Bishopstoke Parish Council

Listening to you

Members of the Parish Council are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 28 May 2019 at 7.30pm
This Meeting is Open to the Public (7.30pm – Question Time)

AGENDA

Public Session

1. Election of Chair

2. Election of Vice-Chair

3. Apologies for Absence

4. Councillors' Questions

5. To adopt and sign Minutes of the Parish Council meeting held on 23 April 2019

6. To consider Matters Arising from the above Minutes

7. Declarations of Interest and Requests for Dispensations

8. Report on Planning Committee Meetings of 23 April 2019 – to note Resolutions and to determine Recommendations

9. Report on Finance and General Purposes Committee Meeting of 14 May 2019 – to note Resolutions and to determine Recommendations

10. To receive the RFO's Report and approve the April 2019 Statement of Accounts

11. Appointments to Committees

12. Appointments to Working Groups

13. Appointments to external bodies

14. To adopt the Annual Governance Statement for the year ended 31 March 2019

15. To approve the Accounting Statements for the year ended 31 March 2019

16. To approve the response to the Internal Auditor's end of year report

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

18. To receive the Clerk's Monthly Report

19. To consider content for the May 2019 Press Release

20. Date, time, place and agenda items for next meeting – Tuesday 18 June 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke

D L Wheal

D L Wheal
Clerk to Bishopstoke Parish Council
21st May 2019

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

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BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 23 April 2019

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 Andy Moore
Councillor Parker-Jones
Councillor Mike Thornton

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

Public Session 0 members of the public were present.

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Public Session

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllrs Mignot and Winstanley. Cllr Roling was not present.

2 Councillors' Questions

2.1 Cllr Greenwood asked whether there is anything the Parish Council can do in light of recent crimes in the area. Cllr Toher indicated that this was still a police matter, but that if the police had any suggestions for things the Parish Council could do then the Parish Council would listen.

3 To adopt and sign Minutes of the Parish Council meeting held on 26 March 2019

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

3.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED**, with Cllrs Parker-Jones, Moore and Greenwood abstaining due to absence, to adopt as a true record the minutes of the Parish Council meeting held on 26 March 2019.

4 To consider Matters Arising from the above Minutes

4.1 Minute 163.4 **Cllr Thornton** offered to investigate HCC grants for cleaning. Cllr Thornton indicated that he had been unable to find anything about grants for cleaning. Cllr Daly offered to try to find the article he had read to give Cllr Thornton more information.

4.2 Minute 164.6 **The Clerk** was asked to forward the proposed new Council structure to all Cllrs. This has been completed.

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4.3 Minute 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. Cllr Parker-Jones indicated that it is already one of the locations used and will continue to be so.

4.4 Minute 139.3 Cllr Parker-Jones offered to investigate whether a "no littering" notice could be placed near the shops on Riverside. Cllr Parker-Jones indicated that the Borough suggested that the Local Area Committee fund a smoking bin in the area and so that will be added to the Community Infrastructure Project list.

5 Declarations of Interest and Requests for Dispensations

5.1 Cllr Toher declared an interest in the recommendation from Finance & General Purposes regarding a grant request from Bishopstoke Memorial Hall.

6 Report on Planning Committee Meetings of 26 March and 9 April 2019 – to note Resolutions and to determine Recommendations

6.1 The Planning Committee Minutes from 26 March and 9 April 2019 had been circulated prior to this meeting.

6.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 26 March and 9 April 2019**.**

7 Report on Finance and General Purposes Committee Meeting of 9 April 2019 – to note Resolutions and to determine Recommendations

7.1 The Finance and General Purposes Committee Minutes from 9 April 2019 had been circulated prior to this meeting.

7.2 Proposed Cllr Moore, Seconded Cllr Tidridge, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 9 April 2019 be noted.

7.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the Council adopt and sign the Statement of Internal Control.

7.4 Proposed Cllr Harris, Seconded Cllr Brown, **RESOLVED** with Cllr Toher abstaining that the Council grant £1,250 from the Community Buildings fund to Bishopstoke Memorial Hall.

