

BISHOPSTOKE PARISH COUNCIL

Minutes of the Annual General Meeting of Bishopstoke Parish Council commenced at 7.30pm on Tuesday 14 May 2013 at the Methodist Church Hall, Sedgwick Road, Bishopstoke

Present: Councillor A Winstanley (Chairman)
Councillor P Brown (Paras 204 to 218.1)
Councillor A Cossey
Councillor B Hansell (Paras 204 to 219.1)
Councillor J Harper
Councillor G Harris
Councillor C McKeone
Councillor T Mignot
Councillor A Roling
Councillor S Toher

In Attendance: Mr P J Storey (Clerk to Bishopstoke Parish Council)
Mrs C Taylor (Assistant Clerk to Bishopstoke Parish Council)

Public Session

No members of the public were present.

201. Election of Chairman for 2013 - 14

201.1 Cllr Roling took the chair for this item.

201.2 Proposed Cllr Cossey, Seconded Cllr Mignot, **RESOLVED** with Cllr Toher abstaining that Cllr Winstanley be re-elected to the chair for 2013 - 14.

202. Election of Vice-Chairman for 2013 - 14

202.1 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RESOLVED** unanimously that Cllr Harris be elected Vice-Chairman for 2013 - 14.

203. Apologies for absence

203.1 Cllrs Lyon, Snook, Thomas and Thornton.

Cllrs Brown and Hansell arrived at this point

204. Appointment of Members to committees

204.1 The following appointments to committees were approved-

Finance and General Purposes Committee - Cllrs Cossey, Hansell, Harris, Roling, Toher and Winstanley.

Planning Committee - Cllrs Brown, Harris, McKeone, Snook and Toher

205. Appointments of Members to working groups and external panel membership

205.1 The following appointments to working groups and external panels were approved -

EBC Road Safety and Passenger Transport Forum - Cllr McKeone

EDALC - Cllrs Winstanley and Harris

Website working group - Cllrs Brown and Toher

Newsletter working group - Cllrs Winstanley and McKeone

Bishopstoke Community Association - Cllr Harris

BPC/LAC liaison - Cllrs Winstanley and Harris

Carnival Group - Cllrs Brown, Harper, Roling and Winstanley

Airport Consultative Committee - Cllrs Harris (primary) and Snook (standby)

Travel token working group - Cllrs Brown, McKeone and Toher

206. Councillors' Questions and Announcements

206.1 Cllr McKeone requested that Hampshire Highways again be approached with the intent of tidying up the damaged railings on Riverside pending full repair and repaint in the Autumn.

Action: Clerk

206.2 Cllr Toher offered thanks to our outgoing county councillors following the recent elections; all agreed.

206.3 Cllr Brown highlighted the shortage of volunteers to help organise the Carnival on 7/8 September and stressed the need for everyone to play a part and encourage others so to do.

Action: All

207. Adoption of the Minutes of the Parish Council Meeting held on 26 March 2013

207.1 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RESOLVED** with Clls Cossey, Harper, Roling and Toher abstaining (absent) that the minutes of the meeting held on 26 March 2013 be accepted as a true record.

208. Matters Arising

208.1 Play areas consultation. The Clerk briefed that EBC, who had been contracted to oversee the design, planning and installation of the new play equipment at both Church Road and Templecombe Road play areas, would be undertaking a public consultation in June with a view to installation in the autumn.

209. Declarations of Interest and Dispensation

209.1 Cllr Winstanley declared an interest in the approval of the March payments schedule.

210. Correspondence

210.1 None tabled.

211. Report on Planning Committee Meeting on 23 April 2013 - to note Resolutions and to consider any Recommendations

211.1 Minutes of the Planning Committee meeting held on 23 April 2013 had been circulated with the agenda papers.

211.2 Proposed Cllr Brown, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the meetings held on 23 April 2013 be received and accepted.

212. Report on Finance and General Purposes Committee Meeting of 23 April 2013 – to note Resolutions and to determine any Recommendations

212.1 Minutes of the meeting held on 23 April 2013 had been circulated with the agenda papers.

212.2 Proposed Cllr Cossey, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the meetings held on 23 April 2013 be received and accepted.

212.3 Proposed Cllr Cossey, Seconded Cllr Toher, **RESOLVED** unanimously that the recommendations -

that Mr P Reynolds be re-appointed the Internal Auditor for the time being

that £750 be granted to Home-Start Eastleigh to help meet general running costs and volunteers' mileage and £100 be granted to Open Sight to help meet members' door to door transport costs

that the amendments to Standing Orders identified in the executive summary be adopted

that Councillors confirmed the issue by e-mail of a summons to attend a meeting as acceptable practice

be adopted but that the draft Snow and Ice Policy be referred back to the F&GP Committee.

