

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 10 May 2022**

Present: Councillor Ray Dean (Chair)
Councillor Dave Francis (Vice Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Louise Hillier-Wheal
Councillor Martin Lyon
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Lou Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge

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

Public Session 2 members of the public were present.

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1 Election of Chair

1.1 Proposed Cllr A Dean, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr R Dean be elected Chair of the Parish Council for the year 2022-23.

2 Election of Vice Chair

2.1 Proposed Cllr Parker-Jones, Seconded Cllr R Dean, **RESOLVED** unanimously that Cllr Hillier-Wheal be elected Vice Chair of the Parish Council for the year 2022-23.

3 Apologies for Absence

3.1 Apologies had been received and were accepted from Cllrs Lynch and Winstanley

4 To approve the location of new defibrillators

4.1 Various potential locations were discussed, as well as the type of cabinet that would be installed and the fact that the kits are easily switchable between use on an adult and use on a child. The Communications group was asked to determine the most effective way of publicising both the location and ease of use of defibrillators to the residents of Bishopstoke

Action: Communications Working Group

Initial: _____ Date: _____

4.2 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** unanimously that the five initial preferred locations for defibrillators are the Bishopstoke Community Centre, the Bishopstoke Methodist Church, Underwood Road allotments, the pharmacy by Stokewood Surgery (or the Y Zone if that is not possible) and Sewall Drive to serve the allotments, and both cemeteries, with the entrance to Stoke Park Woods on Stoke Park Road being used as a replacement should the Sewall Drive installation have to be delayed.

5 To adopt and sign Minutes of the Parish Council meetings held on 9 November 2021, 17 December 2021, 18 January 2022, 8 February 2022 and 8 March 2022

5.1 Proposed Cllr Moore, Seconded Cllr D McKeone, that the minutes of the Parish Council meetings held on 9 November 2021, 17 December 2021, 18 January 2022, 8 February 2022 and 8 March 2022 be adopted as a true record

5.2 **RESOLVED** with one abstention and one against that the minutes of the Parish Council meeting held on 9 November 2021 be adopted as a true record.

5.3 **RESOLVED** with four abstentions and one against that the minutes of the Parish Council meeting held on 17 December 2021 be adopted as a true record.

5.4 **RESOLVED** with one abstention and one against that the minutes of the Parish Council meeting held on 18 January 2022 be adopted as a true record.

5.5 **RESOLVED** with one abstention and one against that the minutes of the Parish Council meeting held on 8 February 2022 be adopted as a true record.

5.6 **RESOLVED** with three abstentions and one against that the minutes of the Parish Council meeting held on 8 March 2022 be adopted as a true record.

6 Declarations of Interest and Requests for Dispensations

6.1 Cllr Parker-Jones declared an interest in the item on the Glebe Meadow project brief as a member of Bishopstoke Players.

Cllr A Dean left the room at this point.

7 To adopt the statement of internal control

7.1 Proposed Cllr R Dean, Seconded Cllr Moore, **RESOLVED** unanimously that the Statement of Internal Control for the year ending 31 March 2022 be signed.

8 To approve the financial reports and statement of reserves up to 31st March 2022

8.1 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** with three abstaining, that the financial reports and statement of reserves up to 31st March 2022 be approved.

Cllr A Dean returned to the room at this point.

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

9.1 Proposed Cllr Lyon, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the report from the internal auditor be noted and the Council's response approved.

Initial: _____ Date: _____

10 To adopt the Annual Governance Statement for the year ended 31 March 2022

10.1 Proposed Cllr Moore, Seconded Cllr A Dean, **RESOLVED** unanimously that the Annual Governance Statements for the year ended 31 March 2022 be agreed and signed.

11 To approve the Accounting Statements for the year ended 31 March 2022

11.1 Proposed Cllr Moore, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Accounting Statements for the year ended 31 March 2022 be approved and signed.

11.2 Cllrs requested an informal training session be arranged to help them better understand the audit process and forms, as well as the general financial reports.

Action: RFO

The RFO left the meeting at this point.

12 Reports from Committees, Working Groups, Officers and Councillors

12.1 The resolutions from Council Committees were noted.

12.2 There were no recommendations to vote upon as the recommendations from the Assets Committee had been dealt with at the January informal recommendation meeting under the Emergency Protocol.

12.3 The Clerk gave a verbal update on the Carnival group confirming the plans for the Jubilee event, the quizzes, a scavenger hunt and the Carnival itself. This report was noted.