8 To receive reports from external committees and Parish appointed representatives

8.1 Bishopstoke Memorial Hall – Cllr Dean reported that the committee were happy the floor and doors have now been repaired. The reply from the charity commission regarding the Parish Council taking over the running of the Hall seems to indicate there are no more procedures to go through there.

8.2 Bishopstoke Community Centre – Cllr Thornton as the Council representative had attended the recent meeting of the BCC Committee. Cllr Thornton deferred to Cllr Harris to report to Council as he is more involved in the running of the BCC. Cllr Harris reported that the pre-school has now changed ownership. Keeping a pre-school on site satisfies one of the conditions that Hampshire County Council has for the use of the building.

8.3 Carnival – There was some discussion over the structure of the Carnival group and whether this was the appropriate place for it to sit in the reporting structure. The Clerk was requested to add

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discussion of this to the next Finance and General Purposes agenda. In the meantime, reporting on Carnival would be left to Item 13 on the agenda at this meeting.

Action: Clerk

9 To receive the RFO's Report and approve the March 2019 Statement of Accounts

9.1 The RFO reported that the ability to make VAT claims online has been ended by the government. Future claims will have to be done by hand again, making them more time consuming. All end of year processes have now been completed.

9.2 Proposed Cllr Thornton, Seconded Cllr Tidridge, **RESOLVED** unanimously to receive the RFO's report and approve the March 2019 Statement of Accounts.

10 To approve the recommendations in the report on establishing a Policy Committee

10.1 The report and draft terms of reference for a Policy Committee had been included with the support papers for this meeting.

10.2 Cllr Parker-Jones raised concerns over the descriptor used for one of the policies being potentially considered for the Parish Council to look at drafting. Cllrs agreed that were such a policy to be drafted, there should not be any hint of discrimination associated with it. Cllr Toher indicated this was something the proposed Policy Committee would be ideally suited to do.

10.3 Cllr Parker-Jones suggested changing the name of the Committee to "Policy and Procedures". The Council agreed to this change.

10.4 Proposed Cllr Harris, Seconded Cllr Tidridge, **RESOLVED** unanimously that, subject to the amendment in 10.3, the recommendations in the report on establishing a Policy Committee be approved.

11 To approve the recommendations in the report on establishing a Buildings Committee

11.1 The report and draft terms of reference for a Buildings Committee had been included with the support papers for this meeting.

11.2 Proposed Cllr Harris, Seconded Cllr Brown, **RESOLVED** that the recommendations contained in the report on establishing a Buildings Committee be approved.

12 To discuss and approve the timing and funding of a Church Road play area improvement project

12.1 Cllr Tidridge indicated that she wished to see the frontage of the play area on Church Road improved and made safer. Additionally, a section of the area near the road should be given over to seating, a bin, and a Council noticeboard which would better serve the growing population in that area. Cllr Tidridge proposed that the Council seek 100% of the funding from developers' contributions and that the project be added to the Borough Council Community Infrastructure Project list. The Clerk indicated the request to go on the CIP list could happen almost immediately, and that time could then be taken to design the required improvements ready for when funding becomes available.

12.2 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** unanimously that the Clerk request the project go on the CIP list and that the Council begin working on designs for the improvements.

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

13.1 Cllr Daly reported his concerns over the number of knives available at local boot sales.

13.2 Cllr Parker-Jones reported on the recent YZone Management Committee meeting. Data showing the use of the YZone over the previous year had been presented and data for further back was being sought. Cllr Parker-Jones indicated her concerns that some nights may be poorly attended. Additionally, cleaning and decorating has been taking place over the Easter period, and the recently purchased Xbox is proving very popular.

13.3 Cllr Thornton reported that, following contact from Cllr Greenwood, he has been pushing for the road near Stoke Wood Surgery to be repaired. First indications are that it may be the responsibility of Southern Water, but Cllr Thornton is seeking further clarification. There is now a Hampshire County Council task and finish group looking at preventing the closure of Orchard House and Cllr Thornton indicated that, as a member of that group, he would keep the Parish Council updated with any information.

