

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 14 November 2017 at 7.30pm  
This Meeting is Open to the Public**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 October 2017
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for October 2017
7. To appoint the Council's internal auditor for 2017-18
8. To approve Burial Board fees and Allotments rents for 2018-19
9. To discuss and make recommendations regarding water storage on the allotments
10. To discuss the draft expenditure budget and identify changes
11. To note meeting dates for 2018 – 19
12. To make recommendations on grant requests from Friends of Stoke Park, 12<sup>th</sup> Eastleigh Scout Group and Stoke Park Infant Association
13. To discuss and amend the policy regarding the allocation of allotment plots
14. To receive the Clerk's Report, including an update on Parish Council assets
15. Date, time, place and agenda items for next meeting – Tuesday 12 December 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
9 November 2017***

*Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 10 October 2017

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Tidridge and Toher

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

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

**FGP\_1718\_M05/**

**Public Session**

### **56 Apologies for Absence**

56.1 Apologies had been received and were accepted from Cllrs Parker-Jones and Winstanley.

### **57 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 12 September 2017**

57.1 The draft minutes had been circulated with the supporting papers for this meeting.

57.2 Cllr Toher noted that Item 52.3 was missing the name of the seconder. The Clerk stated that Cllr Brown was missing and he would amend as appropriate.

57.3 Proposed Cllr Mignot, Seconded Cllr Brown, **RESOLVED** unanimously (Cllr Toher abstained as she had been absent) that the Minutes of the Finance and General Purposes Meeting held on 12 September 2017 be accepted, as amended, as a true record.

### **58 To consider Matters Arising from the above Minutes**

58.1 Minute 43.2 – The Clerk reported that he had amended the minutes and would confirm with Councillor Parker-Jones before getting them signed.

58.2 Minute 44.2 – The Clerk reported that he had contacted Darren Miller again and offered a meeting outside of normal Council meetings.

58.3 Minute 44.3 – The Clerk reported that the bench consultation is now printed and is awaiting delivery.

58.4 Minute 44.4 – The Clerk reported that the insurers have confirmed users of the mowers will be covered by our insurance.

58.5 Minute 47.2 – The Clerk reported that the Church have confirmed they wish to keep the path tarmac.

58.6 Minute 50.1 – The Clerk confirmed that the PCSO contract has again been sent to all Councillors.

58.7 Minute 53.2 – The Clerk confirmed that the only current trustees of the BMH are the sitting Committee members.

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

## **59 Declarations of Interest and Requests for Dispensation**

59.1 None declared or requested.

## **60 To receive reports from Working Groups**

60.1 The Clerk reported that no working groups had met since the previous Finance and General Purposes meeting. The Carnival group would be holding their washup meeting on October 25<sup>th</sup> and so they would report back at the next Finance & General Purposes meeting.

## **61 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017**

61.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

61.2 The RFO stated tree spending would be rising over the coming months.

61.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

## **62 To discuss and make recommendations regarding Sayers Road play area**

62.1 Cllr Mignot reported that the Borough Council are now able to put a figure on the funding available to Bishopstoke Parish Council for new play areas and this would be communicated to the Council in writing. Additionally, the Clerk was asked to request that the Borough keep the Parish Council informed of any new S106 agreements that impact upon the Parish.

### **Action: Clerk**

62.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that once written confirmation of the money from the Borough has been received then the final stage of consultation regarding Sayers Road play area should begin.

62.3 In the wider discussion of how Bishopstoke Parish Council delivers play areas going forward, the Clerk was asked to consult with residents as to the kind of play area they would prefer in Bishopstoke.

### **Action: Clerk**

## **63 To adopt the Volunteer Policy**

63.1 The draft policy had been circulated prior to the meeting.

63.2 After discussion, various minor amendments were agreed to the policy: Using the manager instead of supervisor throughout; changing section 4.4 to "bringing tools" rather than their own tools; changing 4.5 to "an inspection"; changing 6.1 to "agreed expenses"; renaming appendix A - a "Sample Volunteer Agreement" to allow for multiple signature sheets to be used, and removing the word diligent from the Appendix. Finally, the last sentence of section 3.1 from the previous draft will be reinstated.

63.3 The Clerk was thanked for his time and effort involved in producing the policy.

63.4 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Volunteer Policy, as amended, be adopted.

#### **64 To discuss and make recommendations regarding water storage on the allotments**

64.1 A report from the Assistant Clerk had been circulated prior to the meeting with the support papers. Additionally, the Clerk informed the Committee that another option was to replace all Council troughs with water butts, which would maintain a supply of stored water for tenants but reduce cleaning and testing bills compared to keeping the troughs. The Clerk also noted that several tenants have their own water storage solutions, and that it may be prudent to offer them a replacement water butt. Finally, the Clerk noted that the latest tenancy agreement prohibits new tenants from having a trough or bath.

64.2 After discussion it was agreed to proceed with the removal of all Council water troughs and their replacement with water butts. Additionally, all tenants currently using a bath would be informed of the need for it to be removed, and that the Council would provide a complimentary water butt as a replacement.

64.3 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council replace all water troughs and baths with water butts, and that the Council absorb the cleaning and testing costs for all water butts – whether Council owned or privately owned.

#### **65 To make recommendations regarding proposed works in Bishopstoke Cemetery**

65.1 The specification of works had been circulated with the supporting papers for this meeting.

65.2 The Committee offered its thanks to the Assistant Clerk for the two reports submitted.

65.3 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council go ahead with the proposed Cemetery works.

