

BISHOPSTOKE PARISH COUNCIL

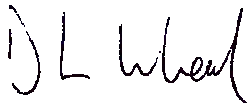
**Members of the Parish Council are summoned to attend a meeting to be held at the Parish Office,
Riverside, Bishopstoke on Tuesday 22 January 2019 at 7.30pm
This Meeting is Open to the Public (7.30pm – Question Time)**

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

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meetings held on 27 November 2018
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 11 December 2018 and 8 January 2019 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meetings of 11 December 2018 and 8 January 2019 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the November and December 2018 Statement of Accounts
9. To approve the Expenditure Budget for the year 2019-20
10. To approve the Precept request for the year 2019-20
11. To approve the installation of smoke-free signage at Bishopstoke play areas, funded by Hampshire County Council
12. To receive reports from County, Borough and Parish Councillors on matters of interest
13. To receive the Clerk's Monthly Report
14. To consider content for the January 2019 Press Release
15. Date, time, place and agenda items for next meeting – Tuesday 26 February 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke



*D L Wheal
Clerk to Bishopstoke Parish Council
15th January 2019*

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

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 27 November 2018

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

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

Public Session 0 members of the public were present.

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Public Session

107 Apologies for Absence

107.1 Apologies had been received and were accepted from Cllrs Moore and Roling.

108 Councillors' Questions

108.1 Cllr Harris asked whether the bin on the bus stop on Hamilton Road between Guest Road and Scotter Road belonged to the Parish Council. If so, could we get it placed at a lower height so that it can be used and if not, can we request that whoever has responsibility for it lowers it.

Action: Clerk

109 To adopt and sign Minutes of the Parish Council meeting held on 23 October 2018

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

109.2 Proposed Cllr Greenwood, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 23 October 2018.

110 To consider Matters Arising from the above Minutes

110.1 Minute 88.2 The Clerk reported that there is some damage as reported but that there did not seem to be an easy way to prevent such damage in future.

110.2 Minute 88.6 The Clerk reported that advice received was that items can be displayed but that if they have any value then a list should be provided to the insurers and it may well affect the Parish Council's insurance premium.

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- 110.3 Minute 90.1 The Clerk stated that as DBS checks are on the agenda, he would report at that point.
- 110.4 Minute 90.6 Glebe Meadow parking was on the agenda for F&GP
- 110.5 Minute 90.8 The Clerk reported that Cllr Parker-Jones was correct, and the minutes had been amended accordingly.
- 110.6 Minute 93.7 The Clerk report that the Financial Regulation change had been made publicly available.
- 110.7 Minute 94.2 The Clerk reported that VAT had been put on hold until such time as Assistant Clerk Thorogood took over as RFO. This was safe to do as we are allowed to claim VAT for a period of up to 5 years. This process has now started and the VAT claims for 2017-18 are all now in. This was greatly helped by the fact that the government has finally allowed online VAT claiming for non-registered bodies.
- 110.8 Minute 95.4 The Clerk reported that the BCA had been contacted and accounts had been made available.
- 110.9 Minute 95.6 The Clerk reported that he had contacted David Rees of Hampshire County Council but that no reply had been received yet.

111 Declarations of Interest and Requests for Dispensations

111.1 Cllr Thornton declared an interest in Item 7 on the agenda, specifically the recommendation of a grant for the Street Pastors.

112 Report on Planning Committee Meetings of 23 October and 13 November 2018 – to note Resolutions and to determine Recommendations

112.1 The Planning Committee Minutes from 23 October and 13 November 2018 had been circulated prior to this meeting.

112.2 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** unanimously that the resolutions of the Planning Committee meetings held on 23 October and 13 November 2018 be noted.

113 Report on Finance and General Purposes Committee Meeting of 13 November 2018 – to note Resolutions and to determine Recommendations

113.1 The Finance and General Purposes Committee Minutes from 13 November 2018 had been circulated prior to this meeting.

113.2 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 13 November 2018 be noted.

113.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** with Cllr Thornton abstaining that the Street Pastors be granted £500.

113.4 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously that the Stoke Park Infants Association be granted £1,000.

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113.5 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the amendment to Financial Regulation 6.5 be adopted.

113.6 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council approve using Direct Debit to pay for the general waste bin.

114 To receive the RFO's Report and approve the October 2018 Statement of Accounts

114.1 The Clerk reported that the new RFO was settling into the role. The VAT returns for 2017-18 have been completed and the monthly reports have now been handed over. The Clerk is continuing to work on the budget items agreed at the previous Finance & General Purposes meeting.

114.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to receive the RFO's report and approve the October 2018 Statement of Accounts.

115 To approve the virement of up to £2,000 from unspent budget heads or reserves to facilitate urgent repairs of the road surface at the entrance to Bishopstoke Cemetery

115.1 The Clerk reported that the tarmac just outside the gates to Bishopstoke Cemetery is in need of repair due to the damage caused by tree roots. It had previously been believed that this would be the responsibility of the developers at The Chase, but it now transpires that this is not the case. Following a couple of complaints of vehicles grounding it has become a matter of urgency to complete this work. A quote of around £1,500 has already been received which compares favourably to the work done at St Mary's Churchyard, and a small contingency fund has been added to it to reach the figure of £2,000

115.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that up to £2,000 be vired from unspent budget heads or reserves to facilitate urgent repairs of the road surface at the entrance to Bishopstoke Cemetery.

116 To agree provisional meeting dates for the year 2019-20

116.1 Proposed Cllr Dean, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to agree the provisional meeting dates for the year 2019-20.

117 To consider and make decisions regarding the DBS proposals contained in the report from Cllr Tidridge

117.1 Cllr Tidridge's report and the NALC legal advice on DBS checks had been circulated prior to the meeting and are included in the supporting papers for this meeting.

117.2 Cllr Tidridge outlined her report and the various proposals that were being put forward.

117.3 The Clerk confirmed that legal advice from NALC states that DBS checks are not viable for Parish Councils. Additionally, the Clerk reported that legally the Parish Council is only able to undertake basic DBS checks, which only cover unspent convictions and provide no information beyond that. It remains the case that none of the work done by the Parish Council, its Councillors or its staff meets the criteria for the Standard check, the Enhanced check or the Enhanced check with barring lists. This includes both the Travel Token and Carnival groups. As such, the Clerk recommended that the Council do not undertake DBS checks on Cllrs, Officers or volunteers.