13.4 Cllr Harris reported that the Carnival Egg Hunt had been a success, with plenty of happy children, especially from the Brookfield estate which was encouraging. To date no complaints had been received and the event had made a small profit for Carnival funds. Cllr Toher also noted that she had taken her niece to the hunt and she had come away very happy.

13.5 Cllr Toher reported attending the Borough / Parish Liaison meeting, the Egg Hunt and the Memorial Hall meeting.

14 To receive the Clerk's Monthly Report

14.1 The Clerk reported that the latest Police Quarterly report had been received, and that he would pass this on to Cllrs. The Clerk noted that it shows crime for the area is down compared to last year for the January to March period, and that there were significantly fewer anti-social incidents in the past 12 months compared to the previous 12.

Action: Clerk

14.2 The Clerk informed the Council that he now had a rough quote for the removal of the seating area and shelter at the Skate Park of less than £300. Legitimate users are not considered a problem and would not be impacted significantly by the removal of the shelter, but it could prevent those who gather and cause litter and nuisance from being there in the first place. The situation will continue to be monitored as there are increasing complaints from local residents about the behaviour of those who gather there in the evenings.

14.3 The Clerk reported that since the last Council meeting he had attended training on play area risk assessments, the YZone Management meeting, the monthly Liaison meeting with the Borough, Carnival and Communications group meetings, the allotment site rep meeting, the Easter Egg Hunt and had met twice with the RFO to complete end of year actions.

14.4 The Clerk noted that in the coming month he would be attending a Carnival meeting, meeting the internal auditor for the end of year audit, attending the next Community Buildings Network event and a Neighbourhood Plan meeting. Additionally, the Clerk would be attending the meeting on April 24th with Richard Eastham of Feria Urbanism regarding Local Plan Masterplan consulting.

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15 To consider content for the April 2019 Press Release

15.1 It was agreed that the press release would include the grant to the Memorial Hall, a report on the Easter Egg Hunt, news on the Parish Assembly and the police invitation to anyone wishing to start a Neighbourhood Watch scheme to contact them.

Action: Clerk

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

16.1 The next meeting will be on Tuesday 28 May 2019, at 7:30pm in the Parish Office.

16.2 Agenda items for February's Full Council meeting to the Clerk by Monday 20 May 2019 please.

There being no further business, the Chair closed the meeting at 8.30pm

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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 23 April 2019

Resolutions approved by the Full Parish Council

3.2 to adopt as a true record the minutes of the Parish Council meeting held on 26 March 2019.

6.2 to note the resolutions of the Planning Committee meetings held on 26 March and 9 April 2019.

7.2 that the resolutions of the Finance and General Purposes Committee meeting held on 9 April 2019 be noted.

7.3 that the Council adopt and sign the Statement of Internal Control.

7.4 that the Council grant £1,250 from the Community Buildings fund to Bishopstoke Memorial Hall.

9.2 to receive the RFO's report and approve the March 2019 Statement of Accounts.

10.4 that, subject to the amendment in 10.3, the recommendations in the report on establishing a Policy Committee be approved.

11.2 that the recommendations contained in the report on establishing a Buildings Committee be approved.

12.2 that the Clerk request the project go on the CIP list and that the Council begin working on designs for the improvements.

Actions arising from this meeting

8.3 The **Clerk** was requested to add discussion of the Carnival Group setup and reporting structure to the next Finance and General Purposes agenda.

12.2 The **Clerk** was requested to ask that the Church Road play area improvement project go on the CIP list.

14.1 The **Clerk** stated he would to pass the police quarterly report to Councillors.

15.1 The **Clerk** was requested to include the following in the press release: the grant to the Memorial Hall; a report on the Easter Egg Hunt; news on the Parish Assembly and the police invitation to anyone wishing to start a Neighbourhood Watch scheme to contact them.

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 23 April 2019

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

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

Public Attendance: 0 members of the public were present

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11 Apologies for Absence

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

12 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 9 April 2019

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

12.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** that the minutes of the Planning Committee meeting held on 9 April 2019 be accepted as a true record.

13 To consider Matters Arising from the above Minutes

13.1 There were no matters arising from the above minutes.

14 Declarations of Interest and Requests for Dispensations

14.1 There were no declarations of interest or requests for dispensation. However, the Committee acknowledged that one of the applications comes from the Parish Council and would therefore not be officially responded to.

