



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 10th May 2022 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. 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. Declarations of Interest and Requests for Dispensations
6. To adopt the statement of internal control
7. To approve the financial reports and statement of reserves up to 31st March 2022
8. To note the report from the internal auditor and approve the Council's response
9. To adopt the Annual Governance Statement for the year ended 31 March 2022
10. To approve the Accounting Statements for the year ended 31 March 2022
11. Reports from Committees, Working Groups, Officers and Councillors
12. To determine membership of Committees, Working Groups and other appointments
13. To note the meeting dates for the coming year
14. To approve the amended overall project brief for Glebe Meadow
15. To approve going ahead with the new frontage for Stoke Common play area
16. To select the new centrepiece for Blackberry Drive play area
17. To approve the location of new defibrillators
18. To consider accepting the transfer of open space adjacent to Rose Close from the Borough Council
19. To consider content for the next press release
20. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
4th May 2022

Members: Cllrs Dean R. (Chair), Francis (Vice Chair), Candy, Daly, Dean A, Hillier-Wheal, Lynch, Lyon, McKeone C, McKeone D, Moore, Parker-Jones, Thornton, Tidridge and Winstanley
FULL_2223_A01

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 9 November 2021**

Present: Councillor Ray Dean (Chair)
Councillor Dave Francis (Vice Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Sue Lynch
Councillor Martin Lyon
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Louise Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Session 1 member of the public was present.

FULL_2122_M07/

Public Session

A resident had come to raise various concerns with the Council. Chiefly the resident was concerned about the amount of litter being dropped and left around the village. A request was made for more bins and for awareness signs such as “please take your litter home”.

The resident also wanted to know if children at school were being educated about the problems that litter can cause and wondered if outside people could be brought in to give talks at the various schools in the area.

The wildlife on Bishy Beach are potentially suffering as a result. Litter bins are often overflowing and the rubbish then spreads across the beach. Wildlife could be poisoned or choked. Dogs are also being allowed to run freely in the river and have been seen attacking the swan, which is now injured and will not be coming back to Bishopstoke.

The resident had read about tree planting up near the Cemetery and fully supported this, but also wanted to know whether there could be more planting in other areas of Bishopstoke.

Councillor Dean thanked the resident for coming to raise her concerns and opened a discussion for Councillors by offering for the Council to write to the local schools to ask what education they provide around litter and wildlife. Cllr Tidridge mentioned the Keep Britain Tidy “Keep It, Bin It” scheme and offered to forward details to the Clerk.

Action: Cllr Tidridge

A number of Councillors mentioned the litter picking groups that had been operating before lockdown and would support them coming back. All Councillors recognised the importance of litter with regard to the environment. Cllr Parker-Jones noted that bins are being upgraded and added, but that it is a slow process.

The resident thanked the Council for their attention.

The resident left the meeting at this point.

77 Apologies for Absence

77.1 Apologies had been received and were accepted from Cllrs Hillier-Wheal and Moore.

78 To adopt and sign Minutes of the Parish Council meeting held on 14 September 2021

78.1 Proposed Cllr Winstanley, Seconded Cllr Francis, **RESOLVED** that the minutes of the meeting held on 14 September be adopted.

79 Declarations of Interest and Requests for Dispensations

79.1 There were no declarations or requests made.

80 Reports from Committees, Working Groups, Officers and Councillors

80.1 Reports from Committees, Working Groups and Officers had been included in the document pack for the meeting. The report from the Communications Working Group was provided to all Cllrs at the meeting and will be included in the minutes.

80.2 Cllr Tidridge reported that a briefing had been held on the work of the Glebe Meadow Working Group and that the slides from that briefing had been sent to all Cllrs. Cllr Parker-Jones reported that a recent Hampshire County Council meeting had identified an £80 million shortfall in finances. The County budget will be agreed in February. Cllr Parker-Jones also informed the Council of County plans for a new reclamation facility on Chickenhall Lane. This was concerning as there would be an increased number of large lorries driving through Bishopstoke causing traffic problems. Cllr Lyon had attended the One Horton Heath meeting at Kings Community Church and welcomed the withdrawal of the plans for the road alterations at Blackberry Drive, but noted that they may resurface at some point in the future. Cllr Lyon had also had a useful meeting with local police regarding speeding between the lights at the Clock Inn and the Doctor's Surgery. Cllr R Dean offered to request the LAC include that location as one for the speed monitoring devices. Cllr Winstanley thanked the Clerk for his help regarding Twynams search for trustees – interviews are taking place soon. Cllrs Winstanley and R Dean had both attended the Hampshire Association of Local Councils AGM where there were interesting discussions on 20mph speed limits in built up areas and giving local authorities the opportunity to hold remote or hybrid meetings if they wished to do so.

