£ 307,474.17
Total Expenditure	£ 242,953.69	£ 318,108.00	£300,300.57	£310,533.00	£327,033.00	£310,533.00	£310,533.00
(ongoing expenditure)		£ 272,108.00	£269,300.57	£274,333.00	£276,533.00	£277,033.00	£277,033.00
Surplus / Deficit	£ 37,946.00	-£ 62,003.76	-£ 40,041.93	-£ 34,983.63	-£ 55,435.68	-£ 21,603.87	-£ 3,058.83
Reserves at start of year	£ 158,534.42	£ 196,480.42	£ 196,480.42	£ 156,438.49	£ 121,454.86	£ 66,019.18	£ 44,415.31
Reserves at end of year	£ 196,480.42	£ 134,476.66	£ 156,438.49	£ 121,454.86	£ 66,019.18	£ 44,415.31	£ 41,356.49
Reserves as % of exp	80.87%	49.42%	58.09%	44.27%	23.87%	16.03%	14.93%

Bishopstoke Parish Council

Listening to you

REPORT TO BISHOPSTOKE PARISH COUNCIL
(Full Council)

26th January 2021

Report Subject: To receive a recommendation from the Finance & General Purposes Committee for the funding of the 2021-22 Budget

The recommendation from the Finance & General Purposes Committee is that the 2021-22 Expenditure Budget, totalling £310,533.00 be funded by the following:

Income from Bishopstoke Cemetery	£18,150
Income from Parish Council allotments	£7,000
Income from Bishopstoke Carnival	£3,500
Interest on our accounts	£500
Grants for village projects	£15,000
Money from reserves	£34,984
Precept	£231,399
Total	**£310,533**

The Finance & General Purposes Committee has recommended that the precept not be increased for 2021-22 due to the Covid-19 hardships for residents. In order to achieve this and to recover the level of reserves in future financial years, the Council will have to increase the precept by a higher percentage from 2022-23 to maintain a suitable level of reserves and be able to fund all required projects.

The proposed resolution:
That Bishopstoke Parish Council approve a 0% increase in the Bishopstoke Council Tax to give a total precept demand of £231,399, with the remainder of the budget be funded by other income, and an expected contribution from reserves of £34,984.

Sophie Thorogood
RFO to Bishopstoke Parish Council
19th January 2021

Year	Council Tax Band D	Precept	Council Tax Support Grant	Sub Total	Other Income	Total Income
2014-15	£ 42.16	£ 130,996.60	£ 13,536.73	£ 144,533.33	£ 29,187.29	£ 173,720.62
2015-16	£ 42.79	£ 134,446.61	£ 12,294.85	£ 146,741.46	£ 25,586.81	£ 172,328.27
2016-17	£ 43.60	£ 141,519.93	£ 11,887.54	£ 153,407.47	£ 24,848.25	£ 178,255.72
2017-18	£ 47.96	£ 157,793.20	£ 11,280.67	£ 169,073.87	£ 22,196.55	£ 191,270.42
2018-19	£ 55.15	£ 184,463.51	£ 13,336.38	£ 197,799.89	£ 23,283.61	£ 221,083.50
2019-20	£ 63.42	£ 219,889.82	£ 9,108.00	£ 228,997.82	£ 30,036.46	£ 259,034.28
2020-21	£ 65.32	£ 230,904.24	£ 4,589.60	£ 235,493.84	£ 21,338.59	£ 256,832.43
2021-22	£ 65.32	£ 231,399.37	£ -	£ 231,399.37	£ 29,150.00	£ 260,549.37

Current Council Tax Band D
2020-2021

Allbrook & North Boyatt	£ 68.67
Bishopstoke	£ 65.32
Botley	£ 110.17
Bursledon	£ 65.57
Chandler's Ford	£ 52.69
Fair Oak and Horton Heath	£ 103.11
Hamble-le-Rice	£ 125.42
Hedge End	£ 91.67
Hound	£ 141.42
West End	£ 98.16