15 Consideration of Planning Applications

15.1 H/19/85129 – 9 Escombe Road – Replacement detached garage to the rear of the dwelling – The Committee agreed to raise no objection to the application.

15.2 L/19/84935 – Itchen House – Erection of five buttresses to existing boundary wall – The Committee agreed to raise no objection to the application and wished to fully support the comments of the Heritage Consultant.

15.3 H/19/85276 – 13 Hartley Road – Two storey side extension including an integral garage – The Committee noted that a similar application for this property had been refused in 2018. The Committee consider this application would be overdevelopment and incongruous. The Committee also believe that the first two reasons given for the refusal of the previous application still apply. The Committee wished to object on all those grounds.

15.4 T/19/85323 – St Mary's Church – Application for works under tree preservation orders: 1 self-seeded holly(T1) – fell; 1 Beech (T2) – potential root pruning to facilitate building works to wall and 1 Sycamore (T3) – potential root pruning to facilitate building works to wall – The tree warden informed the Committee that if roots above a certain size were discovered during the proposed works then, according to the tree officer of the Borough, there would need to be a change in the design of the

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planned wall repairs. As this application came from the Parish Council, the Committee agreed to make no formal response to the Borough.

15.5 T/19/85355 – Itchen Grange – Application for works under tree preservation orders: 1 Holm Oak (T1) – reduce by up to 1m; 1 Willow (T2) – remove 4 low limbs and prune back south east side of canopy by 1m; 2 Willow (T3 and T4) – repollard and (T5) – reduce and reshape by 1m – the tree warden informed the Committee that this appeared to be sensible tree management. The Committee agreed to raise no objection to the application.

15.6 H/19/84901 – 4 West Horton Lane – Retention of temporary wooden shed in rear garden – The Committee agreed to raise no objection to the application.

16 Report on recent planning decisions

16.1 H/19/84964 – 3 Blackberry Drive – Single storey rear and side extensions – The Planning Committee agreed to Raise No Objection to this application – The Borough Council permitted this application.

16.2 H/19/84865 – 36 St Margarets Road – Single storey front extension – The Planning Committee agreed to Raise No Objection to the application but wished to request it be ensured there is no loss of parking as a result of the application – The Borough Council permitted this application. There was no condition relating to parking.

16.3 H/19/84987 – 1 Olympic Way – First floor side extension, alterations to existing rear garden room, store and utility – The Planning Committee agreed to Raise No Objection to this application but wished to comment that they were concerned about potential loss of parking application – The Borough Council permitted this application. There was no condition relating to parking.

17 Clerk's Report

17.1 The Clerk reported that further consideration had been given to what to do if a planning application cannot be considered before its deadline. Two options of amending the terms of reference of the Committee were discussed – first allowing the discussion by email of applications if necessary and second amending the wording of the agenda to note that in addition to the applications stated the Committee reserves the right to consider other applications that are presented in between the agenda being published and the meeting taking place. The Committee indicated brought support for the latter which will now be formally brought forward at the next meeting. Additionally, the Clerk noted that there will now be a Planning Committee meeting prior to the AGM on May 28th. This had previously been left off the timetable but as this is only necessary in a Parish election year the meeting has been reinstated.

17.2 The Clerk reported that he had not received an enforcement update since the last Planning meeting and so was unable to update the figures any further.

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

18.1 The next meeting will be on Tuesday 14th May 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

18.2 Any agenda items should be submitted in writing to the Clerk by Monday 6th May 2019.

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19 Motion for Confidential Business

19.1 As neither the Clerk nor Committee members had anything to raise under confidential business this item was not moved.

20 Reported Breaches of Development Control (Confidential Business)

20.1 The Clerk reported no alleged breaches of Development Control.

20.2 The Clerk reported no concluded breaches of Development Control.

20.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.22pm

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Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 May 2019

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

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

Public Session 0 members of the public were present

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Public Session

11 Apologies for Absence

11.1 Apologies had been received and were accepted from Cllr Thornton.

12 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 9 April 2019

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

12.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.