80.3 The Council agreed to note the reports from and resolutions of the Finance Committee, the Assets Committee, the Human Resources Committee and the Planning Committee.

80.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council install, subject to a public consultation, a timber trail at Otter Close play area to be funded as far as possible by developer contributions and that the decision on the location of the War Memorial be delegated to the Glebe Meadow working group, with the Borough Council contacted regarding the possibility of public art funding for a new Memorial.

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80.5 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** unanimously that the Council approve the Terms of Reference for the Human Resources Committee.

80.6 In addition to the report that had been circulated, the Clerk noted the recent entry onto the open space at Blackberry Drive by a group of caravans. The Clerk informed the Council that the police had dealt with things calmly and swiftly, and that things had been resolved to everyone's satisfaction. Cllr Thornton offered a vote of thanks to the Clerk for the way in which this had been dealt with. The Council noted the Clerk's report.

81 To discuss the budget for 2022-23

81.1 Documents outlining some of the potential increased costs facing the Council, and the resulting impact on finances, had been included with the supporting papers for the meeting. The Clerk invited Cllrs to contact him if they had any further ideas for potential projects. The Council noted the report.

82 To set the Burial Board fees for 2022-23

82.1 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously to maintain all burial board fees at their current rate for the coming year, with the exception of the Transfer of Burial Grant which will increase from £30 to £35 from 1st April 2022.

83 To discuss the creation of an award recognising outstanding contributions to the Parish

83.1 Cllr Moore had indicated that he was happy for the Council to proceed with discussing this item without him. After discussion, the Council agreed that the idea was sound in principle, that the draft policy is a good place to start, but that amendments need to be made to cover what the award can be given for, how many will be given each year, and what it will be called.

83.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Communications Working Group be tasked with working out the details of the system and bringing an updated policy back to Full Council at a future meeting.

Action: Communications Working Group

84 To decide whether to accept the "hybrid design" for Bishopstoke Memorial Hall

84.1 A briefing on the work of the Glebe Meadow Working Group had been held the previous week and slides from that briefing had been circulated to all Cllrs, as had a summary from the Clerk. Cllr Tidridge outlined for the Council the history leading up to this decision and the reasons for the Working Group recommending rejecting the hybrid design.

84.2 Proposed Cllr Tidridge, Seconded Cllr A Dean, **RESOLVED** unanimously to formally reject the hybrid design.

84.3 The Clerk outlined the next steps. Once the Borough Council has been informed the working group will meet with the architect and begin putting together a project brief for the whole Glebe Meadow project, as well as a new concept for the Memorial Hall. Once they have been finalised the Council will make decisions about how to go forward.

85 To approve and adopt the audited annual return for the year to 31 March 2021

85.1 The audit return had been included with the supporting papers for the meeting.

85.2 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that the audit return for the year to 31 March 2021 be approved and adopted.

Initial: _____ Date: _____

86 To discuss, amend and adopt the Council's Mission Statement and Aims

86.1 The proposed Mission Statement and Aims had been included in the supporting documents for the meeting. Cllr Parker-Jones was thanked for her work in gathering Cllrs' ideas and compiling the document.

86.2 After discussion it was agreed that the mission statement should be amended and would now read "To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.", Aims 1 and 2 would remain the same, Aim 3 would be shortened to "To strengthen a sense of place." and Aim 4 would be added and would read "To encourage residents to be more involved in the life of the village.

86.3 Proposed Cllr R Dean, Seconded Cllr D McKeone, **RESOLVED** unanimously that the Council's Mission Statement and Aims would be:

Mission – To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

Aim 1 – To improve, and protect, our environment for residents and wildlife.

Aim 2 – To promote better health & well-being outcomes for all.

Aim 3 – To strengthen a sense of place.

Aim 4 – To encourage residents to become more involved in the life of the village.

87 To note a report on existing measures at Council open space to prevent illegal encampments

87.1 A report on the protection measures used by the Council had been included with the supporting papers for the meeting and was noted.