117.4 Cllrs thanked the Clerk for the research he had done and the information that had been provided. After discussion the Council agreed that this could not currently be progressed further. However, the Clerk was requested to investigate the possible avenue of Cllr casework being a justification for DBS checks. The Clerk noted that this could amount to requiring that every Cllr undertake a DBS check,

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which legally is not allowable, but that he would pose the question to HALC and NALC. The Clerk was also asked to begin identifying policies that would be in need of amending or creating to ensure that the safety of everyone connected to Parish Council business is as protected as it can be.

Action: Clerk

118 To receive reports from County, Borough and Parish Councillors on matters of interest

118.1 Cllr Harris reported that he had attended a training course on Legionnaire's which confirmed that the checks undertaken by the Parish Council are a legal requirement. Cllr Harris also reported that a bat survey had taken place at the Bishopstoke Community Centre. Finally, Cllr Harris informed the Council that the Carnival Group now has a contact at the Toby Carvery who is keen to be involved more deeply with Carnival.

118.2 Cllr Brown informed the Council that on Sunday 2nd December at the BCA there will be a Christmas Fayre from 12-4.

118.3 Cllr Thornton reported that he had attended the Select Committee on Health and Social Care at which cuts to the homeless budget had gone through. Cllr Thornton had also attended the Eastleigh Passenger Forum at which the Bishopstoke Parish Council Travel Token scheme had been of interest to a number of other attendees.

118.4 Cllr Parker-Jones reported that she had attended various meetings including the Travel Token group, the architect firms presentations at the Borough, the Policy and Performance Borough Committee, the Borough Council commercialisation briefing, the Bishopstoke, Fair Oak and Horton Heath Local Area Committee meeting which featured a presentation on the planning process. Cllr Parker-Jones also reported that some people have taken to parking on the grass at Old St Mary's churchyard under the mistaken belief that the Parish Council has approved it. Cllr Parker-Jones requested that the Council investigate putting in dragon's teeth or something similar. Cllr Toher recalled that this option had been explored before but was unable to proceed due to the presence of underground services and suggested that this be brought before the Cemetery Working Group to look at.

Action: Clerk

118.5 Cllr Dean reported attending the Neighbourhood Plan meeting, the Travel Token meeting and the Armistice Day service on Glebe Meadow.

118.6 Cllr Tidridge reported that she had attended the Neighbourhood plan meeting, at which the policies were being discussed. She had also attended the Eastleigh Armistice Day service as well as another service at Netley Abbey, an air pollution workshop, the BIFOHH meeting, the Borough Admin Committee meeting at which it had been agreed that there would be no change in polling station arrangements for residents in Bishopstoke this year and finally Cllr Tidridge had helped with the monthly litter pick organised by Mel Phillips. Cllr Tidridge informed the Council that the next pick is scheduled for 30th December.

118.7 Cllr Daly asked whether anything could be done to move the signs on the lamppost by the bus stop on Spring Lane in order to make it easier for wheelchair users, and also whether anything could be done about the amount of cigarette litter being dropped outside houses. Cllr Toher advised Cllr Daly that it would be best for him to report both matters to the appropriate authorities.

118.8 Cllr Winstanley's report has been added to these minutes as Appendix A.

118.9 Cllr Toher had attended the Travel Token meeting, the Memorial Hall presentation at the Borough, the Neighbourhood Plan meeting, the Armistice Day service and the BIFOHH meeting. She had also met with the Human Resources Working Group regarding staff appraisals.

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119 To receive the Clerk's Monthly Report

119.1 The Clerk reported that the Council's recent grant to Open Sight had been welcomed. The charity had written to the Council inviting any Cllr that wished to come and see their work to do so.

119.2 The Armistice Day service had been very well attended and had received many positive comments. It is hoped that this may be a template for future services.

119.3 Memorials in Bishopstoke Cemetery that were identified as needing work have now had notices placed upon them inviting family members to contact the Council. These notices will remain in place until January 21st, after which in the absence of any contact the Council will undertake to make them safe. This has also been publicised on Facebook and the Council website.

119.4 The Clerk indicated he would soon be calling a meeting of the Community Buildings Working Group to share with them the presentations that had been given regarding the Memorial Hall and explain the process from here.

119.5 The next Beat Surgery is this Friday, the 30th, from 2:30pm to 3:30 pm, starting as usual in the Parish Office and then transferring to the Memorial Hall.

119.6 The Parish Office opening hours have now changed. Going forward the Office will be open from 9:30am until noon 5 days per week with the obvious exceptions of bank holidays. On days when holiday, illness or meetings prevent the office from opening, there will be a message posted on Facebook.

119.7 Cllr Thornton asked if the Council could thank Cllr Harris for all the hard work he had done in helping organise and run the Armistice Day service.

120 To consider content for the October 2018 Press Release

120.1 It was agreed that the press release would thank all those involved in organising the Armistice Day Service, the grants for the Street Pastors and Stoke Park Infants Association, the Travel Tokens (including the email tokens@bishosptokepc.org), the Cemetery memorial notices and wish everyone a Merry Christmas from the Council.

Action: Clerk

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

121.1 The next meeting will be on Tuesday 22 January 2019, at 7:30pm in the Parish Office.

121.2 Agenda items for January's Full Council meeting to the Clerk by Monday 14 January 2019 please.

121.3 The Chair then wished those that would not be attending Planning or Finance & General Purposes in December a Merry Christmas and a Happy New Year.

There being no further business, the Chair closed the meeting at 8.48pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 11 December 2018

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Dean of Eastleigh Borough Council

Public Attendance: 0 members of the public were present

PLAN_1819_M15/

Public Session

145 Apologies for Absence

145.1 Cllr Mignot was not present.

146 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 13 November 2018

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

146.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Planning Committee meeting held on 13 November 2018 be accepted as a true record.

147 To consider Matters Arising from the above Minutes

147.1 Item 137.1 The Clerk confirmed the response from the Borough Council, indicating that covenants and similar legal documents are not legally material planning considerations and therefore are not considered by the Planning Authority in determining an application. It is for the applicant to be aware of, and deal with, any such matters.

148 Declarations of Interest and Requests for Dispensations

148.1 There were no declarations or requests.

149 Consideration of Planning Applications

149.1 H/18/84305 – 3 Bishops Court – Single storey front extension – The Committee agreed they had no objection to the application generally. However, the application form has “invalid” written on it and the Committee wished to check with the Planning Officer the status of the application before responding.