13 To consider Matters Arising from the above Minutes

13.1 The Clerk reported that following the internal auditor's report anything relating to updates from the Clerk from previous meetings or actions will be included in Clerk's report.

13.2 There were no further matters arising.

14 Declarations of Interest and Requests for Dispensation

14.1 Cllr Toher declared an interest in the payments report as it includes the grant for Age Concern, Bishopstoke.

15 To receive reports from Working Groups: Cemetery; Human Resources; Travel Tokens and Communications & Engagement

15.1 Communications & Engagement: Cllr Winstanley reported that the Clerk was still waiting for promised articles for the newsletter. Cllr Winstanley had also contacted a resident who is willing to take photographs for the Parish website. The Clerk has attempted to make contact but had no response. Cllr Winstanley offered to obtain the email of the resident.

Action: Cllr Winstanley

15.2 Human Resources: Cllr Toher reported that the Working Group had met the previous night for the quarterly review and that everything was positive. Progress towards the Clerk's targets is good.

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15.3 Neighbourhood Plan: Cllr Tidridge noted that the Neighbourhood Plan Steering Group is meeting on Thursday 16th May.

16 To receive the RFO's report and approve the Budget Monitoring and Payments reports for April 2019

16.1 The Clerk provided the Committee with the RFO's report. The three largest payments in April all actually relate to work completed and invoiced in the previous financial year and are therefore removed from the budget monitoring for this year. They show as green entries on the Budget Monitoring report. The Clerk updated the Committee on some of the details of the payments and undertook to provide an updated Payments report for when the minutes are signed off next meeting. The Clerk also reported that the Internal Auditor had completed her inspection and was satisfied with the state of the Council's accounts. There are a number of "best practice" changes to be made as a result, including all reports that do not involve decision making (such as County Cllr, Borough Cllr, Chair, Parish Cllr, Clerk, RFO and Working Groups) being presented as written reports in the document pack and added to the minutes separately. The Clerk will bring forward the full internal auditor report at the May Full Council meeting.

Action: Clerk

16.2 The Budget Monitoring and Payments reports for April 2019 had been circulated with the supporting documents for this meeting.

16.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED**, with Cllr Toher abstaining, that the Committee approve the Budget Monitoring and Payments reports for April 2019.

17 To make recommendations on the grant requests from Victim Support and Challengers

17.1 The grant request forms had been circulated in the document pack for the meeting.

17.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council grant £200 to Victim Support.

17.3 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council grant £750 to Challengers.

18 To make recommendations on the working arrangements for Bishopstoke Carnival

18.1 The Clerk confirmed that the Carnival team are a Working Group.

18.2 The Clerk also noted that the Neighbourhood Plan Steering Group is not actually run by the Council but is a Community Group supported by the Council. As such it is not necessary for the Council to have Terms of Reference for it. This will be discussed at the next available opportunity with the Steering Group.

18.3 Proposed Cllr Toher, Seconded Cllr Dean, that Carnival report to Full Council.

18.4 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** that the proposal be amended to say that "all Working Groups report to Full Council".

18.5 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED**, with Cllr Harris abstaining, that all Working Groups report to Full Council.

19 To consider and recommend approval of the Annual Governance Statement for the year ended 31st March 2019

19.1 The Clerk informed the Committee that the Internal Auditor had approved the Council accounts and had completed and signed off her section of the audit return. The Clerk also noted that the Clerk and RFO both recommend that Boxes 1 to 8 of Section 1 of the audit return – the Annual Governance Statement – be marked "Yes", with box 9 marked "N/A".

19.2 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as "Yes" and box 9 as "N/A".

20 To consider and, if appropriate, recommend adoption of the Financial Accounts for the year ended 31 March 2019

20.1 The figures for the Financial Accounts had been included with the document pack for the meeting. Some Councillors were unable to view the figures so the Clerk undertook to provide a written and scanned copy for Full Council.

20.2 The Clerk indicated that there were two amendments to make to the figures as contained in the document pack. For the year ending 31st March 2019, Box 6 now reads £217,384. This leads to a change in Box 7 which now reads £158,534. This change follows an extra invoice being dealt with as an accrual for work done in 2018-19 but paid in 2019-20.