88 To make decisions on Travel Token funding for the year 2022-23

88.1 A report on the Travel Token scheme had been included in the supporting papers for the meeting.

88.2 Proposed Cllr Parker-Jones, Seconded Cllr Candy, **RESOLVED** unanimously to approve the recommendations contained in the report, which are to end the top-up scheme, to increase the standard allocation of tokens to 120 and to set the budget for Travel Tokens for the year 2022-23 to £4,000.

89 To approve membership of and contributions to external bodies

89.1 The list of bodies of which the Council is a member had been circulated with the supporting papers for this meeting.

89.2 Proposed Cllr Winstanley, Seconded Cllr A Dean, **RESOLVED** unanimously to approve continued membership of the listed external bodies.

90 To consider Parish Council insurance and make decisions

90.1 The Clerk informed the Council that as yet the quotes had not come back from the various insurers that had been approached by the RFO. Accordingly, the Clerk recommended that the authority to select and approve this year's insurance quote be delegated to a group consisting of the Chair, the Chair of Finance and the Responsible Finance Officer.

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90.2 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously that the decision on Council insurance this year be delegated to the Chair, the Chair of Finance and the RFO.

91 To consider content for the press release

91.1 It was agreed that the press release would include: information on the travel token scheme, the adopted audit return, the mission statement, the burial board fees and a request for project ideas from residents. It was also agreed that the Council would wish all Bishopstoke residents a Happy Christmas.

92 To agree the date, time and place for the next meeting

92.1 The next meeting will be on Tuesday 11 January 2022, at 7:30pm at Bishopstoke Methodist Church. The Clerk requested that any agenda items, including supporting papers, or written reports be with him by Monday 3 January.

93 Motion for confidential business

93.1 Proposed Cllr R Dean, Seconded Cllr Lyon, **RESOLVED** 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.

94 Staff appraisal and salary

94.1 The results of the staff appraisals conducted by the Clerk and recommended by the Human Resources Committee had been included with the supporting papers for this meeting.

94.2 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the recommendations from the Human Resources Committee.

95 Sale of Parish Council land

95.1 The request for a patch of parish land to be sold had been considered by the Assets Committee which had recommended this request be rejected. The request, and the reasons for rejection, had been included with the supporting papers for this meeting.

95.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to reject the requested sale of parish land.

There being no further business, the Chair closed the meeting at 9:30pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.00pm on 17 December 2021**

Present: Councillor Ray Dean (Chair)
Councillor Dave Francis (Vice Chair) (from para 97.1)
Councillor Andrew Daly
Councillor Anne Dean
Councillor Sue Lynch
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Mike Thornton (from para 96.1)

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2122_M08/

Public Session

96 Apologies for Absence

96.1 Apologies had been received and were accepted from Cllrs Candy, Hillier-Wheal, Parker-Jones, Tidridge and Winstanley. Cllr Lyon was not present.

Cllr Thornton arrived at this point

97 To adopt the Emergency Remote Meeting Protocol

97.1 Proposed Cllr Moore, Seconded Cllr R Dean, **RESOLVED** unanimously that the Emergency Remote Meeting Protocol be adopted.

Cllr Francis arrived at this point

98 To enact the Emergency Remote Meeting Protocol

98.1 Proposed Cllr R Dean, Seconded Cllr D McKeone, **RESOLVED** unanimously that the Emergency Remote Meeting Protocol be enacted.

There being no further business, the Chair closed the meeting at 7.01pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.00pm on 18 January 2022**

Present: Councillor Ray Dean (Chair)
Councillor Dave Francis (Vice Chair)
Councillor Andrew Daly
Councillor Anne Dean
Councillor Louise Hillier-Wheal
Councillor Sue Lynch
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 1 member of the public was present.

