

**Minutes of a Meeting of the Finance and General Purposes Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.30pm on 12 November 2019**

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

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

**Public Attendance:** 1 member of the public was present

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**72 Apologies for Absence**

72.1 Apologies had been received and were accepted from Cllr Parker-Jones.

**73 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 October 2019**

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

73.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 8 October 2019 be accepted as a true record.

**74 To consider Matters Arising from the above Minutes**

74.1 There were no matters arising.

**75 Declarations of Interest and Requests for Dispensations**

75.1 Councillors Toher, Harris and Winstanley declared an interest in Item 5 on the agenda as grants have been made to bodies they represent.

**76 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for October 2019**

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

76.2 The RFO reported that there was nothing significant to report for October payments other than grants previously resolved were paid out. It had been very busy in terms of deposits made for cemetery interments, memorials, and lots of allotment rents received via BACS, cheques and cash, with more to be banked in November.

76.3 Cllr Toher asked whether all the Carnival money was now in. The Clerk replied that he believed it was, but that there is some recoding due to take place to account for payments made directly from money received.

76.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for October 2019.

**77 To consider the draft Expenditure Budget, and Precept, and identify items to amend**

77.1 The draft budget along with explanatory notes and projections for future spend had been included with the document pack.

77.2 The Clerk noted that the banning of glyphosate would lead to increased costs from Green Smile but that the exact implications are still being worked out. The Clerk went through the notes and the draft budget for already planned spending and then noted that of the Councillor suggested projects only one was being recommended for the Parish Council budget – CCTV.

77.3 The RFO informed the Committee that the potential cost of CCTV installation at Glebe Meadow, Underwood Road and Sayers Road is being investigated. There is a representative from a CCTV company coming for a site visit later in the month after which we will have a better idea of the costs for each individual site. It is hoped that by working with both Fair Oak and the Borough the total costs can be brought down.

77.4 Cllrs discussed possible options around CCTV and the need to ensure that images were of sufficient quality to be useful in prosecutions. The RFO was asked to contact Fair Oak and see how successful they believe CCTV to have been for them, and also to contact the Borough and ask what they do when incidents are spotted in their monitoring room. Committee members also indicated that they would like to be able to add other sites at short notice in future.

77.5 The Committee agreed that the draft budget as put forward should be accepted as is. The Committee requested that potential costs for CCTV at various sites be brought to them for the December meeting to allow discussions to take place, after which a decision can be made about whether to add to or alter the existing draft budget to accommodate CCTV installation. A complete draft budget with a full range of projections for how it is funded will then be presented at January's Committee meeting.

**Action: RFO**

**78 To recommend approval of Burial Board fees and Allotment rents for 2020-21**

78.1 The recommendations had been circulated in the document pack for the meeting.

78.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council leave Cemetery fees and allotments rents unchanged for the coming year.

**79 To consider and, if appropriate, make recommendations on changes to the Travel Token Scheme**

79.1 The recommendations from the Travel Token working group had been included in the document pack.

79.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the budget for Travel Token reimbursement be increased to £3,500 for the year 2020-21.

**80 To note meeting dates for 2020-21**

80.1 The meeting dates for 2020-21 had been included with the document pack.

80.2 The Clerk noted that the Buildings Committee is currently determining meeting dates at each meeting but that may change once the Parish Council is fully running the Memorial Hall. The Clerk also informed the Committee of the proposed date for the Parish Assembly – 23 April 2020 – which is to take place before the elections in May to allow this Council to celebrate the achievements of the past four years. In light of the Assembly and the elections on 7 May, the Committee requested the

Clerk add the confirmation of the Assembly date, and the removal of planned meetings on 28 April 2020, to the Full Council agenda.

**Action: Clerk**

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

81.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings:

- 69.1 Still awaiting responses from ambulance service, British heart foundation, and selected locations, for more information about defibrillators and whether locations are happy to have them on site.
- 70.1 Street Pastors grant wording was discussed at Full Council.
- 70.6 The Clerk indicated that he believed he had sent out the quarterly police report but was not certain and so would send it again.

**Action: Clerk**

81.2 Allotments: Assistant Clerk Thorogood reported that the rents are almost all in with only a few tenants to chase. A few tenants have terminated their tenancies after receiving the rent letters and so there will be a few vacant plots at Underwood Road. Water has now been turned off at both allotment sites for the Winter, skips have been booked and padlock codes have also been changed. A large Beech tree from the Planny fell over into the Jockey Lane site, damaging Parish owned fences, a resident's fence and covering 2 allotment plots. We are waiting for the Borough Council to clear the tree to be able to inspect our site for the exact damage caused. Luckily the equipment shed was untouched. Parish owned machinery from both sites has been sent to a new company for winter servicing. Breach Lane allotment site is in its 12-month monitoring period now with the aim to open the site to tenants in October 2020.

Waiting List: Jockey Lane – 8; Underwood Road - 2; Sewall Drive – 25; Breach Lane – 19; Breach Lane disabled plots – 3

81.3 Burials, Cemeteries and Closed Churchyards: In October there were two new burials and one new ashes interment. Currently there is one new ashes interment and also two ashes re-openings for November bringing the total for the year to 24.

Removal of the Ashes tree at Old St Marys will be taking place within the next few weeks.

Repair work on the Wall at St Marys has been beset with issues. Tree roots were bigger than anticipated leading to a new structural survey being required. Work is continuing. We have been told that the tree does not require support from the wall in any way, which is positive, but that the root growth is likely to push the wall out again over the course of the next 5-10 years which is negative.

Stoke Common Cemetery has NOT been passed for the start of the 12-month maintenance period, despite rumours to the contrary.

81.4 Parish Office: Nothing to report.

81.5 Play Areas: We have asked Fair Oak for a quote to remove the graffiti at Sayers Road and Otter Close as the Borough are proving very slow to respond. Similarly, Fair Oak are providing quotes for the pressure washing of both the path from Portal Road to the Hall and of Glebe Meadow play area itself. We have received a quote for the replacement of the gates at Sayers Road as they do not close properly. This will come to Full Council in two weeks.

81.6 General: The Armistice Day service went well and was attended by around 60 people. We are awaiting a quote for the repair / replacement / removal of the damaged bus shelter on Fair Oak Road.

**82 Date, time, place and agenda items for next meeting**

82.1 The next meeting is scheduled to be on Tuesday 10<sup>th</sup> December 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

82.2 Agenda items for this meeting should be received by the Clerk no later than Monday 2<sup>nd</sup> December 2019.

*There being no further business, the Chair closed the meeting at 8.20pm*

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

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