



# Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on  
Tuesday 14<sup>th</sup> May 2024 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

### PUBLIC SESSION

1. Delivery of Declarations of Acceptance of Office
2. Apologies for absence
3. Election of Chair
4. Election of Vice Chair
5. To adopt and sign Minutes of the Parish Council meeting held on 30<sup>th</sup> April 2024
6. Declarations of Interest and Requests for Dispensations
7. To adopt the General Power of Competence
8. To consider the co-option of new members of Bishopstoke Parish Council
9. Reports from Officers and Councillors
10. To determine membership of Committees, Working Groups and other appointments
11. To note the meeting dates for the year 2024-2025
12. To consider content for the next press release
13. To agree the date, time and place for the next meetings

**D L Wheal**  
**Clerk to Bishopstoke Parish Council**  
**6<sup>th</sup> May 2024**

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 30 April 2024**

**Present:** Councillor Louise Hillier-Wheat (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Ralph Candy  
Councillor Andrew Daly  
Councillor Dave Francis  
Councillor Chris McKeone  
Councillor Dermot McKeone  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

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

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

**FULL\_2324\_M07/**

**87 Apologies for Absence**

87.1 Apologies were noted from Cllrs A Dean, R Dean, Kirby, Lyon and Moore.

**88 To adopt and sign Minutes of the Parish Council meeting held on 12 March 2024**

88.1 The minutes of the above meeting had been included in the document pack for this meeting.

88.2 Cllr Francis stated that in Minute 69.4 his concern had actually been access to Glebe Meadow during and after the demolition and requested the minutes be amended to reflect that.

88.3 Proposed Cllr Francis, Seconded Cllr C McKeone, **RESOLVED** unanimously that the amended minutes of the Parish Council meeting held on 12 March 2024 be adopted as a true record.

**Action: Clerk & Chair – to sign and publish the minutes and document pack**

## 89 Declarations of Interest and Requests for Dispensations

89.1 There were no such declarations or requests.

## 90 Reports from Committees, Working Groups, Officers and Councillors

90.1 The resolutions from Council Committees were noted.

90.2 The Clerk's report was noted. Cllr Hillier-Wheal asked that a volunteer from the Carnival group to lead on D Day 80 Sports Day be requested urgently.

**Action: Clerk – to contact the Carnival Group and request a volunteer to lead D Day 80.**

90.3 The report from Cllr Harris regarding the Airport Consultative Committee was noted.

## 91 To adopt and sign Minutes from the People Committee meeting of 27th February, the Assets Committee meeting of 26th March, the Finance Committee meeting of 9th April and the Planning Committee meeting of 9th April

91.1 All minutes had been included with the supporting papers for this meeting.

91.2 Cllr Francis requested that Assets Committee minute 41.1 be amended to include his comment that Rose Close is separated from the adjoining play area by a tree belt and requires remedial works to remove 3 dead (and staked) trees and improvements to, or removal of an area of failed landscaping on the south side abutting the parking area. Council agreed to this by a show of hands.

**Action: Clerk – to amend the Assets Committee minutes from 26 March as noted in 91.2**

91.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Francis, **RESOLVED** unanimously to adopt and sign the minutes from the People Committee meeting held on 27 February.

91.4 Proposed Cllr Francis, Seconded Cllr D McKeone, **RESOLVED** unanimously to adopt and sign the amended minutes from the Assets Committee meeting held on 26 March.

91.5 Proposed Cllr Thornton, Seconded Cllr C McKeone, **RESOLVED** unanimously to adopt and sign the amended minutes from the Finance Committee meeting held on 9 April.

91.6 Proposed Cllr Candy, Seconded Cllr Thornton, **RESOLVED** unanimously to adopt and sign the amended minutes from the Planning Committee meeting held on 9 April.

**Action: Clerk & Chair – to sign and publish the minutes of the various meetings**

## 92 To approve the statement of reserves as at 31st March 2024

92.1 Details of the final balances of the various reserves had been included with the supporting papers for this meeting. The RFO detailed minor changes since the previous statement had been presented to Council. It was noted that the Council is required to return a grant of £5,148 to Locality which would have been used to cover invoices related to the Neighbourhood Plan but delays at the Borough Council had meant this money was left unspent. It is hoped that it can be applied for again this year.

92.2 Proposed Cllr Winstanley, Seconded Cllr Francis, **RESOLVED** unanimously to approve the statement of reserves as at 31<sup>st</sup> March 2024.