#### **66 To receive the Clerk's Report, including an update on Parish Council assets**

66.1 Parish Office: The Clerk reported that the Parish would be closed on Monday 23<sup>rd</sup> October.

66.2 Play Area: The Clerk noted that the main repair work at Sayers Road and Brookfield had been completed.

66.3 Allotments: The Clerk reported that the waiting list now only has 35 names on it.

66.4 Cemetery / Churches: The Clerk reported that Cemetery hut has now been carefully vandalised, meaning that we have to remove it immediately, rather than doing so at the Parish's convenience. There were 3 interments in September bringing the total for the year so far to 15. The work on St Mary's Churchyard Wall will now take place in 2018 / 19. In the meantime, the wall will be glued for safety reasons.

66.5 Fencing: The Clerk reported that several fencing firms were now about to quote for work at both the Cemetery and the Allotments. It is hoped that the work will start shortly after.

66.6 Website: The Clerk reported more problems with the website and that he has begun trialling another provider.

#### **67 Date, time, place and Agenda Items for the next meeting**

67.1 The next meeting is scheduled to be on Tuesday 14 November 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

67.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 3 November 2017.

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

**68 Motion for confidential business**

68.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed in relation to the tender contract, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

*1 member of the public left the room*

**69 To make recommendations on the Open Space Ground Maintenance contract**

69.1 Information concerning the tender process had been circulated prior to the meeting with the supporting paperwork.

69.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that Green Smile be offered a 4 year contract to be the Bishopstoke Parish Council Open Space Ground Maintenance Provider.

*There being no further business, the Chair closed the meeting at 9.00pm*

DRAFT

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

57.3 that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

61.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

63.4 that the Volunteer Policy, as amended, be adopted.

68.1 that in view of the confidential nature of the business about to be discussed in relation to the tender contract, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

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

62.2 that once written confirmation of the money from the Borough has been received then the final stage of consultation regarding Sayers Road play area should begin.

64.3 that the Council replace all water troughs and baths with water butts, and that the Council absorb the cleaning and testing costs for all water butts – whether Council owned or privately owned.

65.3 that the Council go ahead with the proposed Cemetery works.

69.2 that Green Smile be offered a 4 year contract to be the Bishopstoke Parish Council Open Space Ground Maintenance Provider.

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

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

## Notes of Cemetery Working Group Meeting

18<sup>th</sup> October 2017 7.00pm at the Bishopstoke Parish Council Office

**Present:** Cllr Lou Parker-Jones (Chair - LPJ), Cllr Peter Brown (PB), Cllr Anne Dean (AD), Cllr Sue Toher (ST), Cheryl Taylor, Assistant Clerk (CT)

### **1. Apologies for absence**

1.1 None received.

### **2. To Accept the Notes of the Cemetery Working Group meeting held on 22<sup>nd</sup> August 2017**

2.1 Cemetery Working Group (CWG) members unanimously accepted the Notes of the Cemetery Working Group meeting held on 22<sup>nd</sup> August 2017 and the Notes of the Cemetery Site Visit 26<sup>th</sup> July 2017.

### **3. To consider Matters Arising from the above Notes**

- 3.1 ST agreed to take photographs of the current position on both sides of the public footpath in Stoke Common Cemetery **Action ST**, and stated that Eastleigh Borough Council (EBC) has advised that the land will not be accepted unless in a reasonable state. ST to contact EBC on this issue. **Action ST**
- 3.2 CT updated CWG members on the latest position regarding the issue of spoil added on one side of the public footpath and on the issue of planned enclosures and landscaping. CT to ask EBC for regular updates concerning these issues, with an update requested after 1/11/2017. **Action CT**
- 3.3 CT advised that the Clerk (DHW) had contacted further contractors regarding the repairs to the fencing at the back of Bishopstoke Cemetery. CWG members discussed the issue of fencing being pulled down in two places along the length of the border with the development - CT asked if the new fencing should be extended to cover this length or if CWG members preferred to wait until the development was complete before considering this part of fencing. It was agreed that this part of the fencing should not be added to the current contract.
- 3.4 CT advised that the Cemetery hut had been vandalised and that 2 contractors had been approached for quotes to demolish and remove from site. It was noted that the vandalism had been confined to the hut itself, and no attempt had been made to smash glass vases contained within boxes or an old wooden bench, which had both been placed outside the hut before it was vandalised. CT to progress demolition and removal of the hut. **Action CT**
- 3.5 CT advised that the current regulations included the need for stonemasons to provide insurance details, and for gravediggers to use appropriate shoring, but did not include the need for gravediggers and funeral directors to provide insurance details. CT to add

these requirements to the current regulations. **Action CT LPJ** to mention this change when reporting on CWG matters at the next F&GP meeting. **Action LPJ**

- 3.6 CT advised that DHW was still waiting for a response from EBC as to ownership of the bin in the Old St Mary's churchyard. It has now further deteriorated and has a missing front door panel. ST requested that DHW raise at the next LAC meeting if the answer was not known by that date (30/10/2017). **Action DHW**
- 3.7 CT advised that HCC would be arranging installation of the new signs to the Cemetery, with payment being requested from the developers after receipt of invoice. CT to progress. **Action CT**
- 3.8 ST stated that a new laptop would be purchased when the 2<sup>nd</sup> Assistant Clerk was employed. CT stated that DHW had attempted to convert the current database but an Access database program was required to complete the conversion. CT to review whether the latest Access database would run on Windows 7, and to liaise with DHW who may have an older version of the Access database. **Action DHW/CT**
- 3.9 CT stated that the records for the Old St Mary's churchyard are still to be put onto an Excel spreadsheet and uploaded to the BPC website. **Action CT**
- 3.10 CT reported that DHW has written to the householder regarding the wall adjacent to the houses on the opposite side to Mellor House and is awaiting a response concerning the wall at that border with the Old St Mary's churchyard. **Action DHW**
- 3.11 CT reported that DHW has contacted the church authorities regarding the damage to fencing in St Mary's churchyard and is awaiting a meeting. **Action DHW** LPJ stated that local blacksmiths are available for work on the iron railings, CT stated that the fencing is the responsibility of Bishopstoke Parish Council and the intention was to remove the fencing wherever it is no longer deemed necessary and in discussion with the church authorities. PB stated that a deer had been caught on the fencing some years ago.
- 3.12 CT stated that the trees behind the memorial tree section were covered by a TPO and that the EBC tree officer would be asked whether drainage could be placed in the ground under the current line of the temporary gravel path, given that this path ended adjacent to trees subject to a TPO. The tree officer would also be asked if it was advisable to move the fencing adjacent to the large pine trees from one side of the pine trees to the other, because of the effect that might have on the trees. **Action CT**
- 3.13 CT to progress the tree applications for the Old St Mary's church, and the Cemetery lawn area, with the planning department at EBC. **Action CT**
- 3.14 CT advised CWG members of HALC advice concerning improvements to the gravel path, which is partially in land owned by Bishopstoke Parish Council and partially in land owned by the developers. CWG members agreed that any further work to the path should wait until the land is transferred into EBC's ownership. The temporary