Current Council Tax Band D - Sorted
2020-2021

Hound	£ 141.42
Hamble-le-Rice	£ 125.42
Botley	£ 110.17
Fair Oak and Horton Heath	£ 103.11
West End	£ 98.16
Hedge End	£ 91.67
Allbrook & North Boyatt	£ 68.67
Bursledon	£ 65.57
Bishopstoke	£ 65.32
Chandler's Ford	£ 52.69

Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

DISCIPLINE POLICY

DRAFT

This Discipline Policy was adopted

by the Parish Council at its meeting on dd mmm yyyy

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

DISCIPLINE POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject

DRAFT

DISCIPLINE POLICY

1. Policy

1.1 The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached..

1.2 Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):

1.2.1 Misconduct

1.2.2 Sub-standard performance

1.2.3 Harassment or victimisation

1.2.4 Misuse of council facilities, including computer facilities (e.g. email and internet)

1.2.5 Poor timekeeping

1.2.6 Unauthorised absence

2. Principles

2.1 Informal action will be offered, where appropriate, to resolve problems.

2.2 No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.

2.3 For formal action the employee will be advised in writing of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.

2.4 Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.

2.5 At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.

2.6 Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.

2.7 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

2.8 An employee will have the right to appeal against any discipline imposed.

2.9 The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

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3. Procedure

3.1 Informal stage
Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

3.2 Stage 1
This will normally be either:

3.2.1 an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

Or

3.2.2 a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

3.3 Final written warning
If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

3.4 Dismissal or other sanction
If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which their employment will terminate (in accordance with the employee's notice entitlement), and will be notified of their right of appeal. If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

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4. Gross misconduct

4.1 The following list provides some examples of offences which are normally regarded as gross misconduct:

4.1.1 theft or fraud

4.1.2 physical violence or bullying

4.1.3 deliberate and serious damage to property

4.1.4 serious misuse of an organisation's property or name

4.1.5 deliberately accessing internet sites containing pornographic, offensive or obscene material

4.1.6 serious insubordination

4.1.7 unlawful discrimination or harassment

4.1.8 bringing the organisation into serious disrepute

4.1.9 serious incapability at work brought on by alcohol or illegal drugs

4.1.10 causing loss, damage or injury through serious negligence

4.1.11 a serious breach of health and safety rules

4.1.12 a serious breach of confidence.

4.2 This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.

4.3 If the employee is accused of gross misconduct, the Council may suspend them from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend his or her place of work during suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employee's companion, without the Council's consent.

4.4 If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

5. Disciplinary investigations

5.1 The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. It may also involve a search of the employee's person and/or property. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

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5.2 Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

6. Disciplinary hearing

6.1 An employee will be invited, in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by members of the Council's Disciplinary Panel.

7. Appeals

7.1 **A**n employee who wishes to appeal against a disciplinary decision must do so within five working days. Members of the Appeals Panel will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

7.2 If the employee wishes to appeal against a disciplinary decision, they must do so through the Appeals Panel within five working days of the receipt of the disciplinary letter. The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.

7.3 Members of the Appeals Panel will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and their companion.

7.4 The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

8. Appeals hearing

8.1 At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conducting the appeal will consider the merits of the appeal, in private, before reaching a decision.

8.2 The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.

8.3 The members of the Appeals Panel have the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.

8.4 **A**n appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration, such as:

8.4.1 an inconsistent/inappropriate harsh penalty

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8.4.2 extenuating circumstances

8.4.3 bias of the disciplining manager

8.4.4 unfairness of the hearing

8.4.5 new evidence subsequently coming to light.

8.5 Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

9. Notes

9.1 Employees will receive a written invitation to all disciplinary meetings.

9.2 Outcomes of formal meetings will be confirmed to the employee in writing.

9.3 The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.

9.4 The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.

9.5 For employees during their first year of employment, the Council reserves the right to speed up the decision-making process and may choose to follow a shortened version of the above procedure.

