

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 08 May 2018 at 7.30pm  
This Meeting is Open to the Public**

*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**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 April 2018
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April 2018
7. To make recommendations on the grant application from the Bishopstoke Community Centre
8. To recommend the Parish Council response to the Government consultation on unauthorised developments and encampments.
9. To receive the Clerk's Report, including an update on Parish Council assets
10. To determine the Parish Council response to the Government consultation on draft revisions to the National Planning Policy Framework
11. Date, time, place and agenda items for next meeting – Tuesday 5 June 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
1 May 2018***

*Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher*

# 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 10 April 2018

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Parker-Jones, Tidridge, and Toher

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

**Public Session** 0 members of the public were present

**FGP\_1819\_M01/**

**Public Session**

### 1 Apologies for Absence

1.1 Apologies had been received and accepted from Cllr Winstanley.

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

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

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 13 March 2018 be accepted as a true record.

### 3 To consider Matters Arising from the above Minutes

3.1 Minute 127.3 – The damage to the grass at Old St Mary’s was reported to the Borough.

3.2 Minute 127.4 – The verge protection survey has not yet been created due to pressures of other, more urgent, work.

3.3 Minute 129.1 – The Clerk had obtained details of the rubber used in the play area and passed them to Cllr Tidridge. All is satisfactory.

### 4 Declarations of Interest and Requests for Dispensation

4.1 Cllr Parker-Jones declared an interest in the grant request from Bishopstoke Players and Cllr Thornton declared an interest in the grant request from Eastleigh Mela.

### 5 To receive reports from Working Groups

5.1 Cllr Parker-Jones reported that the Cemetery Working Group had sent a team to the Cemetery to determine the most suitable place for the Silent Soldier. It needed to be located in a way that would not cause concern to those visiting the Cemetery. A site had been found near two of the existing benches in an area not suitable for burials. Plans are being drawn up to add some hedging, and have a location where a wreath and / or poppies can be placed on Armistice Day. Cllr Parker-Jones also reported that the benches have been delayed.

5.2 Cllr Brown added that the idea of temporary screening between the housing and the Cemetery was being considered whilst a potential hedge is planted and grows. Cllr Tidridge reported that there

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

are increasing concerns regarding anti-social behaviour in the area of the cemetery extension and the new allotments. The Clerk indicated he had some more information in this area that would need to be discussed under confidential business.

## **6 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2018**

6.1 The budget monitoring and payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

6.2 The Clerk detailed the areas of the budget that had gone over their allotted funding for the year 2017-18. Those where the overspend had been significant were the maintenance of play areas, which was due to vandalism and wear and tear, and election costs, which were due to the need to have a by-election. Including both work undertaken in 2017-18, and work budgeted for in 2017-18 but potentially being completed in 2018-19, the Council will have spent around £226,000 in the financial year, approximately 96% of budgeted funds.

6.3 The Clerk also noted the high expenses payments during the month. This was due to the cost of the new website and mailboxes, which were unable to be paid for via BACS. Cllr Toher asked for an updated payments sheet including details of the Assistant Clerk's expenses. Costs had also been incurred this month for new fencing at Jockey Lane, which looks good, and the Cemetery Hut clearance. Unfortunately, there will be another cost there as asbestos has been dumped on the site and quotes are currently being obtained for its safe removal. Fencing work has also taken place at Underwood Road, although there is more to do.

### **Action: Clerk**

6.4 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the RFO, Budget Monitoring and Payment reports for March 2018.

## **7 To make recommendations as necessary on the Council's draft revision of the Snow and Ice Policy and Procedures**

7.1 Cllr Parker-Jones questioned the County Council choice of blue routes, as White Road is difficult to go down at the best of times. The Cllr suggested Rogers Road would have been a better choice. The Clerk was requested to make this suggestion to the County Council, as well as determining why there are no planned routes in the Whalesmead area. The Clerk was also requested to pass the link for amendments to the Committee.

### **Action: Clerk**

7.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council adopt the revised Snow and Ice Policy and Procedures.