12.4 The report from the Communications Working Group was noted.

12.5 The Clerk's report was noted. Councillor Parker-Jones was asked for an update on the "20's plenty" scheme. Cllr Parker-Jones informed the Council that working group meetings are still happening and their report is due in the Autumn to Hampshire County Council in time for budget considerations.

13 To determine membership of Committees, Working Groups and other appointments

13.1 Proposed Cllr R Dean, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the various Committees, Working Groups and other appointments be made as follows:

Finance Committee: Cllrs A Dean, R Dean, C McKeone, Parker-Jones and Winstanley

Assets Committee: Cllrs R Dean, Francis, Hillier-Wheal, D McKeone, Tidridge and Winstanley

Planning Committee: Cllrs Daly, A Dean, Hillier-Wheal, C McKeone and Moore

Communications Working Group: Cllrs Francis, D McKeone and Winstanley

Glebe Meadow Working Group: Cllrs Candy, R Dean, Francis, Hillier-Wheal, Lyon, C McKeone, Tidridge and Winstanley

Village Trails Working Group: Cllrs A Dean, R Dean, Hillier-Wheal, Lynch, C McKeone and Tidridge

Climate Change Emergency Working Group: Cllrs Parker-Jones, Tidridge and Winstanley

Initial: _____ Date: _____

Neighbourhood Plan: Cllrs A Dean, R Dean, C McKeone and Tidridge

Carnival: Cllrs Hillier-Wheal and Winstanley

Eastleigh District Association of Parish and Town Councils: Cllrs R Dean and Lyon

Airport Consultative Committee: Cllr Lyon as Primary and Cllr Winstanley as Deputy

Bishopstoke Parochial Charities: Cllr Winstanley

Bishopstoke Community Association: Cllr Winstanley

Passenger Transport Forum: Cllr Francis as Primary and Cllr Parker-Jones as Deputy.

13.2 Cllr Tidridge requested that all Councillors receive calendar invitations to all meetings, rather than just Committee members.

Action: Clerk

Cllr Moore left the meeting at this point.

14 To note the meeting dates for the coming year

14.1 The meeting dates for the year were noted.

15 To approve the amended overall project brief for Glebe Meadow

15.1 After discussion it was agreed that more detail should be reintroduced regarding the Memorial Hall – namely that it be designed as a performance venue and potentially include a café and a changing places area. Other relevant details previously included would be considered for reintroduction. Additionally, it was requested that bike storage be included.

15.2 The Clerk outlined the expected process of the Glebe Meadow group considering each specific area of the meadow in turn and producing a specification based on that discussion. Once those had been agreed the Council would see to employ a project manager to oversee the whole process and liaise with the Council. Concern was expressed that too much is being crammed into the area and it was agreed that this would be considered by the working group. Additionally, Cllr Lyon recommended following the RIBA plan of work to help ensure the whole process runs smoothly and in a timely fashion.

15.3 Proposed Cllr Daly, Seconded Cllr Francis, **RESOLVED** with one abstention that the Glebe Meadow project brief, as amended, be approved.

16 To approve going ahead with the new frontage for Stoke Common play area

16.1 After discussion it was noted that there may be minor changes to the noticeboard, bench and bin, but that would not alter the overall cost by much and would not change the planned work.

16.2 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** unanimously that the new frontage for Stoke Common play area be approved.

Cllr Hillier-Wheal left the meeting at this point.

1 member of the public arrived at this point.

Initial: _____ Date: _____

17 To select the new centrepiece for Blackberry Drive play area

17.1 Proposed Cllr Candy, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that Option 1 – a 4 tower 2 slide unit – be selected as the new centrepiece for Blackberry Drive play area.

18 To consider accepting the transfer of open space adjacent to Rose Close from the Borough Council

18.1 Cllrs agreed that there was little currently to recommend acceptance of the open space. However, it was felt that it was important to wait for all relevant information before making a final decision.

18.2 Proposed Cllr Lyon, Seconded Cllr Parker-Jones, **RESOLVED** with one voting against that the Council defer making a decision until the Borough Council provides information on any commuted maintenance sum that would be attached to the transfer, provides assurances about the bench and bin on site and undertakes a tree survey with all identified work being completed.

19 To consider content for the next press release

19.1 It was agreed that the press release would include the re-election of Cllr R Dean as Chair, the audit, the Glebe Meadow project, the new frontage for Stoke Common play area, the new centrepiece and other associated work at Blackberry Drive, the defibrillators, information about Carnival and the Jubilee.

20 To agree the date, time and place for the next meetings

20.1 The next meeting will take place on Tuesday July 12th in the Bishopstoke Methodist Church at 7:30pm.

There being no further business, the Chair closed the meeting at 9:25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____