FULL_2122_M09/

Public Session

99 Apologies for Absence

99.1 Apologies had been received and were accepted from Cllrs Candy and Winstanley. Cllr Lyon was not present.

100 To approve the expenditure budget for 2022-23

100.1 Proposed Cllr R Dean, Seconded Cllr Moore, **RESOLVED** that the expenditure budget for 2022-23 be approved.

101 To approve funding for the expenditure budget for 2022-23, including the precept request

101.1 The RFO reminded the Council of the recommendations contained in the funding report:

- That the Council approves an expenditure budget for 2022/23 of £459,970.27, this is made up of £344,996.50 of general expenditure, and £114,973.77 earmarked expenditure.
- That the Council approves an income budget for 2022/23 of £34,965.94; this is made up of £28,650 of general income, and £6,315.94 of earmarked income.
- That the Council approves a precept rise of 20%, meaning that the precept will rise from £65.32 to £78.38 for a band D property

Initial: _____ Date: _____

- That the Council makes a precept request to Eastleigh Borough Council of £281,770.55 (overall total Council income budget for 2022/23 would then be £310,420.55).
- That the Council releases the £100,000 brought forward earmarked reserve relating to the BMH back into free reserves
- That the Council creates a new £25,000 earmarked reserve for 2022/23 for the costs of the Glebe Meadow project
- That the Council mitigates the cost of the elections by adding £2,000 of expenditure each year towards the next elections

101.2 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** that the recommendations contained in the funding report and detailed above in minute 101.1 be approved, including that the precept request for 2022-23 be set at £281,770.55.

There being no further business, the Chair closed the meeting at 7.05pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 8 February 2022**

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

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Session 5 members of the public was present.

FULL_2122_M10/

Public Session

102 Apologies for Absence

102.1 Apologies had been received and were accepted from Cllrs Candy, Moore and Winstanley. Cllrs Lyon and Lynch were not present.

103 Motion for confidential business

103.1 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** 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.

Cllr R Dean stepped down from Chairing the meeting as he had been involved in the original decision covered in Item 3 on the agenda.

Cllr Francis stepped up to Chair the remainder of the meeting.

104 To consider a complaint against the Parish Council

104.1 The Council heard a complaint against the Council from a resident regarding an allotment tenancy.

104.2 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** that further discussion be deferred until the Full Council meeting of 8th March and the tenancy be extended until 28th March.

There being no further business, the Chair closed the meeting at 8:15pm.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 8 March 2022**

Present: Councillor Gin Tidridge (Elected Chair for this meeting)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Louise Hillier-Wheal
Councillor Sue Lynch
Councillor Martin Lyon
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Lou Parker-Jones
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mike Gilham (Community Development Officer for Fair Oak & Horton Heath Parish Council – giving a presentation on his role)
Tom Postle (Green Smile – giving an introduction to the company and its work)

Public Session 7 members of the public were present.

FULL_2122_M11/

The Clerk informed the Councillors that both the Chair and Vice Chair had given their apologies and so a Councillor would need to be elected to be chair for the meeting.

104 Election of Chair

104.1 Councillor Tidridge offered to stand as Chair for the meeting.

104.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that Cllr Tidridge be elected Chair for the meeting.

Cllr Tidridge came forward to Chair the meeting.

Public Session

Mike Gilham – Community Development Officer

Mike gave the Councillors information about the work he is currently doing with Fair Oak and Horton Heath Parish Council and the local community there. Work on bee and tree corridors could easily be extended to Bishopstoke as could wildflower planting in various areas of the parish. Mike is particularly interested in partnership working. Currently he is organising work at the Planney. The Community Payback team are working on the site and Eastleigh Borough Council's Direct Services will be clearing up the fly-tipping. Mike emphasised that he is available to advise and help with work across the local area and that if anyone has any thoughts or ideas they should contact him to discuss them.

Tom Postle – Green Smile Ltd

Green Smile have recently been awarded the next three year contract for maintaining the open spaces around the parish, continuing their long relationship with the Parish Council. Tom introduced himself and briefly described the work that Green Smile does for the Council. Tom also announced that he would be attending the Assets Committee meetings to provide updates on the work being done and answer any questions the Councillors have. Tom then signed the new maintenance contract on behalf of Green Smile

Mike Gilham and Tom Postle left at this point

105 Apologies for Absence

105.1 Apologies had been received and were accepted from Cllrs R Dean, Francis, Moore and Thornton.

106 Motion for confidential business

106.1 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** 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.

All members of the public present were attending with regard to the complaint and so were given dispensation to stay.

107 To consider a complaint against the Parish Council

107.1 All documents relating to the complaint had been provided in accordance with the Council's Complaints Procedure. The Council heard the complaint against the Council from a resident regarding the termination of an allotment tenancy. There had been a complaint made by one allotment tenant against another which was investigated and found to be justified. As a result, the second tenant had their tenancy ended. The complaint before the Council was regarding the decision itself and how the decision had been handled by the Officers.