Action: Clerk

149.2 H/18/84442 – 227 Fair Oak Road – Construction of larger porch to front of property as a replacement for existing front porch – The Committee agreed to Raise No Objection to the planning application.

149.3 H/18/84290 – Itchen House – Erection of a triple garage – The Committee stands by its objection to the previous application (H/18/83640). Additionally, it was noted that the application form states this application affects neither trees nor parking, when clearly both are central to the application. The Committee agreed to object on the original grounds, plus the incorrect application

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form. If the application were to be passed again then Committee request a similar condition be applied as before regarding ensuring this cannot be converted to residential use.

149.4 H/18/84475 – 5 Shears Road – Erection of shed in rear garden – The Committee were concerned by the description of this application as being for a shed. Particularly the inclusion of roof tiles matching the main dwelling and PVC windows were considered unusual for a shed. It was felt therefore that the application is misleading and as such the Committee requested that it be denied so that it can be resubmitted properly. If this application were to be passed the Committee would like there to be a condition preventing future conversion to residential use.

150 Report on recent planning decisions

150.1 H/18/83770 – 12 Rosehip Close – Single storey rear extension – The Committee agreed to Raise No Objection to the planning application, but requested that the Clerk enquire of the Borough whether they hold records on any covenants or clauses on houses or sites in the area that may apply when considering a planning application – The Borough Council Permitted the application.

150.2 H/18/84102 – 1 East Drive – Two and single storey rear extension and rooflights to front roof slope – The Committee agreed to Raise No Objection to the Planning Application – The Borough permitted the application.

150.3 H/18/84115 – 119 Church Road – Two storey side and single storey rear extensions and new front porch - The Committee noted that although the Borough website mentions a porch, the application form does not. The Committee agreed to Raise No Objection to the application but comment on the differing details provided – The Borough Permitted the application.

150.4 H/18/84116 – 41 Whalesmead Road – Single storey side extension – The Committee agreed to object on the grounds that the tree in question is not diseased, and would benefit from management – The Borough Permitted the application.

150.5 H/18/84151 – 10 The Ridings – Two storey and single storey side, single storey rear extension and rear dormer. The Committee agreed to Raise No Objection to the planning application – The Borough Permitted the application.

150.6 H/18/83970 – 98 Fair Oak Road – Single storey rear extension. The Committee agreed to Raise No Objection to the planning application – The Borough permitted the application.

150.7 H/18/84214 – 55 Weavills Road – Single storey rear extension incorporating the addition of a pitched roof over the adjoining existing rear extension. The Committee agreed to Raise No Objection to the planning application – The Borough Permitted the application.

150.8 H/18/84316 – 1A Sedgwick Road – 3ft and 6ft fencing around front garden – The Committee welcomed the reduction to 3ft of the majority of the fence. However, it was noted that the fence posts were still intended to be 6ft, and that part of the fence encroaches onto the public footpath. The Committee agreed to object on those grounds – The Borough Permitted the application.

150.9 T/18/84238 – 6 Bishops Court – T1, one sweet chestnut, crown lift to 6m by removing epicormic growth only; T2, one spruce, fell – the Committee noted that the reason given for the work on the sweet chestnut is to allow light into the garden. This is not a valid planning reason. Additionally, they were sceptical of there being epicormic growth all the way up to 6m above ground level. The Council tree warden had visited the site and noted that the spruce does not appear to be in poor condition. Therefore the Committee agreed to object to the works on both trees – The Borough Consented to the application.

151 Clerk's Report

151.1 The Clerk reported that the bottom of Sedgwick Road appears to be closed again for resurfacing, but that no notification had been received by the Parish. Additionally, the Pembers Hill

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application for 242 new and 2 retained dwellings in Fair Oak has now passed the Reserved Matters stage, having been given outline planning permission in 2015.

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

152.1 The next meeting will be on Tuesday 8 January 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

152.2 Any agenda items should be submitted in writing to the Clerk by Monday 31st December 2018.

153 Motion for Confidential Business

153.1 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.

154 Reported Breaches of Development Control (Confidential Business)

154.1 The Clerk reported one new alleged breach of Development Control.

154.2 The Clerk reported one concluded breach of Development Control.

154.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair wished all present a Merry Christmas and a Happy New Year, and closed the meeting at 7.20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 8 January 2019

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

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

Public Attendance: 0 members of the public were present

PLAN_1819_M16/

Public Session

155 Apologies for Absence

155.1 Apologies had been received and were accepted from Cllr Mignot.

156 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 11 December 2018

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

156.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** that the minutes of the Planning Committee meeting held on 11 December 2018 be accepted as a true record.

157 To consider Matters Arising from the above Minutes

157.1 Item 149.1 The Clerk had contacted the Borough Council as requested. The application was invalid when it was originally submitted, but subsequent information was submitted at registration stage and that made the application valid.

158 Declarations of Interest and Requests for Dispensations

158.1 There were no declarations or requests.

159 Consideration of Planning Applications

159.1 T/18/84597 – 8 Manor Farm Close – 2 no. Robinia - (T1 & T2). Crown reduce both to a final height of 15m with a horizontal radial branch spread of 6m – The Committee noted that the inclusion of a professional report had made this application easier to consider. The Committee agreed to Raise No Objection to the planning application.

159.2 H/18/84623 – 15 Rosehip Close – Single storey rear extension to link to detached garage, garage conversion to disabled persons annexe with single storey rear extension – The Committee agreed to Raise No Objection to the planning application although they wished to comment on the loss of parking for the dwelling.

159.3 H/18/84686 – 57 Haig Road - Conversion of loft space into habitable accommodation including 1no. rear dormer and 2no. front roof lights – The Committee agreed to Raise No Objection to the planning application although they wished to comment on the loss of parking for the dwelling given the conversion from 2 bed to 4 bed.

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160 Report on recent planning decisions

160.1 H/18/84442 – 227 Fair Oak Road – Construction of larger porch to front of property as a replacement for existing front porch – The Committee agreed to Raise No Objection to the planning application – The Borough Council Permitted the application.