## **8 To make recommendations on the grant application from the Eastleigh MELA and Bishopstoke Players**

8.1 Cllr Parker-Jones gave background information on the Players need to replace the lighting desk due to the existing one being faulty. Cllr Brown asked what would happen if the Council granted less than the requested amount and was informed that the Players would reduce their charitable donations to make up the difference. Cllr Toher stated that, in her position as Secretary to the Memorial Hall Committee, she and the rest of the Committee had no knowledge about the existing faulty equipment and she was concerned that any new equipment may not work with the existing electrics in the Hall. Cllr Toher therefore declared an interest as Secretary of the Memorial Hall. In light of the potential issues, the Committee agreed to defer the consideration of the grant request to the Full Council meeting on April 24<sup>th</sup>.

8.2 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Thornton abstaining due to a declared interest) that Eastleigh Mela be granted £500.

**9 To recommend the adoption of the Statement of Internal Control**

9.1 Proposed Cllr Toher, Seconded Cllr Mignot, **RECOMMENDED** unanimously that the Council adopt the Statement of Internal Control.

**10 To recommend the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed**

10.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed.

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

11.1 The Clerk reported that the Cemetery hut has been removed. However asbestos has now been dumped there and quotes are being obtained for its removal. There have been concerns reported about two trees making alarming snapping sounds near the new development. The Borough tree officer has investigated and declared the trees sound and healthy. There have been a total of 29 interments over the year, which sadly is a high number in recent years.

11.2 The Clerk reported that there was a break in at the Jockey Lane toilet block, along with a couple of the sheds there. Also the new allotment building at the Chase has been broken into and damaged several times.

11.3 The Sayers Road play area is scheduled to be rebuilt beginning on the 14<sup>th</sup> May. It is hoped, but not guaranteed, that this will be completed in time for half term. The swing at Otter Close is not yet repaired, but the Clerk informed the Council he would be meeting with a representative from Vitaplay to arrange all the necessary maintenance from the recent inspections, and this would include the swing at Otter Close.

11.4 Finally, the Clerk informed the Council that the new Assistant Clerk, Sophie Thorogood, would be starting work in the following week. She would begin by working with the existing Assistant Clerk to train for the allotment role. Contact details will be provided in the near future and it is hoped that Sophie will be able to attend a meeting of the Council soon to introduce herself.

**12 Date, time, place and agenda items for the next meeting**

12.1 The next meeting is scheduled to be on Tuesday 8 May 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

12.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

**13 Confidential Business**

13.1 Proposed Cllr Thornton, Seconded Cllr Toher, **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.

13.2 The Clerk informed the Committee that the latest indication from the Borough is that they had given the developers at the Chase a short time to respond to various issues at the development, and if the response was not satisfactory then enforcement proceedings would follow.

*There being no further business, the Chair closed the meeting at 8.25pm*

### **Resolutions to be noted by the Full Parish Council**

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

6.4 that the Committee approve the RFO, Budget Monitoring and Payment reports for March 2018.

13.1 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.

### **Recommendations for consideration by the Full Parish Council**

7.2 that the Council adopt the revised Snow and Ice Policy and Procedures.

8.2 that Eastleigh Mela be granted £500.

9.1 that the Council adopt the Statement of Internal Control..

10.1 that the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed.

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## Bishopstoke Parish Council - Budget Monitoring - Expenditure