107.2 The complainant and the Clerk each made statements and took questions from Councillors. Then all non-Councillors were asked to leave the room to enable the Councillors to debate.

The Clerk and the members of the public left at this point.

107.2 Councillors asked for a recorded vote.

107.3 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** with Cllrs Candy, A Dean, C McKeone, D McKeone and Winstanley in favour, Cllrs Daly, Lynch, Lyon and Parker-Jones against, and Cllrs Hillier-Wheal and Tidridge abstaining that "There is a difference of opinion between two allotment tenants. A complaint was made by one against the other which this Council upholds. This Council is right to terminate the tenancy of the second tenant on the grounds of annoyance caused to the first. However, it is unfortunate that mediation did not take place. Lessons do need to be learned from this incident. If the second tenant would like to apply for a plot on an alternative Bishopstoke Parish Council site in the future, that would be acceptable to members. Clearer allotment rules should be made widely available including reporting of disease, advice on how to approach problems arising from ill health and on assisting other plot holders. It is also unfortunate that complaints against parish councils are only dealt with by the relevant parish council. There is no ombudsman for parish council issues. Our allotments policy and complaints procedure need review in order to be fair to allotment holders, residents and officers."

107.4 Accordingly the complaint is rejected and the original allotment tenancy termination upheld.

Initial: _____ Date: _____

The Clerk and members of the public returned at this point.

107.5 Cllr Tidridge informed the residents that the decision of the Council would not be announced at that point as it was deemed unfair to the complainant that others here the result before him. The complainant had requested to be informed of the decision by email, and that would be done before anyone else would be informed of the decision.

The members of the public left at this point.

108 Abridgement of agenda

108.1 Councillor Tidridge asked the Clerk if it would be possible to shorten the meeting as Councillors had spent a considerable amount of time on the complaint. The Clerk indicated that the items on grants, the fixed asset register and staff salaries needed resolving but that the others could be deferred. Cllr Parker-Jones requested that the “20’s plenty” motion also be discussed.

108.2 Proposed Cllr Lyon, Seconded Cllr Parker-Jones, **RESOLVED** unanimously all agenda items except grants, fixed asset register, 20’s plenty and staff salary be deferred to a future meeting.

108.3 The Clerk advised moving the discussion on staff salary up as the Council was still in confidential session and this was agreed.

The Clerk left the room at this point

109 Staff appraisal and salary

109.1 Proposed Cllr Winstanley, Seconded Cllr A Dean **RESOLVED** that the Clerk’s annual scale point increment be approved.

110 To amend the Grant Awarding Policy and subsequently decide on the grant request from Precious Steps Preschool

110.1 A memo detailing the various types of limited company and their appropriateness as recipients of Council grants had been included with the supporting papers for the meeting.

110.2 Proposed Cllr Parker-Jones, Seconded Cllr A Dean, **RESOLVED** unanimously the following:

That the grant policy section on Power of General Competence be amended to allow CIC companies to receive grants.

That the grant policy section on Power of General Competence be amended to allow companies limited by guarantee to receive grants, provided that the Finance Committee / Council is satisfied that the company in question is non-profit and is either charitable or of benefit to the community.

That the grant policy section on Power of General Competence be amended to confirm that companies limited by shares remained excluded from the grants policy.

That clause 2.1 of the grant policy be amended from “of benefit to Bishopstoke residents” to “of benefit to the area or residents of Bishopstoke”.

That the grant request from Precious Steps Pre-School be rejected on the grounds that it falls outside the scope of the Council’s grants policy.

Initial: _____ Date: _____

111 To approve the fixed asset register

111.1 The Fixed Asset Register has been included with the supporting papers for the meeting.

111.2 Proposed Cllr Winstanley, Seconded Cllr A Dean, **RESOLVED** unanimously that the fixed asset register be approved.

112 To support the “20’s plenty for Hampshire” campaign

112.1 A report explaining the 20’s plenty scheme and the impact it would have on the roads around Bishopstoke had been included with the supporting papers for the meeting. Cllr Parker-Jones had brought the motion and gave a brief explanation of the scheme to the Councillors.