9.6 The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

10. Abuse of this policy

10.1 Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

11. Alterations and amendments to this policy

11.1 This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

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12. Additional information

12.1 For further information, please contact the Clerk

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Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

GRIEVANCE POLICY

DRAFT

This Grievance Policy was adopted

by the Parish Council at its meeting on dd mmm yyyy

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

GRIEVANCE POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject

DRAFT

GRIEVANCE POLICY

1. Policy

1.1 It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.

1.2 If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).

1.3 Certain kinds of grievance cannot be dealt with under this procedure either because it is inappropriate or because there are already established agreements for the settlement of disputes in relation to them. Examples of these are: -

1.3.1 Matters not relating to employment or matters over which the Council has no control

1.3.2 Disciplinary matters

1.3.3 Queries relating to statutory deductions from pay or rates of pay collectively agreed at the national or local level

1.3.4 Matters relating to the pension scheme(s)

2. Related policies and procedures

2.1 This policy is to be read in conjunction with the Council's discipline policy, code of conduct, complaints procedure and standing orders.

3. Procedure

3.1 Informal stage

If you have a grievance about your employment you should discuss it informally with your line manager. The line manager will give a response within five working days. (See Notes 4.1 – 4.3 below for exceptions to this procedure.)

3.2 Stage 1

If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to the Chair of the Council. The Chair shall report your written grievance to a Grievance Panel meeting, held in the absence of the public and the press. You will receive a reply within five working days follow this, and a meeting will be arranged. You must take all reasonable steps to attend the meeting. You, any relevant witnesses and members of the Grievance Panel will attend the meeting. You may choose to be accompanied by a colleague, lay or trade union official. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or to give the members of the Grievance Panel time to consider the decision. The members of the

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Grievance Panel will give a response in writing within five working days of the meeting and will inform you of the appeals procedure.

3.3 Stage 2

If you are not satisfied with the members of the Grievance Panel's response, you may raise the matter, in writing, with the Council's Appeal Panel within five working days. A meeting will be arranged, constituted as in Stage 1, except that members of the Appeal Panel will replace members of the Grievance Panel. The members of the Appeal Panel will give a response within five working days of the meeting. The Appeal Panel's decision is final.

3.4 Investigations

The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

4. Notes

4.1 The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.

4.2 Employees are encouraged to raise grievances and will not suffer any detriment from doing so.

4.3 The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted timescale.

4.4 The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.

4.5 For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.

4.6 A copy of the written grievance and written decisions made will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

5. Abuse of this policy

5.1 Any abuse in the application of this policy e.g. if an employees grievance is found to be malicious or to have been made in bad faith will be dealt with in accordance with the Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

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6. Alterations and amendments to this policy

6.1 This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

7. Additional information

7.1 For further information, please contact the Clerk.

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Bishopstoke Parish Council

Listening to you

Full Council

Item 12 - CCTV

Current Assets

Currently the Council has a number of assets that have, at some point, been considered for CCTV or had CCTV requested. These are:

Underwood Road allotments
Jockey Lane allotments
Glebe Meadow skate park
Sayers Road play area
Brookfield / Blackberry Drive play area and car park
Bishopstoke Memorial Hall
Parish Office
Bishopstoke Cemetery

Other assets that are similar to those above are:

Church Road play area
Glebe Meadow play area
Otter Close play area
Templecombe Road play area

Future Assets

There are a number of similar assets which the Council is likely to be offered in the near future:

Judges Gully play area
Bow Lake Gardens allotments
Sewall Drive allotments
Stoke Common Cemetery

Potential Risks

Each type of site carries its own potential risk. Amongst other things there have been break-ins; thefts; graffiti; vandalism; damage; drug dealing and anti-social behaviour at a variety of these sites.

Other Information

The Parish currently has a webcam which was authorised to try to determine what was happening at the Memorial Hall. As a result of this webcam the police were able to confidently charge one of the people involved and we are assured that this matter is going forward. In contrast to that when break-ins at Underwood Road have previously been reported to the police one of their first questions at the time was whether there was any CCTV footage. We were made aware that lack of CCTV meant it was extremely unlikely that anyone would be caught for the break-ins.

Fair Oak Parish Council is about to upgrade and expand its own CCTV system, because they believe that it both deters criminal or anti-social behaviour and helps catch those who are not deterred.