161 Clerk's Report

161.1 The Clerk reported that two applications were received over the holiday that we were unable to obtain extensions for considering at this meeting. Firstly T/18/84514 which was to reduce two branches of a TPO Norway Spruce at 10 Drake Road. Cllr Harris had requested that a comment or objection be recorded to the effect that a professional opinion should be sought before any work be granted permission. There were no other requests for comment or objection. In that light no comment was made. The second one was T/18/84525 which was to remove a low branch and remove poorly pruned shrubs on Land North of Church Road. No requests were made for comment or objection, although there was concern about why the Parish could not be given sight of the "sensitive" document, given that Planning meetings have a confidential business section. This is now being followed up. No comment was made in response to the application.

161.2 The Committee discussed ways to avoid this circumstance arising again, as some members had not been able to respond. The Clerk was requested to contact the Borough to determine if this can be avoided. Additionally the Clerk and Chair agreed to discuss the matter at their next meeting.

Action: Clerk

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

162.1 The next meeting will be on Tuesday 22 January 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

162.2 Any agenda items should be submitted in writing to the Clerk by Monday 14th January 2019.

163 Motion for Confidential Business

163.1 The motion was not proposed as neither the Clerk nor any Councillor had any confidential business to discuss.

164 Reported Breaches of Development Control (Confidential Business)

164.1 The Clerk reported no new alleged breaches of Development Control.

164.2 The Clerk reported no concluded breaches of Development Control.

164.3 Cllrs reported no additional items of confidential business

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 11 December 2018

Present: Cllrs Harris (Chair), Brown, Dean, Thornton, Tidridge, Toher and Winstanley

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Dean of Eastleigh Borough Council

Public Session 0 members of the public were present

FGP_1819_M08/

Public Session

97 Apologies for Absence

97.1 All Councillors were present.

98 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 13 November 2018

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

98.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 13 November 2018 be accepted as a true record.

99 To consider Matters Arising from the above Minutes

99.1 Minute FGP_1819_M07/94.4 –The Clerk reported that a reply had been received from HALC regarding the proposed weedkilling funding. HALC have informed me that Bishopstoke Parish Council does not have the legal authority to do this and so the proposal will have to be dropped. Additionally, HCC have replied regarding the Lengthsman Scheme suggesting that the appropriate way to approach this is through our County Councillor, and so this has been passed on to Cllr Thornton. Cllr Winstanley suggested also asking HALC about the Lengthsman Scheme as she believed they had been involved early on in the Scheme.

Action: Clerk

99.2 Minute 94 – The Clerk reported that all requested items had been added to the budget which is being discussed later in the agenda.

99.3 The Clerk reported that the Working Men's Club have raised the full amount needed for a new defibrillator to be located outside the Club. The Committee agreed it would be appropriate for the Chair of the Parish Council to write to the Club congratulating them on their achievement.

Action: Cllr Toher

100 Declarations of Interest and Requests for Dispensation

100.1 None declared or requested.

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101 To receive reports from working groups

101.1 Cllr Toher reported that the Neighbourhood Plan meeting due to take place on 12th December had now been cancelled and would take place in the new year.

101.2 Cllr Brown reported that there had been a recent Carnival meeting at Toby Carvery, primarily to discuss Saturday's events and how Toby Carvery can be involved in them. One of the assistant managers at Toby Carvery is potentially going to join the Working Group.

102 To receive the RFO's report and approve the Budget Monitoring and Payments reports for November 2018

102.1 The Clerk reported that the RFO is now working on the bank mandate and some of the signatures needed will be requested at the end of the meeting. The Clerk noted that there was nothing out of the ordinary on either Budget Monitoring or Payments reports. Larger payments included the Council annual insurance payment, a number of payments related to the closed churchyards and the annual audit payment.

102.2 The Budget Monitoring and Payments reports for November 2018 had been circulated with the supporting documents for this meeting.

102.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for November 2018.

103 To consider and make recommendations on the grant request from Bishopstoke Methodist Church

103.1 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Parish Council grant £706.84 to Bishopstoke Methodist Church.

103.2 The Clerk noted that a "grant summary" form had been used for the first time in an effort to ensure no data protection issues arise. The Committee agreed the improved form was necessary. Cllr Toher also suggested that it would be worth revising the entire grant form to ensure it is fit for purpose. Cllr Winstanley noted that it would be appropriate to check with HALC regarding the legality of keeping the financial data provided for the grant requests.

Action: Clerk

104 To recommend amending standing orders relating to press releases

104.1 Cllr Toher explained that she had asked for this item to clarify what it is appropriate to include in Parish Council press releases. The intention is that where the Parish Council has an official appointed representative on a body, then it is appropriate for relevant information from that body to be included in the press release. Cllr Brown also noted that other organisations are still able to request use of parish noticeboards, website and Facebook.

104.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the amendment to standing orders be approved.

105 To discuss the 2019-20 budget and make recommendations

105.1 Estimated costs for all additional items and their impact on the budget had been included with the supporting papers for this meeting.

105.2 Cllr Tidridge requested that the Planning Committee look at the inclusion of both waste bins and gritting bins in new planning developments, especially those where the roads will remain unadopted.

Action: Planning Committee

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105.3 The Committee agreed that play areas should not simply be completely replaced because they are next on the list, but that consideration would be given to whether current equipment was suitable and in good repair and could therefore be retained. It was also agreed that funding needs to be in place to ensure that can happen in a timely fashion.

105.4 Cllr Dean suggested the Parish Council encourage other community groups to follow the lead of the Working Mens Club and raise funds for defibrillators.

105.5 The Committee agreed to Councillor Toher's proposal that all additional items proposed be included, and the play area fund be deferred for two years whilst the Glebe Meadow project (including the play area) goes forward. The Clerk was asked to prepare proposals for the funding of this budget to be brought to the next Finance & General Purposes meeting.

Action: Clerk

106 To recommend approval of Allotment rents for 2019-20

106.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Allotment rents remain unchanged for 2019-20.

107 To receive the Clerk's Report, including an update on Parish Council assets

107.1 Cemeteries and Closed Churchyards – The Clerk reported that items are being moved around the Cemetery, taken off some graves and placed on others. This has happened previously, some 4 years ago and like then it will be difficult to catch the perpetrator. It is hoped that their interest in this will soon move on. Work has now begun on removing the fencing on the north side of St Mary's Church. Unfortunately, there have been some issues regarding asbestos, so the work has been paused while these are resolved. Including 4 interments booked for December, so far this year we have had 4 new burials, 3 re-openings, 4 new ashes plots and 9 re-openings for a total of 20 interments.