path should be closed if it deteriorates to an extent that it can no longer be safely used by members of the public.

- 3.15 CT stated that the new notices proposed for the Cemetery vehicle and pedestrian gates will be progressed with other notices required for the allotment sites. CT to arrange. **Action CT**
- 3.16 CT advised that a quote is awaited for a one off cleaning in the Cemetery, following which a cleaning programme will be developed to cover all Bishopstoke Parish Council sites, and to include noticeboards and seats. CT to progress. **Action CT**
- 3.17 CT stated that following agreement of the new Cemetery seat policy the families for the seats concerned would be contacted. Information had been received from some of the families that the seats in need of replacement are more than 20 years old. **Action CT**
- 3.18 CT reported that the family concerned with the fallen memorial tree has been contacted with the possibility of replacing the tree, but no further contact had been received to date.

#### **4. To consider simplification of the memorial application process**

- 4.1 CWG members agreed the guidance on applying for a memorial and transferring a burial grant, subject to amending references to 'the Council' to 'Bishopstoke Parish Council'. **Action CT**
- 4.2 Guidance to be made available on the website and also to be included with the letters sent out following interments. **Action CT/DHW**
- 4.3 CT to send out the amended guidance with the draft minutes sent to all councillors. **Action CT**

#### **5. Stoke Common Cemetery – issues and development**

- 5.1 CT provided pictures of recent fly tipping in and around the car park, which the developers then removed. ST requested that a photographic record was kept of all instances of fly tipping in Stoke Common Cemetery. **Action CT** CWG members expressed concern regarding the need to consider locking the vehicular entrance at night in the future. This concern to be addressed at the time when discussions are being held concerning taking over the land from EBC.

#### **6. Improvements to Bishopstoke Cemetery, including options for future seat designs**

- 6.1 CT stated that two contractors had been approached regarding quoting for the improvement work at Bishopstoke Cemetery, and the specification would be provided to them once Full Council has agreed the recommendation by F&GP. **Action CT**

- 6.2 Councillors reviewed examples for new seats in the Cemetery. It was agreed that the seat style should have armrests and be capable of being attached to the ground. It was also agreed that the previous memorial plaques should be cleaned if requested, then placed on the new seats. Three seats were selected for CT to approach companies for further information and costs, and the location of any seats in the local area which could be viewed, to be emailed to all for final agreement. **Action CT/DHW**
- 6.3 LPJ/AD to send any further details of other seats, to add to the list by email to all. **Action LPJ/AD**
- 6.4 CT to review with DHW if the seat costs could be absorbed within the current budget, or needed further approval. **Action CT/DHW**
- 6.5 PB requested that the style of seat was reconsidered for Stoke Park Cemetery, as a different look might be considered appropriate.

## **7. Items for budget submission and review of fees**

- 7.1 CWG members considered items on the list of future works for Bishopstoke Cemetery and requested that the following items be put forward in the forthcoming budget process: installation of access ramp; shoring of the area of the smaller bank to the left of the current steps with the addition of new bollards; addition of accessible parking bays at roundabout. CT/DHW to consider estimated costs of such budget items and DHW to include in the forthcoming budget process. **Action CT/DHW**
- 7.2 CWG members reviewed the current level of fees. PB stated that he would prefer a smaller increase each year, rather than a larger increase every 3 or 4 years, as had been the policy in the past. LPJ/ST stated that the fee review last year had been on the basis that there would be no fee increase for 2018/19 and councillors agreed that a change to more regular smaller increases could be considered in the 2019/20 budget deliberations. CT updated members on the deficit/surpluses over previous years, and progress on the larger budget items expected in 2017/18. PB felt that having double fees for non-residents, particularly for cremation burials, was excessive. CT stated that double fees were common for non-residents, and that in some places triple fees or quadruple fees were being charged. It was also noted that EBC and FOHHPC charge double fees, with a further qualification of not being away from the area for more than 24 months. BPC did not apply this time restriction, as it was felt that if someone moves out of the Parish for care the time period suffered with some illnesses could be considerably longer than 24 months. Non-residents were normally charged at a greater level than residents, as residents will have been paying money towards the upkeep of the Cemetery, and will also have to pay for a new cemetery and kitting out that new cemetery, should space run out.
- 7.3 CWG members agreed to review the level of fees for non-residents in October 2018, and to recommend to F&GP that Cemetery fees should remain unchanged for 2018/19. **Action LPJ**

## **8. To consider options for moving memorial stones away from wall at St Mary's churchyard**

- 8.1 CWG members considered the options on the background paper. Members agreed that if the memorial stones leaning on the wall had just been put there, and were not related to adjacent graves, then the preferred option is to lay flat in front of other headstones. However, if the memorial stones were placed there because they were related to the adjacent graves, then the preferred option is to lay flat in the grass lawn immediately adjacent to the front wall. CT to contact the church authorities concerning if the headstones are related to adjacent graves. PB stated that a previous survey has been carried out by the church to show the position of graves. **Action CT**

## **9. Report on updates from ICCM**

- 9.1 CT reported that the latest publication from ICCM contains information concerning updated guidelines published in March 2017 by the Environment Agency relating to groundwater protection in cemeteries, placing new obligations on cemetery operators. Under these new guidelines all cemeteries must undertake an appropriate risk assessment and be managed to reduce their risk and impact on the environment. Any extension to an existing site or new cemetery proposal must comply with the latest requirements. CT to research guidelines and write to EBC concerning the compliance of the new cemetery with these new guidelines. **Action CT** CWG members stated that the new cemetery must be expected to comply with these guidelines by relating to how the groundwater conditions are now, and not from an older survey of groundwater conditions in that section of land.

