

Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 23 March 2021

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

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 2 members of the public were present.

FULL_2021_M07/

Public Session

The Chair welcomed the members of the public and asked whether there was anything they wanted to say before the meeting proper started, or whether they were happy to be invited to speak at the relevant agenda item. Both indicated they would wait for the agenda item.

113 Apologies for Absence

113.1 Apologies had been received and accepted from Cllrs Roling and Tidridge.

Cllr Toher indicated the Council would bring the YZone discussion forward so that the residents did not have to wait too long to speak.

114 To discuss problems around and the future of the YZone and decide next steps

114.1 Cllr Toher invited the members of the public to speak. One local resident referenced a submission that had been circulated to all Councillors from the residents that detailed the long history of the issues surrounding behaviour in the area around the YZone; some of the probable causes of those incidents and some recommendations for potential solutions. The resident summed up by saying that this is a problem that has been going on for a long time and it needs addressing.

114.2 Cllr Greenwood had been on a walk around with the local police. The police had commented that it is not good to completely close off any ability for local youths to congregate, the question is where would be a suitable place. One idea is to move any seating to an area closer to the play area so that local families are encouraged to use it too. Another is to reduce the height of the hedge alongside the YZone and the MUGA to give better visibility from the road. Finally the idea of removing all encouragement to gather around the YZone – the table tennis, the seating, the dry ground – to encourage people to gather elsewhere.

114.3 Further discussion covered the problem of engines being revved and music played in the car park on Blackberry Drive late into the night and the fact that the group causing a lot of the disturbance are not the same as the people who usually attend YZone.

114.4 Cllr Parker-Jones encouraged residents to always call the police to report incidents as that raises awareness amongst the police that a problem exists and needs regular patrols. Cllr Parker-Jones also noted that the anti-social behaviour around the YZone is something that has recently become a focus of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee and it, along with a report on the police walkaround, would certainly be discussed at the next team meeting.

At 8:00pm the Council sat for a minute's silence to remember those who had lost their lives during the Covid-19 pandemic.

114.5 It was noted that the Parish Council does not have the final say in the area immediately around the YZone. It was agreed that the list of recommendations from the residents, along with the list of suggestions resulting from the police walkaround and any other suggestions made in time will be discussed at the next Full Council meeting and those that the Council agrees upon will be recommended directly to the Borough Council.

Action: Clerk

The two members of the public left the meeting at this point.

115 Councillors' Questions

115.1 Cllr Greenwood noted that the problem grate near Stokewood Surgery is clanking again and requested that Cllr Thornton, as County Council, follow up with HCC to effect repairs again.

Action: Cllr Thornton

116 To adopt and sign Minutes of the Parish Council meeting held on 23 February 2021

116.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting. The Clerk noted that Cllr Toher has asked for a correction to minute 94.5 noting that it was the BIFOHH team that had been met with, not the LAC. This had been corrected, but the previous version had been included in the document pack. The amended version would be the one being signed.

116.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the minutes of the Parish Council meeting held on 26 January 2021, as amended in 116.1, be adopted as a true record. Cllrs Parker-Jones abstained due to not being present for the whole meeting. Cllr Brown also abstained, having given his apologies for that meeting.

Initial: _____ Date: _____

117 To consider Matters Arising from the above Minutes

117.1 There were no matters arising.

118 Declarations of Interest and Requests for Dispensations

118.1 There were no declarations or requests made.

119 Reports from Committees – to note resolutions and to determine recommendations

119.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

119.2 The resolutions of the Planning Committee meetings on 23 February and 9 March were noted.

119.3 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that the Council accept the Borough proposal to begin the pre-application process for the Bishopstoke Memorial Hall.

119.4 The resolutions of the Finance & General Purposes Committee meeting on 9 March were noted.

119.5 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that £800 be granted to Morelands Camping.

