



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 29th June 2021 at 7.00pm at the Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Parish Council meeting held on 22 June 2021
 - *Local Government Act 1972, Sch. 12, para 41*
3. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
4. To approve the Accounting Statements for the year ended 31 March 2021
 - *This sets out the Council's financial position at the end of the year and is part of the external audit (Accounts and Audit Regulations 2015, Part 2, para 6(4)(a)).*
5. To agree the date, time and place for the next meeting
 - *July 13th 2021, 7:30pm at the Bishopstoke Methodist Church (Local Government Act 1972, Sch. 12, Part II, Para 8)*

*D L Wheal
Clerk to Bishopstoke Parish Council
23rd June 2021*

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Community Centre commencing at 7.30pm on 18 May 2021**

Present: Councillor Ray Dean (Chair)
Councillor Dave Francis (Vice Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Louise Hillier-Wheal
Councillor Sue Lynch
Councillor Martin Lyon
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Louise Parker-Jones
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)
Mrs Jen Wilkie (Cemetery Officer to Bishopstoke Parish Council)

Public Session 1 member of the public was present.

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Public Session

24 Apologies for Absence

24.1 All Councillors were present.

25 To adopt and sign Minutes of the Parish Council meeting held on 27 April 2021

25.1 The Clerk informed the Council that only those who were Councillors at the time of the meeting should vote on these minutes. All new Councillors should abstain.

25.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with 8 Councillors abstaining that the minutes of the meeting held on 27 April be adopted.

26 To adopt and sign Minutes of the Parish Council meeting held on 18 May 2021

26.1 Proposed Cllr Parker-Jones, Seconded Cllr Anne Dean, **RESOLVED** with 1 absention that the minutes of the meeting held on 18 May be adopted.

27 Declarations of Interest and Requests for Dispensations

27.1 Cllr McKeone declared an interest in item 5 on the agenda as he is married to the candidate.

Initial: _____ Date: _____

28 To co-opt a new member of Bishopstoke Parish Council

28.1 The Chair invited the candidate, Chris McKeone, to speak on behalf of her application to be co-opted. Mrs McKeone informed the Council that she had lived in Bishopstoke for many years, had been a Parish Councillor from 2008 – 2016 and was active in many local community groups. She looked forward to another opportunity to serve the people of Bishopstoke. The Council offered its thanks for her application.

Cllr Dermot McKeone and Chris McKeone left the room at this point.

28.2 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that Chris McKeone be co-opted onto the Parish Council.

Cllr Dermot McKeone and Chris McKeone entered the room at this point.

28.3 The Chair informed Mrs McKeone that she had been co-opted to serve on the Parish Council and would officially take her seat at the next available meeting.

29 Reports from Committees, Working Groups, Officers and Councillors

29.1 In addition to the written reports from working groups, Cllr Tidridge informed the Council that a resident had agreed to film videos of the walks being suggested for the Village Trails project. There were slight concerns about one of the routes but these are being addressed. Cllr Tidridge also noted the requested to include running and cycling routes in the project and these are being worked on. Regarding the Climate Emergency working group, Cllr Tidridge updated the Council on Bishopstoke's relatively low carbon footprint when compared to other local parishes. This information had come from a new online tool available to all parish councils. Cllr Tidridge was thanked for the work she has done on the data analysis. The reports from working groups were noted.

29.2 Cllrs Parker-Jones, Tidridge and Winstanley all summarised their written reports for the benefit of the Council. The Council expressed concern about the lack of speed and transparency regarding the transfer of assets from developers to the Borough Council and ultimately on to the Parish Council. It was suggested that the Council write to the Chief Executive of the Borough Council expressing their concerns and dissatisfaction. The RFO informed the Council that an upcoming meeting on June 24th with the Borough Council would be open to all members. The reports from Councillors were noted.

29.3 The Clerk's written report was noted. Additional information was provided on several areas:

The Council website has undergone a process of redesign and every existing page now conforms to the new look. New pages are now being added to further expand the information that is provided online.

A comprehensive look at the projects currently being worked on by the Parish Council has begun. This will enable better management, monitoring and prioritisation of existing and new projects. Where appropriate, formal project briefs are being completed. Information on the projects being run by the Parish Council will be provided on the website, and more detailed information will be included in the Councillor only section of the website.

Regarding Sewall Drive, an idea is currently being discussed to hopefully bring forward the date on which plot holders can begin working their plots.

At the next Council meeting the Council will decide on whether to move Full Council meetings around the parish or whether to offer a fixed based here at the Methodist Church.