## **10. Any other business**

- 10.1 CWG members requested that an action log be completed and distributed to Councillors as soon as possible, and that for future meetings the action log was included in documents provided, and with details on progress to date. **Action CT**

## **11. To determine date, time, place and agenda items for next meeting**

- 11.1 The next meeting was agreed as Wednesday 17<sup>th</sup> January 2018 at 7:00pm in the Parish Office at Riverside.
- 11.2 Items for inclusion on the Agenda to CT by Monday 8<sup>th</sup> January 2018. **Action ALL**
- 11.3 The meeting closed at 8.55pm.

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **7**

## Budget Monitoring 2017/18

At 31 October 2017

% of the year that has passed **58.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Income</b>							
Precept	£ 157,793.20	£ 78,896.20					50.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -						
Burial Board income	£ 10,000.00	£ 8,100.00					81.0%
Allotment income	£ 5,000.00	£ 3,824.83					76.5%
Carnival	£ 3,500.00	£ 100.00					2.9%
<b>Total income</b>	<b>£ 187,773.87</b>	<b>£ 102,201.70</b>					<b>54.4%</b>
<b>Community services, projects and facilities</b>							
Community projects / facilities	£ 7,000.00			£ 1,514.00		£ 5,486.00	21.6%
Neighbourhood Plan	£ 2,500.00			£ 60.00			2.4%
Carnival	£ 6,000.00			£ 3,039.32		£ 2,960.68	50.7%
Travel token scheme	£ 1,200.00			£ 660.50		£ 539.50	55.0%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 9,556.00		-£ 4,556.00	191.1%
Play area/open sp grds mtce	£ 31,000.00			£ 21,145.12		£ 9,854.88	68.2%
Open spaces tree maint.	£ 6,000.00			£ 1,225.00		£ 4,775.00	20.4%
Shears Mill maint./cleaning	£ 800.00			£ 336.60		£ 463.40	42.1%
Shears Mill utilities	£ 200.00			£ 57.93		£ 142.07	29.0%
PCSO funding	£ 8,000.00			£ 7,396.24		£ 603.76	92.5%
Grant Aid	£ 6,000.00			£ 1,500.00		£ 4,500.00	25.0%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ -		£ 25,000.00	0.0%
Parish Publicity	£ 2,000.00			£ 525.55		£ 1,474.45	26.3%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 479.44		£ 320.56	59.9%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 183.90		£ 1,316.10	12.3%
<b>Sub total</b>	<b>£ 116,500.00</b>		<b>£ -</b>	<b>£ 56,832.63</b>		<b>£ 57,227.37</b>	<b>48.8%</b>

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **7**

## Budget Monitoring 2017/18

At 31 October 2017

% of the year that has passed **58.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Burial Board</b>							
St Mary's Churchyard mtce	£ 5,000.00			£ 1,069.46		£ 3,930.54	21.4%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 613.31		£ 486.69	55.8%
Cemetery grounds mtce	£ 24,500.00			£ 2,537.86		£ 21,962.14	10.4%
Water charges	£ 100.00			£ 4.02		£ 95.98	4.0%
Tree removal/mtce work	£ 4,000.00			£ 2,807.50		£ 1,192.50	70.2%
General maint	£ 5,000.00			£ 861.46		£ 4,138.54	17.2%
<b>Sub total</b>	<b>£ 39,700.00</b>		£ -	<b>£ 7,893.61</b>	£ -	<b>£ 31,806.39</b>	<b>19.9%</b>
<b>Allotments</b>							
General/equip maintenance	£ 10,000.00			£ 3,564.82		£ 6,435.18	35.6%
Electricity charges	£ 800.00			£ 127.51		£ 672.49	15.9%
Water charges	£ 1,000.00			£ 611.11		£ 388.89	61.1%
<b>Sub total</b>	<b>£ 11,800.00</b>		£ -	<b>£ 4,303.44</b>		<b>£ 7,496.56</b>	<b>36.5%</b>
<b>Administration</b>							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 31,747.73		£ 21,252.27	59.9%
Election expenses	£ 2,000.00			£ -		£ 2,000.00	0.0%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 1,777.51		£ 2,222.49	44.4%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 1,105.00		£ 395.00	73.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,773.00		-£ 73.00	104.3%
Office facility	£ 440.00			£ 252.00		£ 188.00	57.3%
Staff travel & mileage	£ 500.00			£ 296.55		£ 203.45	59.3%
Insurance	£ 2,000.00			£ 2,044.35		-£ 44.35	102.2%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 793.00		£ 207.00	79.3%
<b>Sub total</b>	<b>£ 67,490.00</b>		£ -	<b>£ 39,789.14</b>	£ -	<b>£ 27,700.86</b>	<b>59.0%</b>
<b>Total</b>	<b>£ 235,490.00</b>	£ -	£ -	<b>£ 108,818.82</b>	£ -	<b>£ 124,231.18</b>	<b>46.2%</b>