107.2 Parish Office – The Clerk reminded Cllrs that the Parish Office will close for Christmas at the end of Friday 21st December and reopen on Monday 7th January 2019.

108 Date, time, place and agenda items for the next meeting

108.1 The next meeting is scheduled to be on Tuesday 8 January 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

108.2 Agenda items for this meeting should be received by the Clerk no later than Monday 31st December 2018.

109 Motion for Confidential Business

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

Borough Councillor Dean left the room at this point.

110 To make recommendations on salary increments for staff (Confidential Business)

110.1 The Clerk outlined the proposals regarding the Assistant Clerks.

110.2 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that Assistant Clerk Thorogood be awarded an annual scale point increase.

The Clerk left the room at this point.

Initial: _____ Date: _____

110.3 The Committee discussed the recommendation made regarding the Clerk's pay from the Human Resources Working Group.

110.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Clerk be awarded an annual scale point increase.

There being no further business, the Chair wished those present a Merry Christmas and a Happy New Year and closed the meeting at 8:15pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

98.2 that the Minutes of the Finance and General Purposes Meeting held on 13 November 2018 be accepted as a true record.

102.3 that the Committee approve the Budget Monitoring and Payments reports for November 2018.

106.1 that the Allotment rents remain unchanged for 2019-20.

109.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, 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

103.1 that the Parish Council grant £706.84 to Bishopstoke Methodist Church.

104.2 that the amendment to standing orders be approved.

110.2 that Assistant Clerk Thorogood be awarded an annual scale point increase.

110.4 that the Clerk be awarded an annual scale point increase.

Actions arising from this meeting

99.1 The **Clerk** was requested to ask HALC about the Lengthsman Scheme.

99.3 **Cllr Toher** was asked to write as Chair to the Working Mens Club to congratulate them on their achievement of fully funding a defibrillator to be placed outside the Club.

103.2 The **Clerk** was requested to ask HALC about the legality of retaining financial information relating to grant requests.

105.2 The **Planning Committee** was requested to look at the inclusion of both waste bins and gritting bins in new planning developments, especially those where the roads will remain unadopted.

105.5 The **Clerk** was requested to prepare proposals for the funding of this budget to be brought to the next Finance & General Purposes meeting.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 8 January 2019

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

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

Public Session 0 members of the public were present

FGP_1819_M09/

Public Session

110 Apologies for Absence

110.1 Apologies had been received and were accepted from Cllrs Thornton and Tidridge.

111 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 December 2018

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

111.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 December 2018 be accepted as a true record.

112 To consider Matters Arising from the above Minutes

112.1 Minute FGP_1819_M08/99.1 – The Clerk reported he had received replies indicating he should contact our nearest scheme which is run by Durley Parish Council. He has contacted them with a view to joining the scheme and will be following up that contact now the holidays are over.

Action: Clerk

112.2 Minute 99.3 – Cllr Toher reported that the letter would be written by the end of this week.

112.3 Minute 103.2 – The Clerk reported that HALC has replied stating that it is usual to request the last completed accounts from anyone requesting a grant. The information should then be retained as is appropriate which in this case means we would keep any accounts related to grant requests from the last complete audited year.

112.4 Minute 105.2 – The Planning Committee will consider waste and salt bins as appropriate for each new development.

112.5 Minute 105.5 – The proposals for funding the budget are being discussed on this agenda.

Initial: _____ Date: _____

113 Declarations of Interest and Requests for Dispensation

113.1 None declared or requested.

114 To receive reports from working groups

114.1 There had been no working group meetings over the holiday period.

115 To receive the RFO's report and approve the Budget Monitoring and Payments reports for December 2018

115.1 The Clerk reported that the bank mandate is now only lacking information from Cllr Mignot which he hoped to obtain at the January Full Council meeting. The RFO has been working on the VAT return for the first half of 2018-19. Work had continued on the budget.

115.2 The Budget Monitoring and Payments reports for December 2018 had been circulated with the supporting documents for this meeting.

115.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for December 2018.

116 To discuss the 2019-2020 budget and make recommendations on the Precept

116.1 The Committee discussed the proposals for funding the budget, and minor variations thereof. The Clerk was requested to amend the description of Christmas Trees to Christmas Decorations.

Action: Clerk

116.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Precept be increased by 15% for the year 2019-20.

117 To receive the Clerk's Report, including an update on Parish Council assets

117.1 Allotments – The Clerk reported that the Borough are waiting for Bellway to complete works at the new allotments on Sewell Drive before the year-long monitoring process begins.

117.2 Cemeteries and Closed Churchyards – The Clerk reported that Stoke Common Cemetery is similarly awaiting the completion of works by Bellway. Additionally, we are in the process of applying to remove dangerous and diseased tree stumps from Old St Mary's. Other tree work is being considered to prune back trees at both Old St Mary's and St Mary's that are impacting on street lights.

117.3 Play Area – The Clerk reported that there are some minor repairs required around the various play areas, and that he would be requesting Vita Play to visit Sayers Road play area to check that all the new equipment is still sound.

117.4 Noticeboards – The Clerk reported that the new boards for the Cemetery and for the Office / Hall site had been expected in the week before Christmas. Nothing had been received from the company, so the Clerk would be contacting them for an update.

117.5 Bins – Cllr Harris reported that access to the BCA and its car park is currently not available. This means that the Parish bin placed there is not accessible. The Clerk was asked to contact the Borough Council and Green Smile to inform them.

Action: Clerk

118 Date, time, place and agenda items for the next meeting

118.1 The next meeting is scheduled to be on Tuesday 12 February 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

118.2 Agenda items for this meeting should be received by the Clerk no later than Monday 4th February 2019.

There being no further business, the Chair closed the meeting at 8:05pm

DRAFT

Resolutions to be noted by the Full Parish Council

111.2 that the Minutes of the Finance and General Purposes Meeting held on 11 December 2018 be accepted as a true record.

115.3 that the Committee approve the Budget Monitoring and Payments reports for December 2018.

Recommendations for consideration by the Full Parish Council

116.2 that the Precept be increased by 15% for the year 2019-20.