20.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Council adopt the Financial Accounts for the year ended 31st March 2019.

21 To receive the Clerk's report, including an update on Parish Assets

21.1 Allotments – The Clerk reported that inspections have now taken place and letters have been written to plot holders who have not begun cultivation yet and have not provided an explanation. Several plots are to be regularly monitored over the coming weeks. Letters have also been written to owners of greenhouses that are too close to the pathways, requesting the application of safety film to mitigate against accidents. Legionella risk assessments have been carried out at both allotment sites and at the Cemetery. Bath cleaning at Underwood Road has been carried out. The waiting list as at 7th May was Jockey Lane 6; Underwood Road 1; Sewall Drive 22; Nine Acres 14, and Nine Acres Disabled Plots 2. This means that 3 plots have been let since the previous meeting.

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21.2 Burials – There is currently one ashes reopening planned in the Cemetery in May and one new ashes plot in August.

21.3 Cemetery – The Clerk indicated that there was nothing further to report.

21.4 Closed Churchyards – The Clerk reported that HALC have replied providing one legal topic note. They have not yet been able to provide anything concrete that would allow us to limit the number of faculties that we need. We have gone back to them to ask for clarification.

21.5 Parish Office – The Clerk indicated that there was nothing to report.

21.6 Play Areas – The Clerk reported that he is currently awaiting the latest set of quarterly inspections. Cllr Tidridge asked whether there would be a new play area in the Nine Acres site and the Clerk replied that there would be. It will be designed by the Borough and installed by Bovis.

21.7 General – The Clerk reported that the discussion of what to ask for as part of the Community Infrastructure Project list has been included in the budget process.

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

22.1 The next meeting is scheduled to be on Tuesday 11 June 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

22.2 Agenda items for this meeting should be received by the Clerk no later than Monday 3rd June 2019.

There being no further business, the Chair closed the meeting at 8:10pm

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Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 May 2019

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Resolutions to be noted by the Full Parish Council

12.2 that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.

16.3 that the Committee approve the Budget Monitoring and Payments reports for April 2019.

18.4 that the proposal on the Carnival be amended to say "all working groups report to Full Council"

Recommendations for consideration by the Full Parish Council

17.2 that the Council the Council grant £200 to Victim Support.

17.3 that the Council the Council grant £750 to Challengers.

18.5 that all Working Groups report to Full Council.

19.2 that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as "Yes" and box 9 as "N/A".

20.3 that the Council adopt the Financial Accounts for the year ended 31st March 2019.

Actions arising from this meeting

15.1 **Cllr Winstanley** offered to obtain the email address of the photographer we hope to use for the Parish website.

16.1 The **Clerk** will bring the internal audit report forward for the next meeting.

Continuing actions

None

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 28 May 2019
MONTHLY STATEMENT OF ACCOUNT
April

Start **01/04/2019** **ITEM 8**
End **30/04/2019**

Fund Movements

Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 17,511.73	£ 125.00	£ 20,000.00	£ 18,226.80		£ 19,409.93
EBC	£ 111,495.93				£ 20,000.00	£ 91,495.93
Total	£ 129,007.66	£ 125.00	£ 20,000.00	£ 18,226.80	£ 20,000.00	£ 110,905.86

Receipts in detail		
Burial Board	£	-
Allotments	£	25.00
Carnival	£	100.00
VAT refund	£	-
Misc.	£	-
Total	£	125.00

VAT	
Previously Claimed	
Claimed in April	
Unclaimed	

EBC Loan Account Summary

		Money In			Money Out	
	1 April 2018 Balance	Precept	Grants	Interest	Transfer to BPC	Current Balance
Prior to April	£ 111,495.93	£ -	£ -	£ -	£ -	£ 111,495.93
April		£ 109,944.82	£ 9,162.08	£ -	£ 20,000.00	£ 210,602.83

Notes

Bishopstoke Parish Council
Listening to you

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

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email:bishopstoke.pc@btconnect.com