# Bishopstoke Parish Council

## Finance & General Purposes Meeting

14th November 2017

ITEM 6

### Non-Confidential Payments October 2017)

#### Direct debits

BT	Office Phone (Sept 17)	£	30.49
BT	Broadband (July - Sept 17)	£	91.01
British Gas	Shears Mill - Elec (Sept 17)	£	9.00
British Gas	Allotment - MF - Elec (Sept 17)	£	18.23
Eon	Parish Office - Elec (Sept 17)	£	30.00

#### Internet payments

Foster	Old St Mary's - Trees	£	480.00
Greens Clearance	Cemetery - Glass clearance	£	25.00
Weasel Roadshow	Carnival - Sound	£	300.00
St John Ambulance	Carnival - First Aid	£	351.90
Came & Company	Insurance	£	2,044.35
Eastleigh Borough Council	Blackberry Drive - Dragons Teeth	£	1,929.60
M & S Enterprises	Manor Farm - Eqpt Repair	£	63.30
Jason Bruno	Shears Mill - Work	£	222.72
HALC	Training - Inv 1916	£	96.00
HALC	Training - Inv 1928	£	108.00
CPRE	Neighbourhood Plan Conf	£	60.00
Hampshire Constabulary	PCSO - second half	£	3,698.12
VitaPlay	Brookfield - Inv 1564	£	2,550.00
Geoff Harris	Carnival Expenses	£	298.02
Jason Bruno	Cemetery - bench refurb	£	384.00
Ryan O'Connor	Jockey Lane	£	351.64
Ryan O'Connor	Manor Farm	£	255.33
Ryan O'Connor	Cemetery	£	151.46
BDO	External Audit	£	480.00
Eastleigh Borough Council	Dog Waste Bins - September 17	£	47.38
SLCC	Training Seminar	£	153.60
Dale Valley	Tree Training - Cllr Harris	£	186.00
VitaPlay	Sayers Road - repairs	£	8,371.20
L & S	Skip Hire MF	£	254.40
Greens Clearance	Waste Clearance	£	195.00
Green Smile	Ground Maintenance (October 17)	£	3,283.22
Green Smile	Additions (October 17)	£	320.48
Staff	Salary	£	2,990.26
Staff	Mileage	£	76.50
HMRC	Tax / NI	£	992.28
HCC	LGPS	£	928.38

## Cheque payments

### Out Of Pocket Expenses

Amazon

### Clerk

Carnival hi viz jackets

£ 36.48

Sub total £ 36.48

### Out Of Pocket Expenses

B & Q

Euro Garages

Tesco

Post Office

Ryman

W H Smiths

Clinton cards

Ink Planet

### Assistant Clerk

Oil

Mower Fuel

Phone Top Up

Postage

Stationery

Stationery

Stamps

Ink

£ 8.00

£ 29.94

£ 15.00

£ 62.39

£ 31.44

£ 3.49

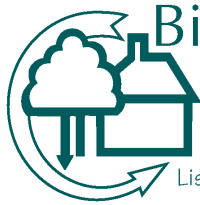
£ 3.90

£ 94.45

Sub total £ 248.61

### Total payments

£ 32,111.96



# Bishopstoke Parish Council

**David Hillier-Wheal**  
BSc (Hons) PGCE  
Clerk to the Parish Council

Bishopstoke Parish Office  
Riverside  
Bishopstoke  
Eastleigh  
Hampshire SO50 6LQ

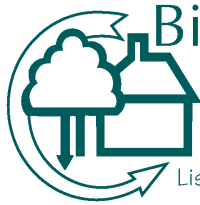
Tel: 02380 643428  
email: [bishopstoke.pc@btconnect.com](mailto:bishopstoke.pc@btconnect.com)

## Finance & General Purposes – 14<sup>th</sup> November 2017 Internal Auditor

The recommendation is that Bishopstoke Parish Council continues using Do The Numbers Ltd as its internal auditor for the financial year 2017-18.

Having only used them for one year, there is no imperative to change as there was last year, and we have been completely satisfied with the service provided this year, so see no reason to change.





# Bishopstoke Parish Council

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## Finance & General Purposes – 14<sup>th</sup> November 2017 Burial Board and Allotment fees

The Cemetery Working Group have discussed the level of fees and feel there is no need to change fees for the coming year.

The Assistant Clerk and myself have discussed allotment fees and have a similar recommendation – i.e. no change to fees this year. Although the fees were not increased last year, and Bishopstoke allotment fees are less than those of either Eastleigh or Fair Oak, it should also be noted that we have a reducing waiting list, and two more allotment sites coming on stream in the next few years. It seems prudent to hold prices now, and to consider the overall pricing structure as and when the new allotments become available.

Recommendation that there be no increase in Burial Board fees for the year 2018-19

Recommendation that there be no increase in allotment fees for the year 2018-19

## Finance & General Purposes – 14<sup>th</sup> November 2017

### Allotment water storage

Following the discussion at Full Council with one of the site reps, the issue of allotment water storage has been sent back to F&GP. I have discussed the issue with the Chair and the Assistant Clerk.

Points to note:

We cannot guarantee that lids will be placed back on any water storage container.

It is not financially sensible to commit to cleaning tenant owned containers as there are so many of them.

The actual risk from any of the water containers is minimal at worst, and it is the Council's responsibility to minimize, not eliminate, risk.

The Council is about to purchase a thermometer designed to test temperature in running as well as still water, and is putting in a programme of weekly temperature tests to determine if water temperature ever reaches unsafe levels.

One suggested way forward is for the Council to regularly remind tenants of health and safety, perhaps with the annual rent letter; to ensure the Council owned water containers are emptied by the end of October and the water is turned off; to have the Council owned containers cleaned professionally in March, before the water is turned back on.

This would ensure the Council containers are cleaned regularly enough to avoid problems.

If the Council still feels this is too high a risk then there is a potential lidded water container that can be bought for approximately £120. The council would need around 10 of these to replace the existing baths. It should be noted that although they contain around the same amount of water as one of the baths, they are not as

long, and so the tenants may remain unhappy about having potentially to queue for water.