112.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** that Bishopstoke Parish Council support the 20’s Plenty for Hampshire campaign; calls upon Hampshire County Council to implement 20mph across Bishopstoke Parish and that the Chair sign a letter, drafted by the Clerk, to Cllr Rob Humby at Hampshire County Council to request that the county a) makes 20mph the default speed limit on streets throughout Hampshire in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit and b) allocates a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within 5 years.

112.3 The Clerk was requested to contact Fair Oak & Horton Heath Parish Council to invite them to join the campaign.

Action: Clerk

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

113.1 The next meeting will take place on Tuesday May 10th in the Bishopstoke Methodist Church. The Clerk advised that the standard meeting time of 7:30pm for Full Council may be amended as it is intended that the Parish Assembly also be held that evening.

All other business having been deferred, the Chair closed the meeting at 9:20pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2022

1 SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2022 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and approves expenditure budgets for the following year at its October and December Finance meetings, and also in the November Full Council meeting. The Full Council meeting in January approves the level of precept for the following financial year.

The Council appoints a Finance Committee of five to seven Members who meet six times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets six times each year. It monitors progress by receiving relevant reports from the Finance Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk to the Council who acts as the Council's legal advisor and administrator. The Council has also appointed a Responsible Finance Officer with responsibility for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to. The RFO is responsible for ensuring that the Council remains compliant with all relevant financial legislation.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check. The Council utilises Debit cards for staff

expenses which are monitored by the RFO and reported each month to the Finance & General Purposes Committee.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance Committee;
- the Clerk to the Council / Responsible Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2021/22.

(Chair)

(Clerk)

10th May 2022

10th May 2022

REPORT TO BISHOPSTOKE PARISH COUNCIL

10th May 2022

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments lists for February and March 2022 are presented for approval. As the April 2022 Finance Committee meeting was cancelled, these have not been scrutinised by the Committee prior to Full Council.

Significant items for February included payment for remedial repairs to various play areas around the village and payment to the Parish Council's Consultant for more play area works.

Significant items for March included payment for the email accounts, plot clearance work to both UR and JL allotment sites, payment for emergency tree work following Storm Eunice in February, tree work to UR allotment site (as approved via virement request), project work to St Mary's as part of fencing project, further remedial work to Otter Close play area and Legionella risk assessments of the 2 allotment sites and Cemetery.

Budget Monitoring report:

The final budget monitoring report for the year ending 31st March 2022 is presented for approval.

Income was £342,948 versus an annual budget of £275,549. As previously explained, income is over budget mainly due to receiving £84,472 of grants from EBC for play areas. This has been put straight into an earmarked reserve. Excluding this grant, income was actually £258,476.

Expenditure was £278,364 versus an annual budget of £310,533.

The year end reserves are included as a separate item for Councillors to approve.

Statement of accounts:

The statement of accounts for February and March 2022 are presented for approval. The current account and savings accounts bank reconciliations have been completed, checked and signed off.

Other updates:

The quarter 4 VAT return refund was submitted and the refund was received in early April.

Sophie Thorogood
RFO to Bishopstoke Parish Council
3rd May 2022

Bishopstoke Parish Council

Full Parish Council

10th May 2022

Payments (February 2022)

Direct Debit payments

| | | | |
|-----------------|---|---|-------|
| BT | Office - Phone & broadband (Jan 22) | £ | 44.94 |
| Eon | Office - Electricity (Feb 22) | £ | 51.00 |
| British Gas | Allotments - UR - Electricity (Jan 22) | £ | 26.08 |
| British Gas | Shears Mill - Electricity (Jan 22) | £ | 17.50 |
| Business Stream | Burial Grounds - BC - Water (Jan -Feb 22) | £ | 14.39 |
| Sky Mobile | DW Mobile Phone (Feb 22) | £ | 20.00 |

Staff Debit Card payments

| | | | |
|--------------------|--|---|-------|
| ST - Post Office | Postage stamps | £ | 6.75 |
| DW - Land Registry | Land registry download | £ | 3.00 |
| ST - Sandy news | Stationery | £ | 1.25 |
| ST - Post Office | Postage stamps | £ | 8.95 |
| DW - Wix.com | Neighbourhood plan website domain name | £ | 23.26 |
| ST - Sky Mobile | Mobile phone top-up | £ | 6.00 |