Residents near play areas, particularly Sayers Road and Glebe Meadow skate park, have often asked whether the Council can install CCTV to try to prevent the vandalism and anti-social behaviour that goes on there.

Allotment plot holders often ask if there can be CCTV, particularly at Underwood Road, as there are regular attempts to break into the sheds and steal tools. Currently the Council allows some plot holders to store their machinery in the Council machine shed at Underwood Road. The Council may well be liable for any damage or loss should that building be broken into.

The Cemetery regularly suffers from fly-tipping. Occasionally there is vandalism to memorials or graves. There is regular anti-social behaviour there. Mourners are often dismayed to find evidence of this kind of thing when visiting the graves of their loved ones.

Should the new Memorial Hall ever be built it is likely to be a multi-million pound building. It is likely that insurers may require security, potentially including CCTV, to ensure that the building is as protected as it can be. The Parish Office has until recently been the place where all parish documents are stored, and it will be again in the near future. Some of the documents are legally required to be kept permanently and some, like the Cemetery records, are irreplaceable. Consideration should be given to how and where these documents are both stored and protected.

Two local bus stops have recently suffered damage through being struck be a vehicle. Lack of any evidence meant that the Council had to use its own insurance policy to pay for one of them to be replaced, which if repeated could easily lead to higher premiums being required in the future.

Privacy Considerations

With any image recording system there is a need to consider the privacy of the individuals potentially being recorded. Questions such as whether it is right to place cameras near play areas, or in a Cemetery. The fundamental question of whether CCTV should be used at all. It is important that the Council take these concerns into account when thinking about the potential purchase of new CCTV equipment, or siting of the existing webcam. Should the Council decide to proceed with any placement of CCTV equipment all these questions should be fully thought through before each placement.

Questions for the Council to consider

Officers were first requested to look into including potential CCTV purchase in the budget for Underwood Road allotments and Glebe Meadow skate park by Councillors in November 2019. Since that time there have been a number of discussions that have involved CCTV. It seems appropriate that the Council attempt to reach a conclusion about whether the Council is firmly against CCTV purchase in any circumstances, or whether there may come a time when the Council decides it is necessary.

I would ask the Council to come to a conclusion on the following questions:

1 Are there any circumstances in which you think Bishopstoke Parish Council should consider the purchase and use of CCTV equipment?

2 If yes, should the Parish consult residents only on the initial question of whether CCTV should be part of the Council's security plans; on the initial question AND on each location that the Council considers it may be necessary or not at all?

3 Are there any CURRENT locations which, subject to public consultation if needed, you think it would be appropriate to install CCTV equipment?

4 Are there any FUTURE locations where you think that, subject to public consultation if needed, you think it would be appropriate to install CCTV equipment?

Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

BUILDINGS COMMITTEE

TERMS OF REFERENCE

These Terms of Reference were adopted

by the Parish Council at its meeting on

24th September 2019

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Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

BUILDINGS COMMITTEE

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject

TERMS OF REFERENCE FOR THE

BUILDINGS COMMITTEE

1 Membership

1.1 The Committee membership shall comprise up to five members, appointed at the Parish Council AGM in May.

2 Chair

2.1 The Chair and Vice-Chair of the Committee will be appointed 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 appointed at that meeting.

3 Quorum

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

4 Meetings

4.1 The Committee shall meet at least quarterly with future meeting dates to be agreed at each meeting unless otherwise decided at a previous meeting of either the Buildings Committee or the Full Council.

4.2 The Clerk 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 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 Deciding all matters pertaining to the maintenance, repair and running of all buildings owned or run by the Parish Council, subject to the budget set by Council each year.

6.1.5 Deciding all matters pertaining to the maintenance, repair and running of all existing play areas owned or run by the Parish Council, including the surrounding fencing and gates, subject to the budget set by the Council each year.

6.1.6 Deciding all matters pertaining to the running of all allotment areas owned or run by the Parish Council, subject to the budget set by Council each year, with the exception of policy matters.

6.1.7 Deciding all matters pertaining to the maintenance and operation of existing CCTV equipment within Council policy.

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).