Initial: _____ Date: _____

Next week, on Tuesday 29th June, at the Methodist Church, there will be a full briefing on the Memorial Hall which will cover the current situation with the roof and possible solutions, as well as the building of a new hall. There will be an opportunity to ask questions throughout and any that cannot be answered on the spot will be followed up during the week. The Memorial Hall project itself, including both a decision on the roof, and the question of the future, will be on the agenda for the next Full Council meeting on July 13th.

Also on the agenda next time will be a decision as to whether to respond as a Council to the local plan consultations, and if so what form that response should take. All the local plan documents are available online at the Borough Council website, but there are also paper copies in the office available to view by appointment.

The Councillor tablets are almost ready to hand out. Each Councillor has one available but obviously is not forced to take one. It will be for Council use only. At the same time, Councillor ID badges will be handed out. Councillor Thornton asked whether the Council would be using ModGov. The Clerk indicated he would look into it.

Another major project is the mapping of all Council resources across the Parish, including bins and other street furniture, as well as those that do not belong to the Parish Council. This will enable swifter resolution of problems that occur with any of these items and areas. Once each stage is done, we are expecting to be able to add it to the website, along with online forms for reporting concerns.

Appropriate training, either internal or external, will be provided for Councillors for each Committee that they are on. Training on the code of conduct will also be arranged.

30 Councillor appointments to Committees, Working Groups and other roles

30.1 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the Council make the following appointments:

Finance Committee – Cllr Ray Dean, Cllr Parker-Jones, Cllr Thornton, Cllr Tidridge, Cllr Winstanley.

Assets Committee – Cllr Ray Dean, Cllr Francis, Cllr Dermot McKeone, Cllr Tidridge, Cllr Winstanley.

Planning Committee – Cllr Candy, Cllr Daly, Cllr Anne Dean, Cllr Francis, Cllr Hillier-Wheal, Cllr Chris McKeone, Cllr Moore.

Communications Working Group – Cllr Francis, Cllr Dermot McKeone, Cllr Winstanley, the Clerk.

Bishopstoke Memorial Hall Working Group – Cllr Candy, Cllr Anne Dean, Cllr Ray Dean, Cllr Hillier-Wheal, Cllr Chris McKeone, Cllr Tidridge, Cllr Winstanley.

Village Trails Working Group – Cllr Anne Dean, Cllr Ray Dean, Cllr Hillier-Wheal, Cllr Lynch, Cllr Chris McKeone, Cllr Tidridge.

Climate Emergency Working Group – Cllr Anne Dean, Cllr Thornton, Cllr Tidridge, Cllr Winstanley.

Carnival Working Group – Cllr Hillier-Wheal, Cllr Winstanley.

Neighbourhood Plan – Cllr Anne Dean, Cllr Ray Dean, Cllr Tidridge.

Eastleigh District Association of Local Councils – Cllr Ray Dean, Cllr Winstanley.

Initial: _____ Date: _____

Parochial Charities – Cllr Winstanley.

Bishopstoke Community Association – Cllr Winstanley.

Airport Consultative Committee – Cllr Moore (main), Cllr Winstanley (deputy).

Tree Warden – Cllr Lyon.

31 To note the meeting dates for the year 2021-2022

31.1 The meeting dates were noted.

32 To approve the latest reports on Council finances

32.1 Proposed Cllr Moore, Seconded Cllr Ray Dean, **RESOLVED** that the Council approve the latest budget monitoring, payments list and statements of accounts.

33 To note the end-of-year report from the internal auditor and approve the recommended response

33.1 Proposed Cllr Winstanley, Seconded Cllr Anne Dean, **RESOLVED** that the Council note the internal auditor report and approve the recommended responses as detailed in the report.

34 To adopt the Annual Governance Statement for the year ended 31 March 2021

34.1 The Clerk informed the Council that as this report covers the year before the election, those Councillors elected in 2021 may be minded to abstain from the vote. The recommendation from the internal auditor, RFO and Clerk is that the Council can confirm it meets all requirements as set out in the Annual Governance Statement.

34.2 Proposed Cllr Moore, Seconded Cllr Thornton, **RESOLVED** with 9 in favour and 5 abstentions that the Council confirm that it meets all requirements as set out in the Annual Governance Statement.

35 To approve the Accounting Statements for the year ended 31 March 2021

35.1 Cllr Lyon brought a discrepancy in one of the figures regarding income to the attention of the Council. As this was not immediately resolvable the RFO was asked to determine the reason behind it.

35.2 Proposed Cllr Winstanley, Seconded Cllr Ray Dean, **RESOLVED** that there be an additional Full Council meeting on June 29th, immediately prior to the Memorial Hall briefing, to approve the Accounting Statements once the discrepancy has been explained.

The RFO and Cllr Moore left the meeting at this point.