Full Council – AGM – 28 May 2019

Item 11 – Appointments to Committees

Planning: Max 7 members

Current

Cllrs Brown, Dean, Francis, Greenwood, Harris, Mignot and Toher

Finance & General Purposes: Max 7 members

Current

Cllrs Brown, Dean, Harris, Thornton, Tidridge, Toher & Winstanley

Policy & Procedures: Max 5 members

New Committee

Buildings: Max 5 members

Current members of the Community Buildings Working Group

Cllrs Dean, Greenwood, Harris, Toher & Winstanley

Bishopstoke Parish Council
Listening to you

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

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

Tel: 02380 643428
email:bishopstoke.pc@btconnect.com

Full Council – AGM – 28 May 2019

Item 12 – Working Groups

Carnival (appointed until the end of October 2019)
Current: Cllrs Brown, Harris & Winstanley

Cemetery (max 5)
Current: Cllrs Brown, Dean, Parker-Jones & Toher

Communications & Engagement (max 5)
Current: Cllrs Francis, Tidridge & Winstanley

Travel Tokens (min 4, min 2 male, 2 female)
Current: Cllrs Dean, Moore, Parker-Jones, Thornton & Toher

Standing Orders (min 3, max 5)
Current: Cllrs Greenwood, Parker-Jones, Thornton & Winstanley

Human Resources
Current: Chair, Vice-Chair, Chair of Planning, Chair of F&GP

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Item 13 – Appointments to External Bodies

Neighbourhood Plan
Current: Cllrs Dean, Tidridge & Toher

Road Safety & Transport:	Cllr Thornton
EDALC:	Cllrs Toher & Winstanley
Memorial Hall:	Cllr Dean
Community Association:	Cllr Thornton
BPC/EBC Liaison:	Chair & Vice-Chair
Airport Committee:	Cllrs Harris & Moore
Parochial Charities:	Cllr Winstanley
CPRE:	Cllrs Harris & Tidridge
Public Art (Nine Acres / Anchor):	Cllr Winstanley

(note, responsibility for the Public Art project of the Cemetery gates has been taken by the Cemetery Working Group)

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	173,575	144,685	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	157,793	184,464	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	33,477	114,688	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	58,293	67,918	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	161,868	217,384	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	144,685	158,534	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	139,093	129,008	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	231,849	305,114	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Bishopstoke Parish Council

Listening to you

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Year End report from the Internal Auditor and subsequent actions / comments
Financial Year 2018 - 19

Control Area	Issue	Recommended Action	Action taken
Reports to Minutes	It appears that lengthy verbal reports are typed by the Clerk and included in the minutes, even when they will not lead to a decision of the Council.	Reports from County, Borough and Parish Cllrs on matters of interest should be in writing and included with the agenda pack. Only those matters requiring council decision should be minuted further	Councillors to supply all reports by Monday – 8 days prior to meeting – for Clerk to include with pack. Scope still exists for verbal update in Council if urgent matters arise.
Clerk's report	The Clerk reports on actions taken between meetings and progress on past agenda points in a manner that makes matters appear on the minutes more than once.	The Clerk's report of items of information should be included in the agenda pack. Only items for decision at the meeting need further minuting.	Clerk's report will include update on matters arising and will be sent out with the document pack. Scope still exists for verbal update in Council if urgent matters arise.
Officer expenses	Cash expenses by officers have significantly reduced since the introduction of debit cards	Transparency of audit trail is better with debit cards than cash. Further use of cash should be reduced as far as possible.	Noted

Allotment tenancies	It appears that in some instances, allotment tenants have not been fully complying with the terms of their tenancies.	To reduce administration and to ensure that the rights of all allotment tenants are respected, contractors should be used where necessary to ensure that allotment holders comply with the agreements.	Situation will be monitored to see if further use of contractors, or contractors at an earlier stage may be beneficial.
Accounting system	The Council will be switching to accounting software rather than a spreadsheet for 19/20	The reports available through the software are different from those the Council is used to but can be produced in a more resilient manner.	Noted
VAT reclaim	Due to changes at HMRC, the 4th quarter VAT reclaim had not been submitted as at the audit date.	This return should be submitted as soon as possible and from June the software used for VAT reclaims	Noted