Assuming the Council goes ahead with the first proposal, a log will be kept of the water temperature in the taps at various times of the day and week, as well as in council water storage containers. Barring any concerns, the results can then be looked at after 12 months, and a decision taken on whether, and how regularly, the water should be retested for dangerous levels of legionella.

# BISHOPSTOKE PARISH COUNCIL

## Base Budget 2018 / 2019

	<u>Agreed</u> <u>Budget</u> <u>2017/18</u>	Projected 2017/18	Forecast 2018/19	Notes
<b><u>Community Services, Projects and Facilities</u></b>				
Community projects and facilities	£ 7,000.00	£ 3,500.00	£ 7,000.00	Normal ongoing plus solicitors to take over BMH
Neighbourhood plan	£ 2,500.00	£ 1,500.00	£ 2,500.00	things will speed up
Carnival	£ 6,000.00	£ 4,002.00	£ 6,000.00	have to budget for things we could have to pay for
Travel token scheme	£ 1,200.00	£ 1,000.00	£ 1,500.00	increased users already
Bus shelter maintenance	£ 1,500.00	£ 700.00	£ 1,500.00	finger in air
Play equipment provision	£ 8,000.00	£ 15,117.32	£ 15,000.00	as things get older
Play equipment maintenance	£ 5,000.00	£ 2,550.00	£ 5,000.00	at least
Play area/open space grounds maintenance	£ 31,000.00	£ 35,755.00	£ 44,000.00	new contract 40k but always extras
Open space tree maintenance	£ 6,000.00	£ 15,500.00	£ 10,000.00	another big year for trees
Shears Mill/ maintenance/cleaning	£ 800.00	£ 300.00	£ 500.00	
Shears Mill utilities	£ 200.00	£ 100.00	£ 200.00	
PCSO funding	£ 8,000.00	£ 7,400.00	£ 8,000.00	
Grant Aid	£ 6,000.00	£ 6,000.00	£ 6,000.00	
Street Pastors	£ 500.00	£ 500.00	£ 500.00	
Y Zone	£ 25,000.00	£ 25,000.00	£ 25,000.00	
Parish Publicity	£ 2,000.00	£ 1,000.00	£ 1,500.00	only gets max 3 newsletters
Parish office maintenance/furnishings	£ 500.00	£ -	£ 500.00	
Parish office utilities	£ 800.00	£ 900.00	£ 1,000.00	
New noticeboards	£ 3,000.00	£ 3,000.00	£ 3,000.00	will need to replace main board this year
General repairs/renewals	£ 1,500.00	£ 400.00	£ 1,000.00	finger in air
<b>Sub total</b>	<b>£ 116,500.00</b>	<b>£ 124,224.32</b>	<b>£ 139,700.00</b>	
<b><u>Burial Board</u></b>				
St Mary's Churchyard maintenance	£ 5,000.00	£ 2,000.00	£ 12,000.00	now two repairs of wall to do
Old St Mary's Churchyard maintenance	£ 1,100.00	£ 1,650.00	£ 1,500.00	
Cemetery grounds maintenance	£ 24,500.00	£ 14,000.00	£ 5,000.00	fencing should be done by then

Water rates	£ 100.00	£ 50.00	£ 100.00	
Tree removal/mtce work	£ 4,000.00	£ 6,000.00	£ 6,000.00	
General maintenance	£ 5,000.00	£ 5,000.00	£ 5,000.00	cemetery working group work
<b>Sub total</b>	<b>£ 39,700.00</b>	<b>£ 28,700.00</b>	<b>£ 29,600.00</b>	
<b><u>Allotments</u></b>				
General maintenance	£ 10,000.00	£ 10,060.00	£ 7,000.00	equipment shed and general
Soakaway				
Electricity	£ 800.00	£ 220.00	£ 500.00	
Water rates	£ 1,000.00	£ 1,200.00	£ 1,500.00	
<b>Sub total</b>	<b>£ 11,800.00</b>	<b>£ 11,480.00</b>	<b>£ 9,000.00</b>	
<b><u>Administration</u></b>				
Staff Salaries incl NI & LGPS	£ 53,000.00	£ 54,000.00	£ 58,000.00	if no new staff. Plus 15k if extra staff
Election Expenses	£ 2,000.00	£ 4,500.00	£ 2,000.00	
Recruitment Advertising	£ 500.00	£ 500.00	£ 500.00	
Repairs & Renewals	£ 500.00	£ 100.00	£ 500.00	
Office and Admin Expenses	£ 4,000.00	£ 3,000.00	£ 4,000.00	
Room Hire	£ 200.00	£ 100.00	£ 200.00	
Audit Costs	£ 1,500.00	£ 1,100.00	£ 1,500.00	
Subs (HAPTC/NALC/SLCC)	£ 1,700.00	£ 1,800.00	£ 2,000.00	
Clerk/asst clerk home facilities	£ 440.00	£ 432.00	£ 660.00	if new staff
Staff travel & mileage	£ 500.00	£ 450.00	£ 600.00	
Insurance	£ 2,000.00	£ 2,050.00	£ 2,100.00	
Chair's Expenses	£ 150.00	£ 150.00	£ 150.00	
Seminars & training	£ 1,000.00	£ 1,330.00	£ 2,000.00	potential new staff costs
Reference Material	£ -	£ 100.00	£ 200.00	yellow book
<b>Sub total</b>	<b>£ 67,490.00</b>	<b>£ 69,612.00</b>	<b>£ 74,410.00</b>	
<b><u>Total</u></b>	<b>£ 235,490.00</b>	<b>£ 234,016.32</b>	<b>£ 252,710.00</b>	