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

**93 To confirm there are no conflicts of interest between the Parish Council and BDO LLP**

93.1 The Clerk noted that this is the same procedure the Council had gone through twelve months prior as part of the audit process. No Councillor had responded to the Clerk's email request confirming any conflict of interest.

93.2 Proposed Cllr Winstanley, Seconded Cllr Francis, **RESOLVED** unanimously to affirm that there are no conflicts of interest between the Parish Council and BDO LLP.

**Action: Chair & RFO – to complete and sign the conflict of interest statement**

**94 To note the report from the internal auditor and approve the Council's response**

94.1 The internal audit report had been included with the supporting papers for this meeting and was noted.

94.2 The Clerk informed Council that there were no issues found during this audit and that therefore there are no Council responses to note.

94.3 The Council wished to put on record their thanks to Mrs Sophie Thorogood for all her hard work since joining the Council in 2018 and to wish her well in her new job.

**95 To adopt the Annual Governance Statement for the year ended 31 March 2024**

95.1 The Clerk noted that the internal auditor had provided their recommended response to each part of the Annual Governance Statement, as well as justification for that recommendation. The recommended responses agree with the Clerk's & RFO's recommendation as well.

95.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously to complete the Annual Governance Statement as recommended by responding "Yes" to all nine boxes.

**Action: Chair & Clerk – to complete and sign the Annual Governance Statement for the year ended 31 March 2024**

**96 To approve the Accounting Statements for the year ended 31 March 2024**

96.1 The figures for the Accounting Statements had been included with the supporting papers for this meeting. The RFO informed Council that the figure for box 9, 31 March 2024, was not 336,088 as shown in the initial report, but was actually 334,805. This change was due to the removal of a basket swing from Council's assets and had been confirmed by the auditor.

96.2 Proposed Cllr Tidridge, Seconded Cllr Candy, **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31 March 2024.

**Action: Chair & RFO – to complete and sign the Accounting Statements for the year ended 31 March 2024**

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

**97 To agree the Parish Council's response to the Borough Council Dog Fouling consultation**

97.1 Cllrs agreed that there would be no Council response but instead individuals would be encouraged through Facebook and the website to respond to the survey.

**Action: Clerk – to publicise the consultation online**

**98 To agree amending the Clerk's contract to allow approval of additional overtime by agreement of both the Chair and Vice Chair**

98.1 A brief description of the proposed amendment had been included with the supporting papers for this meeting.

98.2 Cllr Francis suggested that agreement be via the People Committee rather than simply Chair & Vice Chair. Cllr Tidridge commented that excess overtime is a welfare concern the Council should be aware of and suggested that all overtime, not just any over eight hours, be approved by the Chair & Vice Chair. Cllr Thornton suggested going with the original proposal but including a requirement for there to be a report to Full Council whenever extra overtime is sought this way.

98.3 By a show of hands, six Councillors preferred Cllr Thornton's suggestion, with one each preferring those of Cllrs Francis and Tidridge.

98.4 Proposed Cllr Thornton, Seconded Cllr Daly, **RESOLVED** with two abstentions to amend the Clerk's contract to allow overtime beyond eight hours per week to be agreed by a combination of both Chair and Vice Chair, and to add a requirement that any such agreement will be reported to the next Full Council meeting.

**Action: Chair & Clerk – to sign the amended contract**

**99 To consider content for the next press release**

99.1 The Council agreed that the next press release would include the approved end of year accounts, the makeup of the new Council and a report on the Annual Parish Assembly

**Action: Clerk – to draft the press release and circulate it to the Communications Group Lead Member for approval**

**100 To agree the date, time and place for the next meeting**

100.1 The next meeting will take place on Tuesday May 14th 2024. It will take place at 7:30pm at the Bishopstoke Methodist Church.

100.2 Council agreed that the Clerk should send an invitation to all Councillors to attend from 7:00pm in order to meet each other, and that drinks and cakes should be provided.

**Action: Clerk – to invite all Cllrs to the meeting and ensure refreshments are provided**

*The RFO left at this point.*

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

## **101 Motion for confidential business**

101.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously 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.

## **102 To receive a report on Cemetery matters and approve recommendations**

102.1 A report detailing the findings of the investigation into circumstances at the Cemetery in January had been included with the supporting papers for this meeting. The Clerk provided more information about the exact circumstances.