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 receive reports from those Council members appointed as representatives of the Parish Council to any Community Building, included but not limited to Bishopstoke Memorial Hall and Bishopstoke Community Centre;

8.1.2 To liaise with any committees or other necessary groups regarding the day-to-day running of Parish controlled buildings;

8.1.3 To receive any requests or reports from committees or other groups running Parish controlled buildings regarding structural work outside their remit, and to make recommendations on those to the Parish Council;

8.1.4 To oversee regular structural maintenance as necessary of other Parish Council owned buildings, including but not limited to the Parish Office, Shears Mill and various allotment buildings;

8.1.5 To liaise as necessary with any community buildings in the Parish not owned by the Council, including but not limited to St Paul's church and Bishopstoke Community Centre;

8.1.6 To oversee any work done under the Assets of Community Value programme;

8.1.7 To make recommendations on anything relating to the Community Orchard at Nine Acres subject to the Parish Council taking on responsibility for it;

8.1.8 To liaise with all necessary groups regarding Armistice Day and Remembrance Sunday and co-ordinate Parish Council involvement.

8.1.9 To receive reports on play area inspections and oversee any required maintenance.

8.1.10 To make recommendations on any brand new or complete replacement play areas.

8.1.11 To receive reports on matters relating to Bishopstoke Parish Council allotments.

8.1.12 To make recommendations on allotment policy, on the closure of any allotment areas and on the acceptance or creation of any new allotment areas.

8.1.13 To receive reports on the Parish Council CCTV systems.

8.1.14 To make recommendations on the purchase or siting of any new CCTV equipment, and CCTV policy.

Bishopstoke Parish Council

Listening to you

Full Council

Item 13

Buildings Committee

Should the Council accept the request of the Buildings Committee to increase its responsibilities, the Committee also requests that its name be changed to the Assets Committee, to more accurately reflect its expanded remit. Further, the Committee recommends that its maximum membership be increased to 7.

Bishopstoke Parish Council

Listening to you

Full Council - Clerk's report
26 January 2021

Clerk's Report

Actions from previous meetings

FULL_2021_M03/42.3 Regarding a bin survey

The Clerk has used Google maps to get an initial picture of the location of various items of street furniture, including bins, benches, bus stops etc. This will be checked against current written records and then when lockdown is eased will be confirmed visually. The Council will then be in a position to determine the amount and location of any new street furniture.

FULL_2021_M04/53.1 Regarding questions from Cllr Tidridge

The format of the agenda has been updated as requested, as has the website. Facebook has been updated with news of the payment period for allotment fees. Use of noticeboards was restarted, and then ceased again when the country was moved back into lockdown.

FULL_2021_M04/58.2 Regarding the Cemetery gates

An email requesting the funds for the Cemetery gate project be transferred to the Parish Council was sent to the Local Area Manager on 27th November 2020.

FULL_2021_M04/62.1 Regarding the Christmas Tree Trail

An email confirming the Council's willingness to let Shears Mill and the Cemetery be used for the Christmas tree trail, along with a request for more information, was sent on 27th November 2020. Subsequently various locations were approved. The trail has by all accounts been a great success.

FULL_2021_M04/65.3 Regarding the Village Trail

I contacted the Village Trail volunteers to begin the process of formally setting up the group and working on the terms of reference.

FULL_2021_M04/66.3 Regarding grants for local schools

The Council was able to provide 126 vouchers worth £60 each to qualifying children at Stoke Park Infants and Junior Schools. The response was overwhelmingly grateful and positive with a number of comments online as well as emails directly to the Council. Whilst it is not something that the Council will necessarily be able to do very often the Council can feel proud of its contribution to the local community.

Other Items

Play Areas

All play area signs have now been installed. I am awaiting quotes for the latest batch of work from the inspection reports.

Shears Mill

It has been reported to me that the necessary work replacing lights in Shears Mill has now been completed, along with its regular electrical safety check.

CIP list

A reminder that should any Cllr have any items they would like added to the Borough Council CIP list I need to receive them by 5pm Wednesday 27th Jan.