## **Funded by: -**

	10% Band D		
	Rise		
Precept	<b>£ 157,793.20</b>	£ 157,793.20	£ 160,000.00
Council tax support grant	£ 11,280.67	£ 11,280.67	£ 10,000.00
Interest receivable	£ 200.00	£ 200.00	£ 200.00
KSPC shared costs	£ -		
Other receipts	£ -		
Burial Board income	£ 10,000.00	£ 13,000.00	£ 10,000.00
Allotment income	£ 5,000.00	£ 5,000.00	£ 5,000.00
Carnival income	£ 3,500.00	£ 3,000.00	£ 3,500.00
<b>Sub total</b>	<b>£ 187,773.87</b>	<b>£ 190,273.87</b>	<b>£ 188,700.00</b>
Income and expenditure surplus/deficit	-£ 47,716.13	-£ 43,742.45	-£ 64,010.00
<b>Total expenditure</b>	<b>£ 235,490.00</b>	<b>£ 234,016.32</b>	<b>£ 252,710.00</b>

## **Movement in Reserves: -**

General reserves at start of year	£ 173,331.75	£ 173,331.75	£ 147,356.30	if brookfield is paid over
Transfers to/(from) reserves	-£ 47,716.13	-£ 43,742.45	-£ 64,010.00	
Other adjustments eg creditors/Vat				
<b>General reserves at end of year</b>	<b>£ 125,615.62</b>	<b>£ 129,589.30</b>	<b>£ 83,346.30</b>	
Capital contribution Brookfield	£ 17,767.00	£ 17,767.00		
<b>Total All Reserves at end of year</b>	<b>£ 143,382.62</b>	<b>£ 147,356.30</b>		

## Finance & General Purposes – 14<sup>th</sup> November 2017

### Budget discussion

Items for consideration for addition to budget with estimates

Jockey Lane: General maintenance of approximately £1,500.  
Fencing between £3,000 and £7,000 depending on how much and how high.  
Tree work £2,000

Underwood Road: General maintenance of approximately £3,000.  
Fencing between £5,000 and £10,000 depending on how much, how high, and what gets done this year.  
Machine shed repair £4,000 (in budget but replacement may be more expensive).  
Second soakaway to prevent shop flooding £3,000  
Bath replacement £1,000  
Tree work £3,000

Bishopstoke Cemetery:  
Access ramp £5,000  
Accessible parking bays £5,000  
Seat replacement £7,000  
General maintenance £3,000  
Tree work £5,000

Old St Mary's: Ash tree £5,000 (may be done in current year)

St Mary's: Wall repairs £10,000 (in budget)  
Boundary fence work £3,000  
Pathway repairs £1,500  
Drainage path repairs £2,000  
Memorial work £2,000

Glebe Meadow: Sensory Garden £5,000

Play areas: Replacement every two years £25,000 per annum

Public Art: Maintenance annually???

BMH: Architects / Loans / Time spent obtaining grants???

Skate Park: Money already with EBC

Brookfield: Seems prone to vandalism. Sensible to have a repair fund?

Assume new allotments and Stoke Common Cemetery not in 2018-19 financial year

Assume Breach Lane allotments and play area not in 2018-19 financial year.



## BISHOPSTOKE PARISH COUNCIL

### COUNCIL & COMMITTEE MEETING DATES 2018 – 2019

10 April <b>24 April</b>	Planning Committee & <i>F&amp;GP Committee</i> <b>Parish Assembly</b>
<b>8 May</b> 22 May	Planning Committee & <i>F&amp;GP Committee</i> <b>Parish Council AGM</b>
5 June <b>19 June</b>	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
10 July <b>24 July</b>	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
14 August 28 August	Planning Committee Planning Committee
11 September <b>25 September</b>	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
9 October <b>23 October</b>	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
13 November <b>27 November</b>	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
11 December	Planning Committee & <i>F&amp;GP Committee</i>
8 January 2019 22 January 2019	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
12 February 26 February	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
12 March 26 March	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee & <b>Parish Council</b>
9 April 23 April	Planning Committee & <i>F&amp;GP Committee</i> Planning Committee

Planning Committee meetings start at 7.00pm (doors open 6:45pm for inspection of planning applications).  
F&GP and Parish Council meetings start at 7.30pm. Meetings take place in the Parish Office unless otherwise stated.



## Finance & General Purposes – 14<sup>th</sup> November 2017 Meeting Dates

The list of meeting dates has been put together by myself and the Chair following various comments from Cllrs.

Meetings follow the standard 2<sup>nd</sup> and 4<sup>th</sup> Tuesday pattern for most of the year.

In April, where there has only been Planning and F&GP on the 2<sup>nd</sup> Tuesday, with no Full Council meeting on the 4<sup>th</sup>, the proposal is that the 24<sup>th</sup> April (the 4<sup>th</sup> Tuesday) will instead host the Parish Assembly in 2018. If needed, a planning meeting can be held immediately prior to the Parish Assembly, but that can be determined closer to the time, depending on applications received.

In May, there is, as usual, no planning meeting on the night of the AGM. It would technically be possible to hold one, should applications require it, but again, that decision can be made closer to the time.

In June, the recent practice of holding the meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday continues. This is due to the necessity to approve the accounts before the end of June. If they, for whatever reason, are rejected by Full Council in June, there needs to be enough time to legally call another meeting to approve them.

August now has two planning meetings instead of one, but no F&GP or Full Council as usual.

December continues to only have meetings on the 2<sup>nd</sup> Tuesday, and not the 4<sup>th</sup>.

As is always the case, should there be a need for either an extra meeting, due to extraordinary business, or no need for a scheduled meeting, then these can be added or removed at any meeting of the Full Council, or the relevant Committee.