102.2 The Council noted that the Assets Officer had resigned and had left the Council's employment as of Monday 15<sup>th</sup> April.

102.3 Proposed Cllr Tidridge, Seconded Cllr D McKeone, **RESOLVED** unanimously to accept the recommendations contained in the Clerk's report: Reformatting the Cemetery Internal Procedures document into chapters with an index; Completing the online file reorganisation; Completing an update to how payments are recorded; Adopting sign off procedures for training; Adding weekly meetings with new employees to check in on how they are doing (including a focus on their wellbeing); Adding spot checks for new employees to ensure accuracy of work; the Clerk to be trained on all Council procedures and other officers to be so trained if possible and appropriate

**Action: Clerk – to put in place the recommendations contained in the report**

## **103 To approve the particulars of the three officer vacancies**

103.1 The job specifications and salary assessments had been presented to the Council with the supporting papers for this meeting.

103.2 Cllrs were generally happy with the three job descriptions. They wished to amend the Assets Officer role and the Allotments & Cemeteries role to include a responsibility to monitor and report instances of fly-tipping, vandalism and graffiti. Additionally, the Assets role was slightly upgraded to reflect the varied areas of responsibility.

103.3 Councillors also noted that there was an opportunity for the two smaller roles to be merged into one full time job should the right candidate present themselves; there is an opportunity for one of the new staff to be appointed as Deputy Clerk, which would come with a salary bonus; and that the Council would be happy to offer two extra hours per week to a candidate who would commit to using that time to walk the Parish looking out for issues that can be resolved or reported.

103.4 Proposed Cllr Francis, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the amended job descriptions.

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

103.5 The Clerk noted that two of the posts were to be advertised at or close to the top of a pay band and recommended that progress be permitted into the next pay band on condition that staff are cross trained to enable them to cover other officers in the event of holiday or sickness.

103.6 Proposed Cllr Harris, Seconded Cllr Daly, **RESOLVED** unanimously to approve progression into the next pay band subject to cross training.

103.7 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to set the initial salaries for the roles at scale points 19 for Allotments & Cemeteries, 17 for Assets and 16 for Committees, Communications & Events.

#### **104 To make decisions regarding allotments**

104.1 Proposed Cllr Candy, Seconded Cllr Francis, **RESOLVED** unanimously to reject the request from the allotment plot holder.

*There being no further business, the Chair closed the meeting at 8:50pm.*

DRAFT

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

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REPORT TO BISHOPSTOKE PARISH COUNCIL

14<sup>th</sup> May 2024

Agenda Item: 7

<p><b>Report Subject:</b> General Power of Competence</p>
<p><b>Report Author:</b> The Clerk</p>
<p><b>Executive Summary:</b> This report explains the background of the General Power of Competence, its uses and limitations, and the qualifying criteria that apply.</p>
<p><b>Recommendations:</b> It is recommended that the Parish Council resolves that it meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012, as enabled by the Localism Act 2011, and therefore adopt the power for the coming term of office of the Council.</p>
<p><b>Notes:</b></p> <p><b>Background</b> Town Councils are corporate bodies and traditionally have only been able to carry out their roles, duties and functions through legislative powers accumulated since 1894. These powers were always constrained to specific and appropriate legislation.</p> <p>Recognising the potential limiting effect this might have on local Councils, the Localism Act 2011 provided local councils with a general power of competence, a new power with wide ranging possibilities. The general power of competence was brought into force by SI (1) 961, The Localism Act 2011 (Consequential Amendments) Order</p> <p><b>What does the power allow Councils to do?</b> The General Power of Competence enables eligible local council to take an enhanced role and allows them to do things they had previously been unable to do. It is designed to give local authorities greater freedom to carry out the functions that are required locally. It gives eligible local councils, “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be a power of first, not last, resort. The Council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.</p> <p><b>Risks and Restrictions limiting the General Power of Competence</b> Existing duties remain in place, such as having regard to the likely effect on crime and disorder, biodiversity and the duty to consider the provision of allotments.</p>



Existing financial and procedural duties remain in place for regulating governance for example - no delegation to a single councillor.

Councils must continue to comply with relevant existing legislation - employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information.

If another authority has a statutory duty to provide a service (e.g. education) it remains their duty to provide it but the Town Council may assist. The Council needs to ask itself whether an individual, private company or community trust could help, if the answer is yes, then the Council can assist. An appropriate delivery body may need to be set up to do so.

