



Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:37pm on 24th September 2024

Present: Cllrs Mignot (Chair), Harris, and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)
Mr T Postle (Green Smile)

Public Attendance: 0 members of the public were present.

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Public Session

19 Apologies for Absence

19.1 Apologies had been received from Cllr Hillier-Wheat

19.2 Cllr Kirby was not present.

20 To adopt and sign the minutes of the Assets Committee meeting held on 23rd July 2024

20.1 The minutes of the above meeting had been included with the document pack for the meeting.

20.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 23rd July 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

21 Declarations of Interest and Requests for Dispensations

21.1 No declarations or requests were made.

22 To receive updates on the following:

**Asset transfers
Memorial Hall/Glebe Meadow
War Memorial
Play Space review**

22.1 Updates on all matters were included with the supporting documents for this meeting.

22.2 Councillors were concerned that there had been no news on the Wheels Park in Glebe Meadow which was due to be started this year. The Clerk confirmed that the Wheels Park project would now start during the next Financial Year. It would still be the first project to be completed at Glebe Meadow.

23 Burial Board - To consider and make decisions on:

**Fees for 2025-26
Cemetery Boardwalk**

23.1 The suggested changes to the Cemetery Fees and Charges for 2025-2026 had been included with the supporting papers for this meeting.

23.2 The Clerk had done a comparison with other local Cemetery Fees and Charges. The main difference was that other local cemeteries charged less for a child's plot. He suggested adjusting the costs accordingly (shown on supporting papers).

23.3 Cllr Mignot asked, on average, how many burials there were in the Parish each year and would there be a possibility of running out of plots in the future. The Clerk advised that there were, on average, 30 burials per year and the new Cemetery at Sewall Drive would give us an extra 500-1,500 plots.

23.4 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously that Full Council resolve to approve the suggested Cemetery Fees and Charges for 2025-2026.

Action: Clerk – add the Cemetery Fees and Charges to the next Full Council agenda.

23.5 A memo detailing the reasons for the discussion of the Cemetery Boardwalk had been included with the supporting papers for the meeting.

23.6 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with 1 abstaining to proceed with the Cemetery Boardwalk project and obtain formal quotes and funding suggestions

Action: Assets and Cemeteries Officers – obtain full quotes for the Cemetery Boardwalk and endeavour to provide a range of funding solutions for the project.

24 To approve a local art project

24.1 A memo giving details of the project had been included with the supporting papers for the meeting.

24.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to authorise Officers to engage with local artists, schools and other groups regarding designs for the fence panels surrounding the Memorial Hall site.

Action: Admin Officer – to contact local artists, schools and other groups to gauge interest in the project.

25 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda

25.1 The Clerk's report was included with the document pack for this meeting and was noted.

25.2 The Clerk asked the Committee for a Councillor to attend quarterly meetings with the Clerk, Allotments Officer and Site Reps. Anybody willing to attend should contact the Clerk.

25.3 Tree and Bee Corridor. Cllr Winstanley asked if the areas that have been planted as part of the Corridor are going to be maintained. If not, could the planting be removed?

Action: Clerk – to raise the subject of maintenance at his next meeting with Helen Brown.

25.4 The Allotment Officer's report was included with the document pack for this meeting and was noted.

25.5 Cllr Winstanley commented that Bow Lake was the only allotment site that had raised beds. The Allotment Officer said there was a possibility of having some raised beds at the Sewall Drive allotments.

25.6 The Assets Officer's report was included with the document pack for this meeting and was noted.

25.7 Cllr Harris asked if the Orchard at Bow Lake could be included in the Tree Survey being done in November.

Action: Clerk – to add the trees in the Orchard at Bow Lake to the Tree Survey.

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

26.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 26th November at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda, they should ensure the item, with any supporting papers, is with the Clerk by November 19th.

There being no further business, the Chair closed the meeting at 8:12pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____