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

14<sup>th</sup> November 2017  
Agenda Item: 13

<b>Report Subject: Allocation of Allotment Plots</b>
<b>Report Author: The Assistant Clerk</b>
<p><b>Executive Summary:</b> This report is to give information on the current numbers on the allotment waiting list and the current policy for allocation of allotment plots, and to make recommendations for change.</p>
<p><b>Recommendations:</b> <b>The Parish Council is recommended to:</b></p> <ol style="list-style-type: none"> <li>1) advertise the allotment sites to increase the numbers on the waiting list</li> <li>2) to change the current policy on the rules of allocation of allotment plots to be site-specific</li> <li>3) to change the policy on the rules of allotment plot allocation specifically for the Underwood Road site as follows:             <ol style="list-style-type: none"> <li>i. to remove the maximum number of permitted rods</li> <li>ii. to remove the need to give up an existing tenancy if moving outside of the Parish of Bishopstoke</li> <li>iii. to subdivide appropriate plots into 2.5 square rods each, and to write to those who have left and wish to try again to ask if they wish to try again with a smaller plot of 2.5 square rods</li> <li>iv. to consider removal of the requirement to live in the Parish of Bishopstoke</li> </ol> </li> </ol>
<p><b>Notes:</b> The current number on the allotment waiting list is 31. The number has fallen within the last 3 years from a level of 60/70 and a four-year waiting time. This change has been experienced nationally, causing other councils to advertise to increase numbers, or to reduce plot numbers by removing some plots. Bishopstoke Parish Council have not previously advertised heavily to increase numbers, although some mention has been made from time to time in the Parish newsletter.</p> <p>Most people now joining the waiting list prefer to wait for one of the new allotment sites rather than take up an older plot. There is a particular issue for the Underwood Road site where higher than average numbers have given up their tenancy this year. The reasons for this are unclear and may be affected by the change in the non cultivation policy.</p> <p>Since April 2010 the type of person requesting an allotment plot has changed. The standard size allotment plot of 10 square rods (252 m<sup>2</sup>) was originally intended to provide food for a family for a year, but several years ago allocations were reduced to 5 square rods as tenants were unable to cope with 10 square rods. Increasingly, in the last 2 to 3 years, tenants are giving up 5 square rods</p>

as they are unable to cope as they have insufficient time. Other councils are now subdividing some of their 5 square rod plots into 2.5 square rods, however, this has not been the policy to date for Bishopstoke Parish Council.

**Reasons for the Decision:**

Recommendations are included on this issue so that sufficient numbers are available for future vacant plots, particularly at the Underwood Road site.

**Background Papers:**

Analysis of numbers on waiting list over current and future allotment sites.  
Current policy on the rules of allocation of allotment plots.

Mrs Cheryl Taylor  
Assistant Clerk to Bishopstoke Parish Council  
7th November 2017

## **POLICY FOR ALLOCATION OF ALLOTMENT PLOTS**

Allotment plots are allocated only to applicants residing within the boundaries of the Parish of Bishopstoke.

When a plot becomes vacant the next applicant on the list will be offered a 5 rod plot. If they express a wish for a further 5 rod plot they will return to the bottom of the list to be offered another 5 rod plot when they next reach the top of the list. A maximum total of 10 rods will be allocated to each applicant.

In the case of an existing tenant having a non-standard sized first plot of greater than 5 rods they will be offered one further plot of 5 rods, bringing their total maximum holding exceptionally to above 10 rods.

Existing tenants who are from outside the Parish will be permitted to ask for a second allocation of 5 rods. However, they will be required through the Tenancy Agreement to relinquish this second plot should they move from their current residence to a new residence which is again outside the Parish of Bishopstoke.

Tenants who currently have an allocation of 10 rods by means of one or more joint tenancies will still be able to take up their own 5 rod plot if they firstly relinquish a joint tenancy of 5 rods.

Any tenant who has been allocated 2 physically separated plots of 5 rods will be given first refusal on any plot adjacent to one of their allocations. A tenant wishing to consider this option will need to register this wish with the Assistant Clerk.

Applicants will be given the opportunity to view the plot offered before taking it on. However, if the plot is refused by the applicant without good reason (to be determined at the discretion of the Assistant Clerk) they will be returned to the bottom of the list if they still wish to remain on the list.

Applicants whose circumstances have changed since the date of application can, at the discretion of the Assistant Clerk, choose to remain on a separate list to take up a plot at a future date when their circumstances so allow. This separate list allows an applicant to take up the next available plot rather than be required to rejoin the waiting list at the bottom.

Tenancies can be in joint names to allow more than one person to cultivate the plot so that cultivation can continue should circumstances prevent cultivation by one or other of the tenants. The policy for joint tenancies will apply.

Policy dated: 05/04/2016

Contact details for the Allotments

Mrs Cheryl Taylor, Assistant Clerk:

by telephone on 07521 735539

by email on [acbishopstoke.pc@btinternet.com](mailto:acbishopstoke.pc@btinternet.com)

by appointment at the Parish Office, Riverside, Bishopstoke, Eastleigh, SO50 6LQ

<u>ANALYSIS OF WAITING LISTS</u>	<u>As at 04/11/2017</u>	<u>Numbers</u> <u>waiting</u>	<u>Current</u> <u>Number of</u> <u>Vacant plots</u>	<u>Total Numbers that have</u> <u>become vacant 1st Nov 2016</u> <u>to 4th Nov 2017</u>
Underwood Road, or any site		3	4**	17
Jockey Lane only		3	0	2
The Chase only		12		
Breach Lane only		4		
Breach Lane accessible plots only		2		
Jockey Lane or The Chase		5		
Jockey Lane, The Chase or Breach Lane		2		
Total waiting		<u>31</u>		
Interested in Community Orchard		2		

\*\* includes one 8 rod plot which site reps have advised not to subdivide into two 4 rod plots

Jockey Lane plots became vacant maximum 1 a year over the 3 years prior to the year detailed above

Underwood Road plots became vacant maximum 13 a year over the 3 years prior to the year detailed above