Actions arising from this meeting

112.1 The **Clerk** is following up joining the Lengthsman Scheme with Durley Parish Council.

116.1 The **Clerk** was requested to amend the description of Christmas Trees in the budget to Christmas Decorations.

117.5 The **Clerk** was requested to contact the Borough Council and Green Smile to inform them that access to the waste bin at the BCA is currently not available.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 22 January 2019
MONTHLY STATEMENT OF ACCOUNT (November 2018)

ITEM 8

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 28,008.65	£ 2,281.66	£ 20,000.00	£ 17,572.35		£ 32,717.96
EBC	£ 186,099.90				£ 20,000.00	£ 166,099.90
Total	£ 214,108.55	£ 2,281.66	£ 20,000.00	£ 17,572.35	£ 20,000.00	£ 198,817.86

Receipts in detail	
Burial Board	£ 325.00
Allotments	£ 1,731.66
Carnival	£ 225.00
VAT refund	
Misc.	
Total	£ 2,281.66

VAT	
Previously Claimed	
Claimed in Oct	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Nov	£ 127,591.03	£ 184,463.51	£ 13,336.38	£ 708.98	£ 140,000.00	£ 186,099.90
Nov					£ 20,000.00	£ 166,099.90

Notes

PARISH COUNCIL MEETING ON 22 January 2019
MONTHLY STATEMENT OF ACCOUNT (December 2018)

ITEM 8

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 32,717.96	£ 20,125.59		£ 39,256.84		£ 13,586.71
EBC	£ 166,099.90					£ 166,099.90
Total	£ 198,817.86	£ 20,125.59	£ -	£ 39,256.84	£ -	£ 179,686.61

Receipts in detail	
Burial Board	£ 1,150.00
Allotments	£ 220.00
Carnival	£ 50.00
VAT refund	£ 18,705.59
Misc.	
Total	£ 20,125.59

VAT	
Previously Claimed	
Claimed in Dec	£ 18,705.59
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Dec	£ 127,591.03	£ 184,463.51	£ 13,336.38	£ 708.98	£ 160,000.00	£ 166,099.90
Dec						£ 166,099.90

Notes	

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Admin	Salaries	2	£ 47,000.00	£ 47,000.00	£ 50,000.00	£ 52,000.00	£ 54,000.00
	N.I.	2	£ 14,000.00	£ 14,000.00	£ 15,000.00	£ 15,500.00	£ 16,000.00
	Pensions	2	£ 15,500.00	£ 15,500.00	£ 16,500.00	£ 17,000.00	£ 17,500.00
	Office Facility	1	£ 648.00	£ 648.00	£ 650.00	£ 650.00	£ 650.00
	Travel / Mileage	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Staff Training	2	£ 500.00	£ 500.00	£ 1,000.00	£ 500.00	£ 1,000.00
	Seminars	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Reference Material	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Staff Expenses	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Recruitment	2	£ -	£ -	£ -	£ -	£ -
	Audit	1	£ 1,400.00	£ 1,400.00	£ 1,400.00	£ 1,500.00	£ 1,500.00
	Insurance	1	£ 2,200.00	£ 2,200.00	£ 2,200.00	£ 2,300.00	£ 2,300.00
	Subscriptions	1	£ 2,300.00	£ 2,300.00	£ 2,400.00	£ 2,500.00	£ 2,500.00
	Room Hire	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Web Costs	1	£ 500.00	£ 500.00	£ 500.00	£ 550.00	£ 600.00
			£ -				
Other	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
Parish Office	Consumables	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,200.00	£ 1,200.00
	Furnishings	2	£ 500.00	£ 500.00	£ 500.00	£ 5,000.00	£ 500.00
	Other	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
				£ -			
	Purchase	2	£ 1,500.00	£ 1,500.00	£ 1,000.00	£ 500.00	£ 1,500.00
	Maintenance	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Ink	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,200.00	£ 1,200.00
				£ -			
	Electricity	1	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Phone	1	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Broadband	1	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	
Publicity	Newsletter	2	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	
	Noticeboards	2	£ 1,500.00	£ 1,500.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
	Other	3	£ -	£ -	£ -	£ -	£ -	
Councillor	Election Expenses	2	£ 2,000.00	£ 2,000.00	£ 4,000.00	£ 2,000.00	£ 2,000.00	
	Councillor Training	2	£ 500.00	£ 500.00	£ 1,500.00	£ 500.00	£ 500.00	
	Chair's Expenses	2	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	
	Other	3	£ -	£ -	£ -	£ -	£ -	
Grants	Open Grants	3	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 7,000.00	£ 7,000.00	
	Street Pastors	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
	Other	3	£ -	£ -				
Community Funding	Community Centre	3	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ -	£ -	
	Memorial Hall	3	£ 3,000.00	£ 3,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	
	Shears Mill Maintenance	2	£ 400.00	£ 400.00	£ 400.00	£ 450.00	£ 450.00	
	Shears Mill General	3	£ -	£ -	£ -	£ -	£ -	
	Shears Mill Electricity	1	£ 150.00	£ 150.00	£ 150.00	£ 175.00	£ 175.00	
	Replacement Clocks		£ 10,000.00	£ 10,000.00	£ 200.00	£ 200.00	£ 200.00	
	PCSO	3	£ -	£ -	£ -	£ -	£ -	
	Yzone	1	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00	
	Travel Token Repayment	2	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
	Travel Token General	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
	Parish Lengthsman		£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	
	Bus Shelter Cleaning	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
	Bus Shelter Repair	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
	Bus Shelter General	3	£ -	£ -	£ -	£ -	£ -	
	Benches	3	£ 2,000.00	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
	Bins	3	£ 2,000.00	£ 3,000.00	£ 5,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
	Christmas Decorations		£ 3,000.00	£ 3,000.00	£ 200.00	£ 200.00	£ 200.00	
Defibrillators		£ 6,000.00	£ 6,000.00	£ 500.00	£ 500.00	£ 500.00		
Other	3	£ -	£ -	£ -	£ -	£ -		

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
N. Plan	Consultants	3	£ 3,000.00	£ 3,000.00	£ -	£ -	£ -
	Publicity	3	£ 2,000.00	£ 2,000.00	£ -	£ -	£ -
	Other	3	£ 1,000.00	£ 1,000.00	£ -	£ -	£ -
Carnival	Arena	3	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
	Duck Race	3	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
	Parade	3	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
	Quizzes	3	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
	River Floats	3	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
	Mayors Tea Party	3	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
	Car Show	3	£ -	£ -	£ -	£ -	£ -
	Entertainment	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 600.00
	First Aid	3	£ 350.00	£ 350.00	£ 400.00	£ 400.00	£ 450.00
	Street Collection Grants	3	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
	Programme	3	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
	Publicity	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Court	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Admin	3	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
	Glebe Meadow	3	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
Van	3	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
Other Events	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
General	3	£ -	£ -	£ -	£ -	£ -	
Glebe Meadow	Play Eqpt Maintenance	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Play Eqpt Purchase	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 7,320.00	£ 7,320.00	£ 7,320.00	£ 7,320.00	£ 7,320.00
	Additional Grounds Mair	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Skate Park Maintenance	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Skate Park Purchase	2	£ -	£ -			

