

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 26 February 2019

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

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mr Ray Dean (Eastleigh Borough Councillor)

Public Session 0 members of the public were present.

FULL_1819_M10/

Public Session

138 Apologies for Absence

138.1 Apologies had been received and were accepted from Cllrs Brown, Francis and Thornton. Cllrs Moore and Roling were not present.

139 Councillors' Questions

139.1 Cllr Greenwood asked whether the Council had a mobile speed warning sign that could be deployed on Fair Oak Road where there is frequent speeding. The Clerk responded that the Council has no such equipment. Cllr Parker-Jones offered to ensure that the site is included in the Borough Council list of where their equipment goes. The Clerk was additionally requested to contact the police to ask if they can include this spot in their speed patrols.

Action: Clerk and Cllr Parker-Jones

139.2 Cllr Winstanley asked whether there are plans for a newsletter and whether there could be a meeting of the Communications and Engagement Working Group. The Clerk replied that there was certainly enough material for a newsletter and that either he, or the Lead Member of the Group could call a meeting. Cllr Tidridge indicated that she was happy to call the meeting and the Clerk was requested to forward a current list of Group members to Cllr Tidridge.

Action: Clerk

139.3 Cllr Daly asked whether there could be a notice placed near the tattoo shop reminding people to dispose of their cigarette ends responsibly. Cllrs believed this to be a Borough matter and Cllr Parker-Jones offered to find out.

Action: Cllr Parker-Jones

139.4 Cllr Daly also asked whether anything could be done about the water in the Parish noticeboards and the height of the boards. The Clerk indicated that other than the board outside the Memorial Hall

Initial: _____ Date: _____

(which has now been replaced) he was not aware of any board with water issues other than condensation. Regarding the height of the boards the Clerk noted that the board at the Junior School is a lower height, and that the Memorial Hall board is now much lower and closer to the pavement. The Clerk agreed to look at whether boards could be lowered and whether anything could be done about condensation.

Action: Clerk

140 To adopt and sign Minutes of the Parish Council meeting held on 22 January 2019

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

140.2 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 22 January 2019.

141 To consider Matters Arising from the above Minutes

141.1 Minute 123.1 The Clerk reported that no reply had yet been received from BT regarding the phone boxes. Cllr Harris added that according to his contacts within BT there is no final plan yet around the removal of the boxes.

142 Declarations of Interest and Requests for Dispensations

142.1 None declared or requested.

143 Report on Planning Committee Meetings of 22 January and 12 February 2019 – to note Resolutions and to determine Recommendations

142.1 The Planning Committee Minutes from 22 January and 12 February 2019 had been circulated prior to this meeting.

142.2 Proposed Cllr Greenwood, Seconded Cllr Dean, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 22 January and 12 February 2019.

144 Report on Finance and General Purposes Committee Meeting of 12 February 2019 – to note Resolutions and to determine Recommendations

144.1 The Finance and General Purposes Committee Minutes from 12 February 2019 had been circulated prior to this meeting.

144.2 Cllr Parker-Jones questioned why the allotment bench policy was a resolution, not a recommendation; why the single bench had been considered before the policy and why there were separate policies for benches in different areas. The Clerk responded that there is no requirement for Policy to be brought to Full Council for discussion, the bench had been considered first because it had been brought to the Council first and had then triggered the need for a bench policy, and that it was appropriate for different areas to have different policies in the same way that different allotment sites have different plot allocation policies, or the two Cemetery sites have different memorial bench policies. Cllr Parker-Jones asked whether standing orders should be changed to require all policies to be brought before Full Council and Cllr Toher requested that this be put before the Standing Orders Working Group.

Action: Clerk

144.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 12 February 2019 be noted.

Initial: _____ Date: _____

144.4 The Clerk noted that the Financial Systems Risk Assessment is covered in the Full Council agenda.

144.5 Proposed Cllr Harris, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that EBS Counselling be granted £100.00.

145 To receive the RFO's Report and approve the January 2019 Statement of Accounts

145.1 The Clerk reported that the internal audit had taken place on 12 February and that the auditor had indicated that she was happy with the Council's financial administration and affairs. As a result, there is no report of actions to be taken following this visit.

145.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to receive the RFO's report and approve the January 2019 Statement of Accounts.

146 To approve the Financial Systems Risk Assessment

146.1 The Financial Systems Risk Assessment had been circulated with the supporting papers for the meeting.

146.2 The Clerk noted that this Assessment would need to be modified upon the completion of the takeover of the Memorial Hall.

146.3 Proposed Cllr Tidridge, Seconded Cllr Greenwood, **RESOLVED** unanimously that the Financial Systems Risk Assessment be approved.