119.6 The resolutions of the Buildings Committee meeting on 2 March were noted.

120 Reports from Working Groups – to note, and to determine recommendations

120.1 The Clerk noted that the only working group meeting had been that of Human Resources and those recommendations were being considered in confidential business as they related to staff conditions and remuneration.

121 To note the RFO's Report, and to approve the Statements of Account to 28 February 2021

121.1 The RFO reported that there was nothing new to report since the Finance & General Purposes meeting of 9th March.

121.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the Statements of Accounts to 28 February 2021.

122 To approve and adopt the audited Annual Return for the year to 31 March 2020

122.1 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to approve and adopt the audited Annual Return for the year to 31 March 2020.

Initial: _____ Date: _____

123 To discuss the Bishopstoke Memorial Hall roof and make decisions

123.1 A report on the condition of the roof and internal ceiling had been included in the supporting documents for this meeting. Also included had been a projection of costs associated with both closing the hall and keeping it open. It was noted that closing the hall would mean that the Parish Office would also have to close, and that the hall cleaner would have to be made redundant.

123.2 Cllrs discussed whether the Parish Office could be used as a polling station if the Hall toilets are not available; the need to be certain any new roof would last sufficiently long; the viability of using portaloos; the potential impact on immediate neighbours; the impact on current hirers of each option and possible alternative locations for polling day.

123.3 Cllr Toher suggested that the Council first vote on whether to keep the hall open or close completely. This would then be followed by a discussion on how to keep the hall open and how to fund any work.

123.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Bishopstoke Memorial Hall be kept open.

123.5 It was generally agreed that it was appropriate to ask the Borough to fund the removal of the asbestos, as this was a cost that would always have had to have been borne during the process of replacing the Hall anyway. The RFO noted that any work paid for directly by the charity would incur VAT. The Clerk also noted the importance of speed in this matter and requested the Council not defer any decisions on quotes until the next meeting.

123.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Borough Council be requested to provide funding for the asbestos removal; that the Parish Council and Memorial Hall charity fund the remainder of the work involved and that the Chair, Clerk and RFO be delegated permission to decide on which quotes to approve on behalf of the Council.

124 To consider a report on the Council structure and determine recommendations

124.1 Alternate proposals for a new Council structure had been included in the supporting documents for this meeting.

124.2 During discussion, an alternative to the two proposals outlined by the Clerk, involving combining the Open Spaces and Infrastructure Committees and creating a Parish Assets Committee, was suggested. This was designated Structure 3.

124.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, that Structure 1 from the Clerk's report be adopted.

124.4 Proposed Cllr Parker-Jones, Seconded Cllr Greenwood, that Structure 3 be adopted.

124.5 The Chair asked for a show of hands for structure 3 as the amended proposal. This was supported by 11 Councillors. It was deemed unnecessary to vote on Structure 1 as a result.

124.6 Proposed Cllr Parker-Jones, Seconded Cllr Greenwood, **RESOLVED** that Structure 3 be adopted.

Initial: _____ Date: _____

125 To note the interim report from the Internal Auditor and approve the Parish Council response

125.1 The audit report and Council response had been included in the supporting documents for this meeting.

125.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the report from the Internal Auditor be noted and the Parish Council response be approved.

126 To approve the revised arrangements for earmarked reserves

126.1 The revised arrangements and an explanation for them had been included in the supporting documents for this meeting.

126.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the revised arrangements for earmarked reserves.

127 To consider a grant request from Eastleigh Youth & Community Trust

127.1 Additional information provided by the potential grant recipient had been circulated to Councillors prior to the meeting.

127.2 Cllrs initially suggested a grant of £600. The Clerk noted that, although he did not have the exact figure to hand there may be slightly more than £600 left in the grant budget heading, although not enough for the full £2,000 request.

127.3 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that Eastleigh Youth & Community Trust be granted £600, or the remaining grant budget, whichever is greater, to a maximum of £2,000.