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Church Road	Play Eqpt Maintenance	2	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
	Play Eqpt Purchase	2	£ 500.00	£ 500.00	£ 500.00	£ 25,500.00	£ 25,500.00
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 2,820.00	£ 2,820.00	£ 2,820.00	£ 2,820.00	£ 2,820.00
	Additional Grounds Mair	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Otter Close	Play Eqpt Maintenance	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Play Eqpt Purchase	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00
	Additional Grounds Mair	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Sayers Road	Play Eqpt Maintenance	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Play Eqpt Purchase	2	£ -	£ -	£ -	£ -	£ -
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 3,180.00	£ 3,180.00	£ 3,180.00	£ 3,180.00	£ 3,180.00
	Additional Grounds Mair	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Templecombe Road	Play Eqpt Maintenance	2	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00
	Play Eqpt Purchase	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 1,990.00	£ 1,990.00	£ 1,990.00	£ 1,990.00	£ 1,990.00
	Additional Grounds Mair	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Brookfield	Play Eqpt Maintenance	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Play Eqpt Purchase	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 5,780.00	£ 5,780.00	£ 5,780.00	£ 5,780.00	£ 5,780.00
	Additional Grounds Mair	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	BMX Track Maintenance	2	£ -	£ -	£ -	£ -	£ -
	BMX Track Purchase	2	£ -	£ -	£ -	£ -	£ -
	MUGA Maintenance	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
MUGA Purchase	2	£ -	£ -	£ -	£ -	£ -	
Play Inspections	2	£ 1,600.00	£ 1,600.00	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
Bishopstoke Cemetery	Burial Ground Maintenan	2	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
	Improvements	4	£ -	£ 10,000.00	£ 10,000.00		
	Trees	2	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
	Grounds Contract	1	£ 6,600.00	£ 6,600.00	£ 6,600.00	£ 6,600.00	£ 6,600.00
	Additional Grounds Mair	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Water	1	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
Stoke Common Cemetery	Burial Ground Maintenan	2	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Improvements	4	£ -	£ -	£ 10,000.00	£ 1,500.00	
	Trees	2	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ -	£ -	£ 4,000.00	£ 4,000.00	£ 4,000.00
	Additional Grounds Mair	2	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Water	1	£ -	£ -	£ -	£ -	£ -
Old St Marys	Works	4	£ -	£ -	£ -	£ -	£ -
	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00
	Additional Grounds Mair	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00

Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
St Marys	Works	4	£ -	£ 15,000.00	£ 15,000.00		
	Trees	2	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
	Grounds Contract	1	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00	£ 3,600.00
	Additional Grounds Main	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
B.G. General							
		3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Underwood Road							
	Buildings (Inc sheds)	2	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
	Eqpt	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Fence Maintenance	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00
	Additional Grounds Main	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Plot Maintenance and cle	3	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Electricity	1	£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00
	Trees	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Water	1	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Improvements	4	£ -	£ -	£ 4,000.00		
Jockey Lane							
	Buildings (Inc sheds)	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Eqpt	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Fence Maintenance	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Grounds Contract	1	£ 400.00	£ 400.00	£ 400.00	£ 400.00	£ 400.00
	Additional Grounds Main	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Plot Maintenance and cle	3	£ 250.00	£ 250.00	£ 250.00	£ 250.00	£ 250.00
	Trees	2	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
	Water	1	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00
	Improvements	4	£ -	£ -			

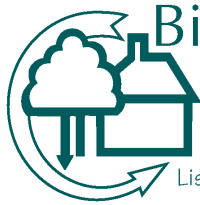
Description		Base Budget 2019-20	One off 2019-20	Total Budget	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Sewell Drive	Buildings (Inc sheds)	2	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Eqpt	3	£ -	£ -	£ 100.00	£ 100.00	£ 100.00
	Fence Maintenance	2	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Grounds Contract	1	£ -	£ -	£ -	£ -	£ -
	Additional Grounds Main	2	£ -	£ -	£ -	£ -	£ -
	Plot Maintenance and cle	3	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Electricity	1	£ -	£ -	£ 400.00	£ 400.00	£ 400.00
	Trees	2	£ -	£ -	£ -	£ -	£ -
	Water	1	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Improvements	4	£ -	£ -	£ 3,000.00		
Breach Lane	Buildings (Inc sheds)	2	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Eqpt	3	£ -	£ -	£ 100.00	£ 100.00	£ 100.00
	Fence Maintenance	2	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Grounds Contract	1	£ -	£ -	£ -	£ -	£ -
	Additional Grounds Main	2	£ -	£ -	£ -	£ -	£ -
	Plot Maintenance and cle	3	£ -	£ -	£ 500.00	£ 500.00	£ 500.00
	Electricity	1	£ -	£ -	£ 400.00	£ 400.00	£ 400.00
	Trees	2	£ -	£ -	£ -	£ -	£ -
	Water	1	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Improvements	4	£ -	£ -	£ 3,000.00		
Allot. General	3	£ 200.00		£ 200.00	£ 200.00	£ 200.00	
Open Space	Trees	2	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Grounds Contract	1	£ 960.00	£ 960.00	£ 960.00	£ 960.00	£ 960.00
	Additional Grounds Main	2	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
	Brookfield Project		£ 10,000.00	£ 10,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
	Other	3	£ 200.00	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Total		£ 236,608.00	£ 57,000.00	£ 293,608.00	£ 270,860.00	£ 280,685.00	£ 279,385.00
					£ 250,860.00	£ 279,185.00	£ 279,385.00