147 To approve the Complaints Procedure

147.1 The Complaints Procedure had been circulated with the supporting papers for the meeting.

147.2 The Clerk reported that the Complaints Procedure was unchanged from the last time it had been approved.

147.3 Cllr Mignot asked how many complaints had been received over the course of the previous 12 months. The Clerk confirmed that no complaints had been received.

147.4 Proposed Cllr Mignot, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Complaints Procedure be approved.

148 To approve the model publication scheme for Freedom of Information requests

148.1 The model publication scheme had been circulated with the supporting papers for the meeting.

148.2 The Clerk stated that the scheme is produced by the Information Commissioner's Office for the use of Parish Councils and recommended that it be adopted.

148.3 Cllr Parker-Jones asked whether more information should be available online instead of just hard copy and the Clerk responded that more was being added to the website every week, and the details would be updated as this happened.

148.4 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RESOLVED** unanimously to approve the model publication scheme for Freedom of Information requests.

Initial: _____ Date: _____

149 To adopt the Freedom of Information Policy

149.1 The proposed Freedom of Information Policy had been circulated with the supporting papers for the meeting.

149.2 Cllr Parker-Jones requested the inclusion of a statement to the effect that all Freedom of Information requests and their responses would be published online.

149.3 Proposed Cllr Parker-Jones, Seconded Cllr Mignot, **RESOLVED** unanimously that, subject to the amendment in 149.2, the Freedom of Information Policy be adopted.

150 To adopt the Data Protection Policy

150.1 The proposed Data Protection Policy had been circulated with the supporting papers for the meeting.

150.2 Proposed Cllr Mignot, Seconded Cllr Harris, **RESOLVED** unanimously that the Data Protection Policy be adopted.

151 To adopt the Data Privacy Notice

151.1 The proposed Data Privacy Notice had been circulated with the supporting papers for the meeting.

151.2 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the Data Privacy Notice be adopted.

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

152.1 Cllr Harris reported that he had attended the Airport Committee meeting. The Clerk was requested to forward on the report to all Cllrs. Cllr Daly asked how many responses there had been to the consultation regarding the Masterplan for the airport. Cllr Harris answered that there had been 2 public sessions held so far with 2 more planned. Over the 2 sessions there have been 100 attendees. There have been 160 responses on the airport website of which 73% were positive.

Action: Clerk

152.2 Cllr Dean reported she had attended a Memorial Hall committee meeting as well as the 1st meeting of the hall use group to discuss potential plans for the future of the Hall. The Cllr had also attended the recent Neighbourhood Plan meeting.

152.3 Cllr Parker-Jones reported that she had undertaken a travel token visit with Cllr Toher and would be doing another visit in a few days. Cllr Parker-Jones had also attended recent Borough Council meetings at which the gambling policy and licensing policy had been approved, as well as agreeing the Budget for the year. The next LAC meeting is set for March 27th. Finally, Cllr Parker-Jones reported that the archaeological report for Breach Lane has finally been received. The Clerk was requested to send it out to all Cllrs.

Action: Clerk

152.4 Cllr Winstanley reported that Carnival is hosting an Easter Egg Hunt in April. Cllr Winstanley also reported that she had attended a recent Bishopstoke Community Association meeting. Hampshire County Council have now stabilised the tower with scaffolding and the building is now open again. The BCA are still waiting to hear Hampshire's plans for the tower.

Initial: _____ Date: _____

152.5 Cllr Tidridge reported that she had attended an LAC meeting at which it had become apparent that the Parish is not receiving all the planning applications that it should. Cllr Toher confirmed that she will be attending the next LAC meeting in March to raise this matter. Cllr Tidridge also noted that there has been an amendment to the action plan of the LAC – congestion and parking are now considered key priorities for the area. The Cllr had also attended a meeting of the Borough Council and had been successful in a proposal that the Borough should write to the Government requesting a change in the National Planning and Policy Framework to the effect that Councils should be entitled to require that all roads should be of adoptable standard. The permissive paths at Bishopstoke Park are now open and Cllr Tidridge reported that they are a lovely walk and encouraged other Cllrs to take a stroll down there. Additionally, Cllr Tidridge reported that new bins are now in place across the Borough and that she had attended the latest Litter Heroes litter pick

152.6 Cllr Toher had attended a Liaison meeting with the Borough at which Brookfield, bins and the Memorial Hall had been discussed and the Neighbourhood Plan meeting at which the draft policies had been looked at in light of the comments provided by Planet. Cllr Toher informed the Council of her belief that we are not too far from a first draft of the plan itself. Additionally, Cllr Toher had attended the BMH user group meeting and was looking forward to the next one later this week. Cllr Toher confirmed her intention to attend the LAC meeting in March. Finally, Cllr Toher reported that the transfer of the Hall was moving forward with the trustees having undergone the final bits of paperwork for the solicitor, and with some remedial work being done on the two entrances in the near future.