Finance & General Purposes Meeting - 8th May 2018

Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin	100	4000	Salaries	£ 47,000.00		£ 3,247.80		£ 43,752.20	6.91%
	100	4001	N.I.	£ 12,000.00		£ 1,061.21		£ 10,938.79	8.84%
	100	4002	Pensions	£ 12,000.00		£ 1,015.13		£ 10,984.87	8.46%
	100	4003	Office Facility	£ 648.00		£ 54.00		£ 594.00	8.33%
	100	4004	Travel / Mileage	£ 500.00		£ 22.05		£ 477.95	4.41%
	100	4020	Staff Training	£ 1,000.00		£ 75.00		£ 925.00	7.50%
	100	4021	Seminars	£ -		£ -		£ -	
	100	4023	Reference Material	£ -		£ -		£ -	
	100	4030	Staff Expenses	£ 3,000.00		£ 1,227.11		£ 1,772.89	40.90%
	100	4040	Audit	£ 1,200.00		£ -		£ 1,200.00	0.00%
	100	4041	Insurance	£ 2,100.00		£ -		£ 2,100.00	0.00%
	100	4042	Subscriptions	£ 1,900.00		£ 1,689.00		£ 211.00	88.89%
	100	4052	Recruitment	£ -		£ -		£ -	
	100	4099	General	£ 200.00		£ -		£ 200.00	0.00%
100	4150	Room Hire	£ 200.00		£ -		£ 200.00	0.00%	
Parish Office	110	4100	Consumables	£ 1,000.00		£ -		£ 1,000.00	0.00%
	110	4120	IT Purchase	£ 1,500.00		£ -		£ 1,500.00	0.00%
	110	4130	IT Maintenance	£ -		£ -		£ -	
	110	4160	Furnishings	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	General	£ 1,000.00		£ -		£ 1,000.00	0.00%
	110	4800	Electricity	£ 400.00		£ 30.00		£ 370.00	7.50%
	110	4820	Phone	£ 300.00		£ 24.95		£ 275.05	8.32%
	110	4830	Broadband	£ 300.00		£ 50.80		£ 249.20	16.93%

Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Publicity	120	4050	Newsletter	£ 5,000.00		£ -		£ 5,000.00	0.00%
	120	4051	Noticeboards	£ 1,500.00		£ -		£ 1,500.00	0.00%
Councillor	130	4010	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	130	4022	Councillor Training	£ 500.00		£ 150.00		£ 350.00	30.00%
	130	4031	Chair's Expenses	£ 150.00		£ -		£ 150.00	0.00%
Grants	140	4060	Open Grants	£ 6,000.00		£ -		£ 6,000.00	0.00%
	140	4061	Street Pastors	£ 500.00		£ -		£ 500.00	0.00%
Community Projects	150	4170	Community Centre	£ 2,500.00		£ -		£ 2,500.00	0.00%
	150	4172	Memorial Hall	£ 3,000.00		£ -		£ 3,000.00	0.00%
	150	4174	PCSO Funding	£ 7,600.00		£ -		£ 7,600.00	0.00%
	150	4176	Yzone	£ 25,000.00		£ -		£ 25,000.00	0.00%
	150	4179	General	£ -		£ -		£ -	
	151	4080	Travel Token Repayments	£ 1,200.00		£ 372.00		£ 828.00	31.00%
	151	4089	Travel Token General	£ -		£ 92.50		-£ 92.50	
	152	4070	Shears Mill Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	152	4079	Shears Mill General	£ -		£ -		£ -	
	152	4802	Shears Mill Electricity	£ 150.00		£ 8.92		£ 141.08	5.95%
	153	4180	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	153	4185	Bus Shelter Repair	£ 500.00		£ -		£ 500.00	0.00%
153	4189	Bus Shelter General	£ -		£ -		£ -		
N. Plan	160	4140	Neighbourhood Plan General	£ 5,000.00		£ -		£ 5,000.00	0.00%

Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Carnival	200	4210	Arena	£ 6,000.00		£ -		£ 6,000.00	0.00%
	200	4211	Car Show			£ -		£ -	
	200	4212	Duck Race			£ -		£ -	
	200	4213	Parade			£ -		£ -	
	200	4214	Quizzes			£ -		£ -	
	200	4215	River Floats			£ -		£ -	
	200	4216	Tea Party			£ -		£ -	
	200	4230	Entertainment			£ -		£ -	
	200	4240	First Aid			£ -		£ -	
	200	4250	Grants			£ -		£ -	
	200	4260	Programme			£ -		£ -	
	200	4261	Publicity			£ -		£ -	
	200	4270	Court			£ -		£ -	
	200	4299	General			£ -		£ -	
Glebe Meadow	300	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4700	Trees	£ 2,000.00		£ 861.00		£ 1,139.00	43.05%
	300	4710	Grounds			£ -		£ -	
	301	4300	Skate Park Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	301	4310	Skate Park Purchase	£ -		£ -		£ -	
Church Road	310	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4700	Trees	£ 1,000.00		£ 462.00		£ 538.00	46.20%
	310	4710	Grounds			£ -		£ -	
Otter Close	320	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4700	Trees	£ 1,000.00		£ 2,698.50		-£ 1,698.50	269.85%
	320	4710	Grounds			£ -		£ -	



Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Sayers Road	330	4300	Play Eqpt Maintenance	£ -		£ -		£ -	
	330	4310	Play Ept Purchase	£ -		£ -		£ -	
	330	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	330	4710	Grounds			£ -		£ -	
Templecombe Road	340	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4700	Trees	£ 1,000.00		£ 604.00		£ 396.00	60.40%
	340	4710	Grounds			£ -		£ -	
Brookfield	350	4300	Play Eqpt Maintenance	£ 800.00		£ -		£ 800.00	0.00%
	350	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	350	4700	Trees	£ 1,000.00		£ 1,932.00		-£ 932.00	193.20%
	350	4710	Grounds			£ -		£ -	
	351	4300	BMX Track Maintenance	£ -		£ -		£ -	
	351	4310	BMX Track Purchase	£ -		£ -		£ -	
	352	4300	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	352	4310	MUGA Purchase	£ -		£ -		£ -	
Play Area	399	4399	Play Area General	£ 31,500.00		£ -		£ 31,500.00	0.00%
Cemetery	400	4400	Burial Board Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4499	Burial Board General	£ 6,000.00		£ 480.00		£ 5,520.00	8.00%
	400	4701	Trees	£ 2,500.00		£ 3,251.00		-£ 751.00	130.04%
	400	4713	Grounds Maintenance	£ 4,000.00		£ -		£ 4,000.00	0.00%
	400	4810	Water	£ 100.00		£ -		£ 100.00	0.00%
Old St Marys	410	4499	General	£ 1,600.00		£ -		£ 1,600.00	0.00%
	410	4701	Trees	£ 2,000.00		£ 1,581.00		£ 419.00	79.05%
	410	4711	Ground Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%

Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
St Marys	420	4499	General	£ 15,500.00		£ -		£ 15,500.00	0.00%
	420	4701	Trees	£ 2,000.00		£ 567.00		£ 1,433.00	28.35%
	420	4712	Ground Maintenance	£ 2,000.00		£ -		£ 2,000.00	0.00%
Allotments	500	4599	Allotments General	£ 500.00		£ -		£ 500.00	0.00%
Underwood Road	510	4500	Buildings	£ 500.00		£ -		£ 500.00	0.00%
	510	4510	Eqpt	£ 500.00		£ -		£ 500.00	0.00%
	510	4599	General	£ 1,500.00		£ 95.00		£ 1,405.00	6.33%
	510	4714	Grounds Maintenance	£ 100.00		£ -		£ 100.00	0.00%
	510	4801	Electricity	£ 400.00		£ 13.99		£ 386.01	3.50%
	510	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	510	4811	Water	£ 1,000.00		£ 73.42		£ 926.58	7.34%
Jockey Lane	520	4500	Buildings	£ 500.00		£ 175.80		£ 324.20	35.16%
	520	4510	Eqpt	£ 500.00		£ -		£ 500.00	0.00%
	520	4599	General	£ 1,000.00		£ 20.00		£ 980.00	2.00%
	520	4714	Grounds Maintenance	£ 400.00		£ -		£ 400.00	0.00%
	520	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	520	4811	Water	£ 300.00		£ -		£ 300.00	0.00%
Open Space	600	4700	Trees	£ 3,000.00		£ -		£ 3,000.00	0.00%
	600	4710	Grounds Maintenance	£ 7,000.00		£ 3,316.09		£ 3,683.91	47.37%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 260,748.00	£ 25,251.27	£ 235,496.73
			Proportion Spent
			9.68%

## Bishopstoke Parish Council - Budget Monitoring - Income

Finance & General Purposes Meeting - 8th May 2018

Prior to 01/05/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin	100	1100	General	£	-	£	-
	100	1110	Precept	£	184,463.51	£	-
	100	1120	Council Tax Support	£	13,336.38	£	-
	100	1130	Interest Receivable	£	200.00	£	-
Carnival	200	1200	General	£	300.00	£	-
	200	1210	Adverts	£	1,000.00	£	-
	200	1220	Events	£	500.00	£	-
	200	1230	Sponsors	£	-	£	-
	200	1240	Stalls	£	400.00	£	-
	200	1250	Street Collection	£	450.00	£	-
	200	1260	Tenders	£	600.00	£	-
Burial Board	400	1400	General	£	-	£	-
	400	1410	Grant Transfer	£	250.00	£	-
	400	1420	Interment	£	8,250.00	£	300.00
	400	1430	Memorials	£	1,000.00	£	525.00
	400	1440	Plot Purchase	£	500.00	£	-
Allotments	500	1500	General	£	-	£	-
	500	1510	Deposits	£	-	£	-
	500	1520	Rent	£	5,000.00	£	52.92

<b>Total Income</b>	Budgeted + Virements	Received to Date	Proportion
	<b>£216,249.89</b>	<b>£877.92</b>	<b>0.41%</b>



# Bishopstoke Parish Council

## Finance & General Purposes Meeting

10th April 2018

ITEM 6

### Payments (March 2018)

#### Direct debits

BT	Parish Office - Phone - (Feb)	£	31.90
Eon	Parish Office - Elec - (Feb)	£	30.00
British Gas	Allotment - MF - Elec (Feb)	£	81.93
British Gas	Shears Mill - Elec (Feb)	£	8.76

#### Internet payments

Greens Clearance	Allotments - MF - Clear 52B	£	210.00
M&S Enterprises	Allotments - MF - Mower maintenance	£	136.46
M&S Enterprises	Allotments - MF - Tiller maintenance	£	126.90
M&S Enterprises	Allotments - MF - Tiller maintenance	£	106.66
M&S Enterprises	Allotments - MF - Roller Mower maintenance	£	151.14
Eastleigh Borough Council	Empty Dog Bins - February 2018	£	47.38
Green Smile	Cemetery tree debris clearance	£	264.00
Proline Fencing	Allotment - JL New fence	£	2,700.00
Seagrave Inspections Ltd	Play Area Operational Inspections	£	484.78
Wren	Cemetery Hut Clearance	£	1,914.00
Green Smile	Cemetery cleanup (Christmas)	£	48.00
Greens Clearance	Cemetery clearance (concrete)	£	78.00
Green Smile	Turf repair - Cemetery, church road	£	72.00
George Cann Garden	Service strimmer	£	68.94
George Cann Garden	Service tiller	£	76.26
George Cann Garden	Service mower	£	107.10
Eastleigh Borough Council	Empty Dog Bins - March 2018	£	47.38
Bishopstoke Memorial Hall	Grant - Community building	£	1,500.00
Challengers	Grant	£	500.00
Proline Fencing	Fencing - MF	£	1,140.00
Green Smile	Ground Maintenance (Feb)	£	3,283.22
Green Smile	Additions (Feb)	£	320.48
Staff	Salary	£	2,869.27
Staff	Mileage	£	23.85
HMRC	Tax / NI	£	906.99
HCC	LGPS	£	890.23

#### Cheque payments

<b>Out Of Pocket Expenses</b>	<b>Clerk</b>			
Vodafone	Topup	£	10.00	
Ryman	Stationery	£	64.74	
Wix	Domain name	£	11.64	
Wix	Website Hosting	£	111.75	
Wix	Mailboxes	£	816.72	
		Sub total	£	1,014.85

<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk</b>			
Postage	Postage	£	1.22	
	Bus Pass	£	5.80	
	Buss Pass	£	5.80	
	Stationery	£	19.99	
	Bus Pass	£	5.80	
	Postage	£	2.60	
	Stamp	£	7.80	
	Ink	£	14.99	
	Top up	£	15.00	
	Stationery	£	5.68	
	Bus pass	£	5.80	
	Digital thermometer	£	19.99	
	Stationery	£	10.48	
	Stationery	£	6.98	
	Bus pass	£	5.80	
	Stamps	£	63.80	
	String	£	2.79	
		Sub total	£	200.32

<b>Total payments</b>			£	<b>19,440.80</b>
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# Bishopstoke Parish Council

## Finance & General Purposes Meeting

8th May 2018

ITEM 6

### Payments (April 2018)

#### Direct debits

BT	Office Phone (Mar 18)	£	29.94
British Gas	Allotment - Underwood - Elec (Mar 18)	£	14.68
BT	Office Broadband (Apr 18 - Jun 18)	£	60.96
British Gas	Shears Mill (Elec (Mar 18)	£	9.36
Business Stream	Allotment - Underwood - Water (Oct 17 - Apr 18)	£	81.51
Eon	Office Electricity (Mar 18)	£	30.00

#### Internet payments

ICCM	Subs 2018/19	£	90.00
HALC	Annual Conference (Staff)	£	90.00
HALC	Annual Conference (Cllrs)	£	180.00
HALC	HALC fees, NALC Levy 18/19	£	1,389.00
HALC	HALC Consultancy Fee 18/19	£	180.00
Hampshire Playing Fields	Annual Subs 2018/19	£	60.00
Tokens For	New Travel Tokens	£	111.00
Jason Bruno	Allotment - Jockey - Lock replacement	£	210.96
Green Smile	Allotment - Underwood - Soil	£	24.00
Hampshire Environmental Ser	Cemetery - Debris disposal	£	576.00
Kays Taxi Group	Travel Token Refund	£	218.00
N J Bryan	Allotment - Underwood - Tap installation	£	114.00
Eastleigh Borough Council	Tree works	£	14,005.80
Eastleigh Borough Council	Old St Marys - Tree (Rowan)	£	234.00
Eastleigh Borough Council	Cemetery - Tree inspection	£	108.00
Chris Shehan	Travel Token Refund	£	100.00
Green Smile	Ground Maintenance (March 18)	£	3,979.31
Staff	Salary	£	3,301.80
Staff	Mileage	£	22.05
HMRC	Tax / NI	£	1,061.21
HCC	LGPS	£	1,015.13

#### Cheque payments

One Community	Travel Token Refund	£	54.00
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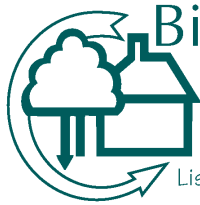
<b>Out Of Pocket Expenses</b>	<b>Clerk</b>		
PC World / Currys	Laptop	£	438.98
123 reg	Domain	£	23.98
EBC	Parking	£	2.60
Ink Planet	Ink	£	72.48
Ryman	Stationery	£	32.97
Surveymonkey	Subscription	£	336.00
		Sub total	£ 907.01

<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - CT</b>		
Postage	Bus Pass	£	5.80
	Bus Pass	£	5.80
	Phone Top up	£	15.00
	large Black Ink	£	14.99
	Bus ticket	£	3.20
	Postage	£	1.40
	Bus Ticket	£	3.20
	Envelopes	£	7.49
	Two brown wheelie bins	£	84.39
	Postage	£	3.31
	Coloured Inks	£	36.99
	Paper	£	5.99
	Soap - JL Toilet	£	1.00
	Keys - JL Toilet Block	£	84.00
	Keys - Asst Clerk ST	£	20.10
		Sub total	£ 292.66

<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - ST</b>		
	Vodafone - mobile	£	129.00
	Amazon - stationery	£	36.26
	Rymans - Stationery	£	35.45
		Sub total	£ 200.71

<b>Total payments</b>		<b>£</b>	<b>28,751.09</b>
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## **APPLICATION FOR GRANT AID**

1.	Name of Organisation	Bishopstoke Community Association
2.	Address (if applicable)	Bishopstoke Community Centre Church Road Bishopstoke Hampshire SO50 6DW
3.	Name and address of the person making this application on behalf of the Organisation	Mrs Clair Byfield 72 Cherbourg Road Eastleigh SO50 5ED
4.	Your position in the Organisation	Site Manager
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	07881 290664  Ashwee464@googlemail.com
7.	If a Registered Charity, please give Charity Number	1039333
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	To provide a facility for the local community to hire.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	The "membership" applies to all local people and the building is used by individuals and groups throughout the local community.
10.	What total amount of Grant Aid is sought?	£1035.63
11.	For what purpose is the Grant required?	To cover the cost of the insurance policy for this year.

12.	Please provide a financial breakdown of how any Grant will be spent  and when it will be spent by	The Grant will be spent to cover the entire cost of the Zurich insurance policy for the year 2018-19.  It will be spent immediately.
13.	Please state your Organisation's estimated income for the current year	£19,000
14.	Please state your Organisation's estimated expenditure for the current year	£23,000
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	We are intending to apply for a County Council grant to cover the cost of the heating repairs that had to be undertaken over the winter. This will amount to £3,500.

Signature...Clair Byfield..... Date...02/05/18.....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

5 April 2018

## **PC07-18 | UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS**

### **Summary**

The Ministry of Housing, Communities and Local Government have recently published a consultation on unauthorised development and encampments. The consultation covers local authority and police powers; court processes; trespass; planning enforcement; the provision of authorised sites and the impacts on the travelling community. The main consultation document can be found [here](#).

The Government announced during a House of Commons debate on unauthorised developments and encampments on 9 October 2017 that it would seek views on the effectiveness of existing powers and gather information to inform future policy and legislative proposals. During the debate the government heard that unauthorised development and encampments remain a significant issue which causes genuine difficulties for communities. Such difficulties include:

- trespassing on private land
- occupying public land, including playing fields and children's playgrounds
- damage to property
- extensive litter and waste
- the public and private cost of cleaning or protecting unauthorised sites
- noise and antisocial behaviour
- abusive and threatening behaviour
- carrying out development without planning permission.

In 2015 the Government issued advice on *Dealing with illegal and unauthorised encampments* to all local authorities, the police and landowners to encourage them to work collaboratively to tackle unauthorised encampments and to remind them of the array of powers which exist for tackling such situations. The government has also issued revised planning guidance on enforcement and updated policy and reforms to temporary stop notices.

However, whilst the July 2017 Traveller Caravan Count illustrates that the number of traveller caravans on authorised sites has risen from 14,498 in July 2010 to 19,071 in July 2017, there are still a significant number of unauthorised encampments across England, accounting for 16% of all caravans in July 2017.

## Consultation questions

NALC will be responding to the consultation questions.

The consultation questions are as below:

1. What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?
2. We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:
  - a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
  - b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
  - c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?
3. Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?
4. Do you think local authorities could improve their use of existing powers?
5. What other powers may help local authorities deal with unauthorised encampments?
6. Do you consider that the current powers for police to direct trespassers to leave land are effective?
7. Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?
8. Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

9. What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?
10. Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?
11. Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?
12. In your view, what would the advantages and disadvantages be of extending the IPO process to open land? Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?
13. If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?
14. Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?
15. How do you think the existing enforcement notice appeals process can be improved or streamlined?
16. How can Government make existing guidance more effective in informing and changing behaviour?
17. If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?
18. Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?
19. What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

20. Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

21. Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?

### **Your Views**

Please email your responses to this consultation to [Jessica.Lancod-frost@nalc.gov.uk](mailto:Jessica.Lancod-frost@nalc.gov.uk) by 17.00 on Friday 25 May 2018.