	Tax Base	3683.90	3467.20	Council Tax D		£ 55.15
Precept rise			15%	10%	8%	6%
	2018-19	2019-20	2020-21	2021-22	2022-23	
Reserves: start of year	£ 141,664.13	£ 131,952.02	£ 86,095.92	£ 80,215.73	£ 79,459.83	
Precept	£ 184,463.51	£ 219,889.82	£ 241,878.80	£ 261,229.11	£ 276,902.85	
Support Grant	£ 13,336.38	£ 9,162.08	£ 4,401.01	£ -	£ -	
Total Other Income	£ 98,768.00	£ 18,700.00	£ 18,700.00	£ 18,700.00	£ 18,700.00	
Total Income	£ 296,567.89	£ 247,751.90	£ 264,979.81	£ 279,929.11	£ 295,602.85	
Ongoing expenditure	£ 220,280.00	£ 236,608.00	£ 250,860.00	£ 279,185.00	£ 279,385.00	
One off expenditure	£ 86,000.00	£ 57,000.00	£ 20,000.00	£ 1,500.00	£ -	
Total Expenditure	£ 306,280.00	£ 293,608.00	£ 270,860.00	£ 280,685.00	£ 279,385.00	
Surplus / Deficit	-£ 9,712.11	-£ 45,856.10	-£ 5,880.19	-£ 755.89	£ 16,217.85	
Reserves: end of year	£ 131,952.02	£ 86,095.92	£ 80,215.73	£ 79,459.83	£ 95,677.69	
Res as % of ongoing	59.9%	36.4%	32.0%	28.5%	34.2%	

	Tax Base	3683.90	3467.20	Council Tax D		£ 55.15
Precept rise			11%	11%	11%	11%
	2018-19	2019-20	2020-21	2021-22	2022-23	
Reserves: start of year	£ 141,664.13	£ 131,952.02	£ 78,150.25	£ 66,002.05	£ 66,545.04	
Precept	£ 184,463.51	£ 212,261.98	£ 235,610.80	£ 261,527.99	£ 290,296.06	
Support Grant	£ 13,336.38	£ 8,844.25	£ 4,401.01	£ -	£ -	
Total Other Income	£ 98,768.00	£ 18,700.00	£ 18,700.00	£ 19,700.00	£ 20,700.00	
Total Income	£ 296,567.89	£ 239,806.23	£ 258,711.80	£ 281,227.99	£ 310,996.06	
Ongoing expenditure	£ 220,280.00	£ 236,608.00	£ 250,860.00	£ 279,185.00	£ 279,385.00	
One off expenditure	£ 86,000.00	£ 57,000.00	£ 20,000.00	£ 1,500.00	£ -	
Total Expenditure	£ 306,280.00	£ 293,608.00	£ 270,860.00	£ 280,685.00	£ 279,385.00	
Surplus / Deficit	-£ 9,712.11	-£ 53,801.77	-£ 12,148.20	£ 542.99	£ 31,611.06	
Reserves: end of year	£ 131,952.02	£ 78,150.25	£ 66,002.05	£ 66,545.04	£ 98,156.10	
Res as % of ongoing	59.9%	33.0%	26.3%	23.8%	35.1%	

	Tax Base	3683.90	3467.20	Council Tax D		£ 55.15
Precept rise			20%	6%	6%	6%
	2018-19	2019-20	2020-21	2021-22	2022-23	
Reserves: start of year	£ 141,664.13	£ 131,952.02	£ 96,064.12	£ 91,531.98	£ 87,367.45	
Precept	£ 184,463.51	£ 229,459.30	£ 243,226.86	£ 257,820.47	£ 273,289.70	
Support Grant	£ 13,336.38	£ 9,560.80	£ 4,401.01	£ -	£ -	
Total Other Income	£ 98,768.00	£ 18,700.00	£ 18,700.00	£ 18,700.00	£ 18,700.00	
Total Income	£ 296,567.89	£ 257,720.10	£ 266,327.86	£ 276,520.47	£ 291,989.70	
Ongoing expenditure	£ 220,280.00	£ 236,608.00	£ 250,860.00	£ 279,185.00	£ 279,385.00	
One off expenditure	£ 86,000.00	£ 57,000.00	£ 20,000.00	£ 1,500.00	£ -	
Total Expenditure	£ 306,280.00	£ 293,608.00	£ 270,860.00	£ 280,685.00	£ 279,385.00	
Surplus / Deficit	-£ 9,712.11	-£ 35,887.90	-£ 4,532.14	-£ 4,164.53	£ 12,604.70	
Reserves: end of year	£ 131,952.02	£ 96,064.12	£ 91,531.98	£ 87,367.45	£ 99,972.15	
Res as % of ongoing	59.9%	40.6%	36.5%	31.3%	35.8%	

	Tax Base	3683.90	3467.20	Council Tax D		£ 55.15
Precept rise			6%	6%	15%	15%
	2018-19	2019-20	2020-21	2021-22	2022-23	
Reserves: start of year	£ 141,664.13	£ 131,952.02	£ 68,182.05	£ 35,277.12	£ 21,374.29	
Precept	£ 184,463.51	£ 202,692.51	£ 214,854.06	£ 247,082.17	£ 284,144.50	
Support Grant	£ 13,336.38	£ 8,445.52	£ 4,401.01	£ -	£ -	
Total Other Income	£ 98,768.00	£ 18,700.00	£ 18,700.00	£ 19,700.00	£ 20,700.00	
Total Income	£ 296,567.89	£ 229,838.03	£ 237,955.07	£ 266,782.17	£ 304,844.50	
Ongoing expenditure	£ 220,280.00	£ 236,608.00	£ 250,860.00	£ 279,185.00	£ 279,385.00	
One off expenditure	£ 86,000.00	£ 57,000.00	£ 20,000.00	£ 1,500.00	£ -	
Total Expenditure	£ 306,280.00	£ 293,608.00	£ 270,860.00	£ 280,685.00	£ 279,385.00	
Surplus / Deficit	-£ 9,712.11	-£ 63,769.97	-£ 32,904.93	-£ 13,902.83	£ 25,459.50	
Reserves: end of year	£ 131,952.02	£ 68,182.05	£ 35,277.12	£ 21,374.29	£ 46,833.78	
Res as % of ongoing	59.9%	28.8%	14.1%	7.7%	16.8%	



Bishopstoke Parish Council

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Smoke-Free Signage at Play Areas

Hampshire County Council is considering funding the installation of smoke free signage at children's play areas across the County.

In an initial response I have provided them with the number of play areas we currently have, their location, and the fact that we are expecting another play area to come to us from the Breach Lane development.

The purpose of this agenda item is to enable me to respond swiftly to HCC with the Parish Council's decision should they decide to go ahead with the funding.