153 To receive the Clerk's Monthly Report

153.1 The Clerk reported that the next Beat Surgery is scheduled for 22nd March at 2:30pm in the Parish Office, two new noticeboards have been installed in the Cemetery and at the Office and that the retarmacking of the entrance to the Cemetery has now been completed.

153.2 The takeover of the Memorial Hall continues to make progress and the trustees have now provided the necessary forms that hopefully complete things from this end. Following the first meeting of the Hall user group there will be a second meeting this week at which the architects will present their current ideas for the Hall. The Clerk had also received advice from the Parish solicitor that indicated the Parish would receive 80% business rates relief providing that the Hall is run by a charity, which is the intention.

153.3 The Clerk reported that he had various meetings coming over the next month including walking round Brookfield with the Borough to try to finally determine the transfer of the site to the Parish by the end of March, the user group of the Memorial Hall, meeting the Borough again to discuss enforcement, a Liaison meeting on 4th March and a meeting of the Community Buildings group on 20th March.

153.4 Glebe Meadow has been suffering from litter on an increasing basis. The new bin was vandalised within one day and the Clerk reported that he is asking the Borough to reinstall it in a more secure fashion. The Clerk also noted that he has been asked by the Finance & General Purposes to determine the costs involved with removing the shelter and the bench from the skate park area.

153.5 Eastleigh Borough Council are holding awards for volunteers in the Community and the Clerk reported that he had suggested Cllr Tidridge might like to nominate Drew Mellor who has done a great deal of work in promoting litter picking and recycling. Cllr Tidridge indicated that she had spoken with Drew's parents and would be nominating him.

153.6 Finally the Clerk reported a forthcoming meeting with a clock repair company to investigate whether it is possible to fix the two Parish clocks.

Initial: _____ Date: _____

154 To consider content for the February 2019 Press Release

154.1 It was agreed that the press release would include the grant to EBS Counselling (with a link to their website), the permissive paths around Anchor Park, Travel Tokens, the Carnival Easter Egg Hunt and the usual Beat Surgery information.

Action: Clerk

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

155.1 The next meeting will be on Tuesday 26 March 2019, at 7:30pm in the Parish Office.

155.2 Agenda items for February's Full Council meeting to the Clerk by Monday 18 March 2019 please.

155.3 Cllr Parker-Jones gave her apologies for the meeting on 18 March.

There being no further business, the Chair closed the meeting at 8.40pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 22 January 2019

Resolutions approved by the Full Parish Council

- 140.2 to adopt as a true record the minutes of the Parish Council meeting held on 22 January 2019.
- 142.2 that the resolutions of the Planning Committee meetings held on 22 January and 12 February be noted.
- 144.3 that the resolutions of the Finance and General Purposes Committee meeting held on 12 February be noted.
- 144.5 that EBS Counselling be granted £100.00.
- 145.2 to receive the RFO's report and approve the January 2019 Statement of Accounts.
- 146.3 that the Financial Systems Risk Assessment be approved.
- 147.4 that the Complaints Procedure be approved.
- 148.4 to approve the model publication scheme for Freedom of Information requests.
- 149.3 that, subject to the amendment in 149.2, the Freedom of Information Policy be adopted.
- 150.2 that the Data Protection Policy be adopted.
- 151.2 that the Data Privacy Notice be adopted.

Actions arising from this meeting

- 139.1 The **Clerk** was requested to contact the police to ask them to include Fair Oak Road near Alan Drayton Way (East) in their speeding patrols.
- 139.1 **Cllr Parker-Jones** offered to ensure that Fair Oak Road near Alan Drayton Way (East) is added to the list of locations for the Borough mobile speed indicator.
- 139.2 The **Clerk** was requested forward a list of members of the Communications and Engagement Working Group to Cllr Tidridge.
- 139.3 **Cllr Parker-Jones** offered to investigate whether a "no littering" notice could be placed near the shops on Riverside.
- 139.4 The **Clerk** was requested to look at the height of notice boards and to investigate ways to combat condensation.
- 144.2 The **Clerk** was requested to add a discussion on whether all policies should be discussed at Full Council to the next Standing Working Group meeting.
- 152.1 The **Clerk** was requested to forward the Airport Committee report from Cllr Harris to the Full Council.

Initial: _____ Date: _____

152.3 The **Clerk** was requested to forward the Breach Lane archaeology report to all members.

154.1 The **Clerk** was requested to include the following in the press release: the grant to EBS Counselling (with a link to their website), the permissive paths around Anchor Park, Travel Tokens, the Carnival Easter Egg Hunt and the usual Beat Surgery information.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____