If the action the Council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power remain in place. So, if existing legislation requires the Council to seek permission before acting, then it must do so. For example, the council asks permission of the Highways Authority before doing work on roadside verges.

**How does the General Power of Competence relate to S137 expenditure?**

Monies that can be spent under Sec 137, Local Government Act 1972 are limited and have to be budgeted for separately, they are restricted in that they cannot be used to give money to individuals and expenditure must be commensurate with the benefit. A council that is eligible to use the General Power of Competence can no longer use Sec 137 as a power for taking action for the benefit of the area or its community except Sec 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

**How to become eligible to use the Power of General Competence**

The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

For a local council to become eligible it must confirm at a full council meeting (or at the Annual Council Meeting after an election) that:

- the Clerk is qualified to one of the two sector-specific qualifications and has upgraded those qualifications to cover the General Power of Competence and
- two-thirds of the Council has stood for election

The Council meets both of these criteria.

**Reasons for the Decision:**

This will give the Parish Council greater freedom to carry out its functions, and leave it better placed to enhance the lives of its residents.

**Background Papers:**

N/A

## REPORT TO BISHOPSTOKE PARISH COUNCIL

### Councillor Report

### Matters of Interest

Meeting Date: 14<sup>th</sup> May 2024

<b>Report Subject</b>	Councillor report on matters of interest
<b>Report Author</b>	Borough Councillor Gin Tidridge
<b>Report:</b>	<p>Please type the content of your report here:</p> <p>Local elections took place on 2nd May and I was re-elected as one of Bishopstoke's 3 Borough Councillors. Your ward councillors are myself, Louise Parker-Jones and Karen Caws.</p> <p>I have raised the following cases with Eastleigh Borough Council (EBC):</p> <ol style="list-style-type: none"> <li>1. Reported problems with the automatic payment machines in the Council's reception, as raised by Cllr Daly.</li> <li>2. Requested that EBC look into placing a bin, primarily for dog waste, at Stoke Park Farm.</li> <li>3. Requested that Escombe Road is added to the rotation list for dog fouling signs.</li> </ol> <p>I continue to ask for progress (as do Cllrs Parker-Jones and Cllr Caws) on the following:</p> <ol style="list-style-type: none"> <li>1. Pathway lights on Alan Drayton Way not working.</li> <li>2. Handover of the allotments on Sewall Drive from the developer.</li> <li>3. Handover of the allotments at Bow Lake Gardens from the developer.</li> <li>4. Handover of the cemetery extension on Sewall Drive from the developer.</li> </ol> <p>I would like to highlight to Parish Councillors that there is now a map that shows the mowing strategy for the green spaces managed by the Borough:</p> <p><a href="https://www.eastleigh.gov.uk/latest-news/interactive-map-created-for-green-spaces">https://www.eastleigh.gov.uk/latest-news/interactive-map-created-for-green-spaces</a></p> <p>EBC has also published a new guide to planning that members may find interesting: <a href="https://www.eastleigh.gov.uk/latest-news/planning-permission-process-set-to-become-easier-to-navigate">https://www.eastleigh.gov.uk/latest-news/planning-permission-process-set-to-become-easier-to-navigate</a></p>

Cllr Karen Caws will be attending the next Greening Campaign meeting, scheduled for 20th May.

**Meetings:**

The next Local Area Committee meeting is scheduled for 19th June. Parish Councillors are very welcome to attend, as are members of the public. Anybody can register a request to speak at this meeting.

There is a full EBC Council Meeting scheduled for 20th May.

All EBC Council and Committee meetings have their agendas & documents published online.

## Full Council - Clerk's report 14<sup>th</sup> May 2024

### Clerk's Report

#### Actions from previous meetings

**FULL\_2223\_M01/Item 11.2** Regarding training on the audit process and financial reports  
Initial training on Council finances in general will be accessed via HALC shortly after the 2024 election, with specific training on Bishopstoke Parish Council reports and processes to be provided before September 2024.

**FULL\_2324\_M04/Item 52.4** Regarding play area funding  
The decision of the Council was passed on to the RFO. When the play area cost analysis is ready it will be brought to the Assets Committee.