36 To approve changes to the bank mandate

36.1 No new Councillors wished to be added to the mandate and Cllrs Anne Dean, Thornton and Winstanley all indicated they were happy to remain.

36.2 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** that Sue Toher and Geoff Harris be removed from the mandate, and that Cllr Ray Dean and Cllr Francis be added.

Initial: _____ Date: _____

37 To approve the tender process for the open space contract

37.1 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** that the recommendations laid out in the report on the tender process be approved.

38 To adopt the Protocol on the Use of Council Facilities and Resources

38.1 Proposed Cllr Tidridge, Seconded Cllr Candy, **RESOLVED** that the Protocol on the Use of Council Facilities and Resources be adopted.

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

39.1 As Cllr Moore had proposed this agenda item and was no longer in attendance this item is deferred until a future meeting.

40 To consider content for the monthly press release

40.1 It was agreed that the press release would mention the Cllr appointments to committees, the carnival, the co-option of Mrs McKeone and the location of the next meeting.

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

41.1 The next meeting will now be on Tuesday 29 June 2021, at 7:00pm at Bishopstoke Methodist Church.

41.2 The Clerk noted that if the Memorial Hall remains closed then the parish office will not be able to be used as a meeting room for Committees, and so alternative venues will be sought.

There being no further business, the Chair closed the meeting at 9:25pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 29th June 2021

Item 4 – Accounting Statements

Query 1 - Income:

The “previous year’s net” column on the budget monitoring income page is divided into 2 parts: £230,904 for precept (nominal 100). This means box 2 is correct.

This leaves all other income as £53,722 PLUS closing debtors of £1,910 total £55,682, which means box 3 is also correct.

This £1,910 is relating to cheques received by 31st March 2021, but not presented to the bank account until after 1st April.

Query 2 - Expenditure:

The “previous year’s net” column on budget monitoring expenditure pages is also divided into 2 parts:

£82,802 (made up of nominals 1000, 1001, 1002). This means box 4 is also correct.

All other expenditure of £174,346 PLUS closing creditors of £7,774.46 LESS previous year’s creditors of £1,350; this totals £180,741 which means box 6 is also correct

The £7,774.46 is relating to accruals made for expenditure incurred/or orders placed in 2020/21 but not invoiced before the year end.

Audit Fees for 2020/21	£1,350.00
Shawyers Old St Mary's tree work	£1,210.00
Vitaplay - play area maintenance	£4,961.90
EBC - trade waste collection	£222.56
	£7,744.46

Because both income and expenditure boxes detailed above are correct, this also means the box 7 is correct.

Query 3 - Bank account balances as at 31st March 2021 to be carried forward:

£41,934.37	current account
£178,281.97	savings account
£220,216.34	TOTAL

This, rounded to £220,216 is the correct balance, and matches the opening figures presented to Councillors on April statement of accounts.

It therefore seems that the figure in box 8 was incorrect, and was a transposition error.

A new Section 2 report is attached to be approved on 29th June 2021.

Thank you to Cllr Lyons for asking a question which highlighted this error and enabling the Officers to amend and present correct accounts for the Council to approve for submission to the external auditor.

Section 1 - Statement of accounts - English version

Bishopstoke Parish Council

Year ending
31 March 2021
£

	1. Receipts / Payments	2. Debtors / Creditors	3. Receipts / Payments in advance	4. Opening Debtors / Creditors	5. Opening Receipts / Payments in advance	1+2-3-4+5	
1. Balances brought forward						196,480.25	
2. (+) Annual precept	230,904.24	0.00	0.00	0.00	0.00	230,904.24	
3. (+) Total other receipts	53,772.13	1,910.00	0.00	0.00	0.00	55,682.13	
4. (-) Staff costs	82,802.07	0.00	0.00	0.00	0.00	82,802.07	
5. (-) Loan interest / capital repayments	0.00	0.00	0.00	0.00	0.00	0.00	
6. (-) Total other payments	174,346.09	7,744.46	0.00	1,350.00	0.00	180,740.55	
7. (=) Balances carried forward						219,524.00	
8. Total cash and investments	174,551.23	-	+	325,343.29	-	279,678.18	220,216.34
9. Total fixed assets and long term assets				-	0.00		

Signed _____

Chair

Clerk / Responsible Financial Officer

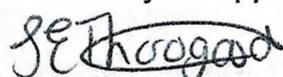
Section 2 – Accounting Statements 2020/21 for

Bishopstoke Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	158,534	196,480	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	219,890	230,904	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	61,010	55,682	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	71,126	82,802	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	171,828	180,741	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	196,480	219,524	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	174,551	220,216	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	308,649	316,743	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

22/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/21

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved