

# 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 11 September 2018**

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

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

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

**FGP\_1819\_M05/**

**Public Session**

### **51 Apologies for Absence**

51.1 Apologies had been received and were accepted from Cllrs Winstanley and Thornton.

### **52 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 July 2018**

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

52.2 Proposed Cllr Dean, Seconded Cllr Tidridge, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 10 July 2018 be accepted as a true record.

### **53 To consider Matters Arising from the above Minutes**

53.1 Minute 44.1 – The Borough have indicated that if the land is not fit for purpose then the developer would be required to fix the problems.

53.2 Minute 44.3 – The Clerk indicated that the Street Pastors have been informed.

53.3 Minute 49.4 – The Clerk reported that he had spoken with PC Helen Rees and she had indicated a willingness to come to a future meeting. As the Beat Surgeries have now finished their current run, PC Rees stated that she would be continuing the practice, but probably alternating between here and Fair Oak. The dates will be published when known.

### **54 Declarations of Interest and Requests for Dispensation**

54.1 Cllrs Toher, Brown and Harris all declared an interest in parts of Item 9, Carnival Grant Requests.

54.2 Cllr Harris declared a personal interest in Item 10, the Open Sight Grant Request.

### **55 To receive reports from Working Groups**

55.1 Cllr Brown reported that the Cemetery Working Group had recently had a productive meeting discussing the items contained in the report to be discussed later. Additionally, discussions were held regarding the possibility of raising the age beneath which no charge is made for interment from 12 to 16. Cllr Tidridge informed the Committee that there has been more fly-tipping at the new Cemetery car park, and let the Committee know that Assistant Clerk Taylor is keeping a log of all incidents.

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55.2 Cllr Toher reported that the Neighbourhood Plan group had recently met and agreed the Vision for the Plan. They had then gone on to agree a draft version of the Aims and Objectives that will form the basis for writing policies. The Objectives are attached to these minutes. The next meeting is set for 4<sup>th</sup> October.

55.3 Cllr Harris reminded the Council that it is Carnival this weekend. There have been no major surprises or disappointments so far and the weather looks good. Cllr Brown added his thanks to all the programme deliverers and put out a request for Parade Marshalls. Cllr Tidridge reported some confusion regarding the stall holder form and insurance, and the Clerk committed to looking at that for the next Carnival

**Action: Clerk**

**56 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for July and August 2018**

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

56.2 The Clerk reported that all vired sums have now been appropriately recorded in the budget monitoring and the tree costs relating to the previous year have been removed. The next report will have the Open Space Budget properly split out across the various sites. The budgeting process is now beginning, so any Cllrs that have items they wish included in next year's budget should forward them to the Clerk by mid-October.

**Action: Cllrs**

56.3 Cllr Harris requested clarification on what constitutes a Community Project and the Clerk offered to regroup and retitle items as necessary.

**Action: Clerk**

56.4 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the Committee approve the RFO, Payment and Budget Monitoring reports for July and August 2018.

**57 To determine whether to recommend employing a cleaner for allotment toilets and how to cover the cost**

57.1 A report from Assistant Clerk Thorogood had been circulated with the supporting papers for this meeting.

57.2 Cllr Toher thanked Assistant Clerk Thorogood for her report. After discussion, the Committee agreed that the site reps should remain responsible for the cleaning of the toilets in addition to their other responsibilities.

57.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Parish Council not provide a cleaner, but instead remind the site reps of their responsibilities.

**58 To recommend virement of £2,000 from reserves to pay for essential remedial work at the Underwood Road allotment site**

58.1 A report from Assistant Clerk Thorogood had been circulated with the supporting papers for this meeting.

58.2 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

**59 To make recommendations regarding the Carnival street collection grant requests**

59.1 The Grant requests had been circulated with the supporting papers for this meeting. There was an additional request that had come in after the papers had been sent which the Clerk provided to the Committee.

*Cllr Toher left the room at this point*

59.2 Cllr Dean noted that four of the applications were for £200 each and the fifth for “a share”. Cllr Tidridge asked what happens if the Street Collection does not cover the grants and the Clerk informed the Committee that the Parish Council grant fund would cover any shortfall.

59.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

*Cllr Toher returned to the room*

**60 To make recommendations on the grant application from Open Sight**

60.1 The documentation for the Open Sight grant had been circulated with the supporting papers for this meeting.

*Cllr Harris stepped down from Chairing at this point. Cllr Toher, as Chair of the Council, took over the duties of Chairing the meeting.*

60.2 It was noted that currently Open Sight helps 16 people in Bishopstoke, as well as others from around the area. After discussion it was agreed that £500 should be granted, rather than the requested £1,000, and that Open Sight should be encouraged to apply to other parishes for the remaining funds.

60.3 Proposed Cllr Toher, Seconded Cllr Tidridge, **RECOMMENDED** that Open Sight be awarded a grant of £500.

60.4 The Clerk was requested to contact Open Sight to encourage them to apply for grants from other parishes.

**Action: Clerk**

*Cllr Harris resumed the Chair*

**61 To agree the Bishopstoke Parish Council response to the consultation on Local Government – 2019/20 Council Tax Referendum Principles**

61.1 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

**62 To approve payment for the bicycle and buggy park in Sayers Road play area**

62.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that payment for the bicycle and buggy park in Sayers Road be made.

62.2 The Clerk was requested to extend the current use of purchase orders to cover non-contracted payments of over £1,000 and bring forward draft amendments to the Financial Regulations accordingly.

**Action: Clerk**

### 63 To decide upon the actions contained in the report from the Cemetery Working Group

63.1 Cllr Toher thanked Assistant Clerk Taylor for her comprehensive report, which had been included with the papers for this meeting.

63.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

63.3 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that an area for memorials without interment be set aside in Bishopstoke Cemetery, with the fees matching burial grant requests (which grants the right to have a memorial) and memorial applications.

63.4 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that the suggested new wording for the third recommendation contained in the report be amended such that the second sentence in the first paragraph would now read “Should this not be the case then after 14 days . . .”, and the last sentence of the second paragraph would now read “If any items are placed elsewhere then the grass will not . . .”.

63.5 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Cemetery Regulations be altered as suggested in the report, as amended in Minute 63.4.

63.6 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

### 64 To receive the Clerk’s Report, including an update on Parish Council assets

64.1 August saw 1 new burial and 1 re-opening, with 1 new ashes interment and 3 re-openings. The total for the year so far is 15, and there are two booked for September so far.

64.2 Since the last F&GP meeting work has been completed on the bank shoring, the knee rail fencing and the bin palisade, all of which we are very happy with. Work has also been ongoing on the badly needed repairs to the boundary wall of St Mary’s Church. The Parish Council has a legal obligation regarding health and safety on the church grounds and after many years of no work being done is faced with a number of jobs in relatively quick succession. It is anticipated that once they are complete that should be it for a few years in terms of major work.

64.3 Two wasp nests have been treated at Glebe Meadow play area, and mole control has taken place at the Cemetery, and is about to take place at the play area on Church Road. The Clerk also reported that he had been informed that the Ant Nest in Stoke Park Woods is being removed due to health and safety reasons on 24<sup>th</sup> September.

64.4 As no one has come forward to be a site rep at the Jockey Lane site the toilets will now remain locked. Underwood Road received three nominations and as there are three vacancies no elections were necessary. Work continues on the various issues that have come to light as a result of the inspection scheme that was put in place last year.

64.5 The Clerk reported that Assistant Clerk Taylor would be on holiday from Friday 14<sup>th</sup> to Friday 21<sup>st</sup> September, and that the Clerk would be on holiday from October 15<sup>th</sup> to 26<sup>th</sup>. Any queries over that period should be directed to Assistant Clerk Taylor or Thorogood.

64.6 Twynams will be using the office on Thursday 27<sup>th</sup> September. There will be the next EBC / BPC Liaison meeting here on Tuesday 2<sup>nd</sup> October, and on Thursday 4<sup>th</sup> October the office will be closing at 11am as the Clerk is attending the Community Safety Group meeting in Fair Oak. The next Neighbourhood Plan meeting is in the Parish Office that evening. Finally, the Clerk reminded those present that it is Carnival weekend and invited everyone to come and join the fun. The Clerk was asked to see whether Twynams could in future use a day other than Thursday for their meeting so it does not interfere with residents wishing to come in to the Parish Office.

**Action: Clerk**

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

65.1 The next meeting is scheduled to be on Tuesday 9 October 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

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

*There being no further business, the Chair closed the meeting at 9:10pm*

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

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

52.2 that the Minutes of the Finance and General Purposes Meeting held on 10 July 2018 be accepted as a true record.

56.4 that the Committee approve the RFO, Payment and Budget Monitoring reports for July and August 2018.

57.3 that the Parish Council not provide a cleaner, but instead remind the site reps of their responsibilities.

62.1 that payment for the bicycle and buggy park in Sayers Road be made.

63.3 that an area for memorials without interment be set aside in Bishopstoke Cemetery, with the fees matching burial grant requests (which grants the right to have a memorial) and memorial applications.

63.4 that the suggested new wording for the third recommendation contained in the report be amended such that the second sentence in the first paragraph would now read "Should this not be the case then after 14 days . . .", and the last sentence of the second paragraph would now read "If any items are placed elsewhere then the grass will not . . .".

63.5 that the Cemetery Regulations be altered as suggested in the report, as amended in Minute 63.4.

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

58.2 that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

59.3 that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

60.3 that Open Sight be awarded a grant of £500.

61.1 that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

63.2 that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

63.6 that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

**Actions arising from this meeting**

55.3 The **Clerk** committed to examining the language used regarding insurance on the Carnival Stall Holder form.

56.2 **Cllrs** that have items they wish included in next year's budget should forward them to the Clerk by mid-October.

56.3 The **Clerk** offered to regroup and rename the "Community Project" budget heads more appropriately.

60.4 The **Clerk** was requested to contact Open Sight to encourage them to apply for grants from other parishes.

62.2 The **Clerk** was requested to extend the current use of purchase orders to cover non-contracted payments of over £1,000 and bring forward draft amendments to the Financial Regulations accordingly.

64.6 The **Clerk** was asked to see whether Twynams could in future use a day other than Thursday for their meeting so it does not interfere with residents wishing to come in to the Parish Office.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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