**FULL\_2324\_M07/Item 88.3** Regarding the minutes  
The minutes were signed and published on the website.

**FULL\_2324\_M07/Item 90.2** Regarding D Day Sports Day  
Carnival group were contacted. No volunteers came forward.

**FULL\_2324\_M07/Item 91** Regarding Committee minutes  
Minutes were amended as necessary, signed and then published on the website.

**FULL\_2324\_M07/Item 93.2** Regarding the BDO Conflict of Interest Statement  
The statement was signed and provided to the RFO for inclusion with the completed audit.

**FULL\_2324\_M07/Item 95.2** Regarding Annual Governance Statement  
The Statement was signed and provided to the RFO for inclusion with the completed audit.

**FULL\_2324\_M07/Item 96.2** Regarding Accounting Statements  
The Accounting Statements were signed and provided to the RFO for inclusion with the completed audit.

**FULL\_2324\_M07/Item 97.1** Regarding the EBC Dog Fouling Consultation  
The consultation was publicised on the Parish Council website.

**FULL\_2324\_M07/Item 98.4** Regarding the Clerk's contract  
The amended contract was signed.

**FULL\_2324\_M07/Item 99.1** Regarding the media statement  
The statement has been published on the website.

**FULL\_2324\_M07/Item 100.2** Regarding the Annual Meeting  
The venue has been booked and notification of the available refreshments was included with the new council paperwork.

## **Working Groups**

No meetings have taken place since the last full Council meeting

## **Other Items**

**Asset Transfers** – Nothing new to report.

**Allotments** – Nothing new to report

**Office** – Nothing new to report.

**Burial Matters** – Nothing new to report.

**Play Areas** – Nothing new to report.

**Open Spaces** – Bids for the open space contract for 2025 are now coming in. They will be held by the Clerk until the deadline has passed and then will be opened by the agreed group of the Chair, Vice Chair, Chair of Assets and Chair of Finance, along with the Clerk. This group will make a recommendation for Council to consider at its next meeting on July 9<sup>th</sup>.

## Full Council – 14<sup>th</sup> May 2024

### Item 10 – Councillor Appointments

Below is a list of Committees, Working Groups and other councillor appointments, along with the number of available spaces. It is always better to be close to the top end of the limit for membership of a committee rather than the bottom, because people are occasionally unable to attend meetings.

Finance Committee	At least 5 Councillors. Maximum 7.
Assets Committee	At least 5 Councillors. Maximum 7.
Planning Committee	At least 5 Councillors. Maximum 7.
Communications Working Group	At least 2 Councillors. Maximum 4. The Clerk is also a member of this group.
Glebe Meadow Working Group	At least 3 Councillors. Maximum 7.
Carnival	Unlimited
Airport Consultative Committee	1 space
Bishopstoke Community Association	1 space
Parochial Charities (Twynams)	1 space
Passenger Transport Forum	1 space
Greening Campaign	At least 1 space
Neighbourhood Plan	At least 1 space
Eastleigh District Association Of Local Councils	2 spaces (one of which is taken by the Chair)
People Committee	This is made up of the Chair and Vice Chair of the Parish Council, along with the Chairs of the three other Committees.



## COUNCIL & COMMITTEE MEETING DATES 2024 – 2025

<b>Full Council</b>	Second Tuesday of every other month, beginning in May.  14 May; 9 July; 10 September; 12 November 14 January 2025 and 11 March. Additional meeting to approve end of year accounts on 29 April
<b>Finance</b>	Second Tuesday of every other month beginning in June  11 June; 13 August; 8 October; 10 December; 11 February 2025 and 8 April
<b>Assets</b>	Fourth Tuesday of every other month beginning in May  28 May; 23 July; 24 September; 26 November; 28 January 2025 and 25 March
<b>People</b>	25 June; 22 October and 25 February 2025
<b>Planning</b>	Second and fourth Tuesday of every month except the second Tuesday in May, the fourth Tuesday in December and the fourth Tuesday in April  28 May; 11 June; 25 June; 9 July; 23 July; 13 August; 27 August 10 September; 24 September; 8 October; 22 October; 12 November 26 November; 10 December; 14 January 2025; 28 January 11 February; 25 February; 11 March; 25 March; 8 April and 29 April
<b>Parish Assembly</b>	22 April

Planning Committee meetings start at 7.00pm (doors open 6:45pm for inspection of planning applications when meeting in person).  
The Parish Assembly starts at 7:00pm.  
All other meetings start at 7:30pm.

These details are subject to change.