128 To support the planting of wildflowers within Bishopstoke

128.1 The Clerk noted that there is a project underway in the Brookfield estate where the Parish Council is working with a community group to identify areas that would suit wildflower planting and support the wildflower project there. Cllrs identified a need to work with the open space contractors to ensure mowing is done at the appropriate time and that cuttings are removed. The Clerk offered to publicise on Facebook and the Council website that the Council is interested in helping local groups plant wildflowers and will act as an intermediary with the Borough and County Councils where permissions are needed.

Action: Clerk

129 To agree the arrangements for the Annual Meeting of the Council and subsequent meetings

129.1 A report detailing the expiration of existing legislation allowing virtual meetings and the difficulties that could cause the Parish Council had been included with the supporting documents for this meeting. The Clerk noted that Parliament will be discussing extending the legislation this week which may render this decision moot, but that it was important to have a contingency in place.

129.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** with one abstention that the Council approve the arrangements for the Annual Meeting and subsequent meetings.

Initial: _____ Date: _____

130 To note reports from County, Borough and Parish Councillors on matters of interest

130.1 Cllrs Thornton, and Tidridge had circulated written reports for the Council. These are included as Appendix A in the minutes.

130.2 Cllr Parker-Jones noted that the recent meeting of the EBC Policy and Performance Committee had looked at the Borough's Equality and Diversity policies and recommended that Bishopstoke Parish Council do the same.

131 To receive the Clerk's Report

131.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix B.

132 To consider content for the March 2021 Press Release

132.1 It was agreed that the press release would include: the promotion of wildflowers in the Parish; the situation with the Memorial Hall roof; the grants to Morelands Camping and Eastleigh Youth & Community Trust and the result of the audit for the year ending 31st March 2020.

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

133.1 The next meeting will be on Tuesday 27 April 2021, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

134 Motion for confidential business

134.1 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

135 To approve the recommendations from the Human Resources Working Group

135.1 Documents detailing all the recommendations and the reasons for them had been circulated to the Councillors prior to the meeting.

135.2 The Clerk gave a summary of the first three recommendations and noted that he would make a further statement prior to the discussion of recommendations 4 and 5.

135.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Clerk's holiday year begin on April 1st rather than January 1st.

135.4 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously that Parish Council officer contracts be amended to indicate 23 days minimum holiday, rising to 26 after 5 years' service.

135.5 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the updated job descriptions be approved.

135.6 The Clerk summarised for the Council the process of assessing the Council's position within the Local Government tiered system and the resultant implications for the appropriate pay for the officers of the Council. The Clerk also summarised his amended opinion regarding the timing of any changes.

135.7 Proposed Cllr Toher, Seconded Cllr Thornton, that the recommendations regarding the appropriate remuneration for each role be approved.

Initial: _____ Date: _____

Prior to the vote, the Clerk noted that it would be appropriate for him to leave the meeting, as the vote would potentially have an impact on his salary.

Cllr Toher took over clerking the meeting.

135.8 Cllr Parker-Jones requested that each of the four roles be voted upon separately rather than taken en bloc.

135.9 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously that the recommendation for the Projects Officer role be approved.

135.10 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the recommendation for the Cemeteries Officer role be approved.

135.11 Proposed Cllr Brown, Seconded Cllr Winstanley, **RESOLVED** unanimously that the recommendation for the RFO role be approved.

135.12 Proposed Cllr Parker-Jones, Seconded Cllr Daly, **RESOLVED** unanimously that the recommendation for the Clerk role be approved.

135.13 Proposed Cllr Moore, Seconded Cllr Parker-Jones, that the changes be applied from 1st April 2022. An amendment that the changes be applied from 1st April 2021 was put forward by Cllr Greenwood and seconded by Cllr Harris.

135.14 Proposed Cllr Greenwood, Seconded Cllr Harris, **RESOLVED** with 7 in favour, 3 against and 2 abstentions, that the changes to officer remuneration be applied from 1st April 2021.

There being no further business, the Chair closed the meeting at 10:18pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____