Action: Clerk

213. To receive the RFO's report and approve March and April payments of accounts

- 213.1 Councillors noted the formal request received to hire Glebe Meadow for a commercial Craft and Ale Fayre to be held on 13 July 2013 and the £200 hire fee plus VAT negotiated between the Clerk and the organisers. The Clerk confirmed that a formal hire agreement had been signed and a refundable deposit would be taken.
- 213.2 As part of the internal audit, the Clerk and the Internal Auditor had completed a formal financial risk assessment which had been duly signed off.
- 213.3 Payments schedules for March and April 2013 had been circulated with the agenda papers.
- 213.4 Proposed Cllr Toher, Seconded Cllr Cossey, **RESOLVED** with Cllr Winstanley abstaining that payments be authorised as per the schedules.

214. To adopt the Financial Statements for 2012 - 13 and Approval of the Statement of Assurance

- 214.1 The examined Annual Accounts and Financial Statements had been circulated with the agenda papers and a typographical error was subsequently amended.
- 214.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the financial accounts for the year ended 31 March 2013 be adopted, the Statement of Assurance be approved and that the Chairman and Clerk be authorised to sign accordingly.

215. To receive reports from Councillors on external meetings attended

- 215.1 Cllr Harris reported that the BCA were content with the arrangements made by Anchor Homes regarding the installation of their sales office and advertising within the BCA grounds.
- 215.2 Cllr Brown reported that the Ofsted report on the Junior School had resulted in a 'requires improvement' assessment which was disappointing given it was deemed a good school from a parents' viewpoint. There was now a strong governing body who with the new Head would take the school forward.
- 215.3 Cllr Cossey reported that the Twynams Charity was now increasing rents on annual basis to achieve the new target level and that a management company had been appointed to improve standards of maintenance.
- 215.4 Cllr Toher reported that the Memorial Hall had re-elected last year's officers at their recent AGM and that plans were in hand to enhance the hall's facilities.
- 215.5 Cllr Winstanley with Cllr Mignot had attended a presentation at EBC by HCC and the Environment Agency on land drainage and responsibility for smaller streams at which it was confirmed that adjacent land owners, the riparian owners, were responsible for stream and bank maintenance up to the stream mid-point and should HCC have to undertake any necessary maintenance work they would likely recharge the riparian owner. These rules were also applicable to drainage ditches. Cllr Mignot would visit likely sites with HCC representatives in the near future.

216. Clerk's Monthly Report

- 216.1 A further three moles had been caught in the Cemetery, this action had been much appreciated by families of the bereaved.
- 216.2 The Clerk and the Assistant Clerk had recently held their annual informal meeting with allotment tenants at which a few matters of concern had been discussed. Particular reference was made to the need to further revamp the Manor Farm toilet facility and the back track adjacent to Stoke Park Woods which the Clerk would arrange.
- 216.3 The annual full safety inspection of the play areas had recently been completed and a number of observations raised although nothing of a serious nature was noted. The Clerk would arrange for the completion of work as necessary.
- 216.4 A replacement notice board for the one vandalised at the entrance to Stoke Wood Close would be installed imminently.
- 216.5 An informal meeting had been called by the recently recreated Stoke Residents Association and EBC planners, the Chairman and Clerk, and representatives from the Dunford family's agents would attend, to discuss the

proposals to build new houses at Stoke Park Farm. A separate meeting was being held on 22 May in the Civic Centre with planners and the CEMEX representatives to discuss plans to develop land off Church Road.

- 216.6 The Clerk reported the successful clearance and reseeding of overgrown land in the grounds of St Mary's Church and the building of a cairn out of the broken headstones found in the overgrowth. Repairs to the entrance gate walls were awaiting Diocese permission.
- 216.7 Some repairs had been necessary to the timber slats in the roof overhang at Shears Mill due to shrinkage with costs being met by the sub-contractor. Volunteers from the Hampshire Mills Group were now repainting the machinery in the new housing and it would soon be timely to plan a formal opening of the building.
- 216.8 HCC were seeking information on any planned events marking the World War 1 and D-Day 70th anniversaries next year. The Clerk would co-ordinate any plans made known.

217. May 2013 press release

- 217.1 It was agreed that mention would be made of the grants awarded, St Mary's Church grounds improvements, Shears Mill activity and the need for help organising the Carnival.

Action: Clerk

218. Date, Time and Place of Next Meeting

- 218.1 The next meeting of the Parish Council will be on Tuesday 25 June 2013 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

There being no further business, the Chairman closed the Meeting at 9.15pm.