BACS payments

| | | | |
|--|---|---|-----------|
| Fair Oak & Bishopstoke Good Neighbours | Travel tokens refund | £ | 119.00 |
| Bruno Construction | Preparation new ashes plots | £ | 323.28 |
| Proline Fencing | 25% deposit fencing clearance work | £ | 187.50 |
| P Stewart | Shears Mill & Office window cleaning (Feb 22) | £ | 35.00 |
| Vitaplay Limited | Church Road play area remedial work | £ | 207.00 |
| Vitaplay Limited | Brookfield play area remedial work | £ | 10,902.18 |
| Vitaplay Limited | Sayes Road play area remedial work | £ | 234.00 |
| ICCM | JW Training - Gardens of remembrance | £ | 96.00 |
| Vitaplay Limited | New self closing gates Sayers Road play area | £ | 3,552.19 |
| Vitaplay Limited | Brookfield play area remedial work | £ | 1,978.80 |
| Vitaplay Limited | Church Road play area remedial work | £ | 1,158.84 |
| Proline Fencing | 75% balance fencing clearance work | £ | 562.50 |
| Green Smile Ltd | Soil, seeding, hornbeams at St Mary's | £ | 726.00 |
| Green Smile Ltd | Crown lifting & hedge cutting Brookfield | £ | 972.00 |
| David Bowen Consultancy Ltd | Consultancy work to inspections report for play areas | £ | 1,700.00 |
| Mint Signs | Replacement entrance sign UR allotment | £ | 517.67 |
| Staff | Salary | £ | 5,018.47 |
| Staff | Mileage + Office Allowance | £ | 177.51 |
| HMRC | Tax / NI | £ | 1,433.95 |
| HCC | LGPS | £ | 1,686.33 |
| Green Smile | Ground Maintenance (Feb 2022) | £ | 3,979.31 |

Cheque payments

£ -

Out Of Pocket Expenses

| | | | |
|-----|------------------|---|---|
| N/A | Clerk - DW | £ | - |
| | Sub total | £ | - |

Out Of Pocket Expenses

Projects Officer - CT
Sub total £ -

Out Of Pocket Expenses

| | | | |
|-----|------------------|---|---|
| N/A | RFO - ST | £ | - |
| | Sub total | £ | - |

Out Of Pocket Expenses

| | | | |
|-----|-------------------------|---|---|
| N/A | Cemeteries Officer - JW | £ | - |
| | Sub total | £ | - |

Total payments

£ 35,790.65

Bishopstoke Parish Council

Full Parish Council

10th May 2022

Payments (March 2022)

Direct Debit payments

| | | |
|-------------|--|---------|
| BT | Office - Phone & broadband (Feb 22) | £ 44.94 |
| Eon | Office - Electricity (Mar 22) | £ 51.00 |
| British Gas | Allotments - UR - Electricity (Feb 22) | £ 27.07 |
| British Gas | Shears Mill - Electricity (Feb 22) | £ 16.21 |
| Sky Mobile | DW Mobile Phone (Mar 22) | £ 20.00 |

Staff Debit Card payments

| | | |
|--------------------|----------------------------------|------------|
| DW - Wix.com | Email accounts Mar 22-Mar 23 | £ 1,399.10 |
| JW - O2 Mobile | Mobile phone top-up | £ 10.00 |
| ST - Hire station | Rotavator hire | £ 143.40 |
| JW - O2 Mobile | Mobile phone top-up | £ 10.00 |
| DW - Wix.com | bishopstokepc.org premium plan | £ 136.80 |
| DW - Land Registry | Land registry download | £ 6.00 |
| DW - SLCC | Community Engagement training DW | £ 54.00 |
| ST - Amazon | Printer inks | £ 138.93 |
| ST - Amazon | Water thermometer | £ 49.99 |

BACS payments

| | | |
|-------------------------------------|--|------------|
| Seagrave Inspection Services | 6 operational playground inspections Feb 22 | £ 570.78 |
| Bruno Construction | Repairs to wire chain link fence | £ 243.60 |
| Greens Clearances | Removal rubbish UR plot clearance work | £ 462.00 |
| Green Smile Ltd | Plot clearance work to allotment sites | £ 1,200.00 |
| Green Smile Ltd | Storm Eunice clearance work | £ 228.00 |
| Steve Willis | Fuel JL site | £ 8.74 |
| T Nelson handyman services | Rotavation 10 allotment plots | £ 465.40 |
| T Nelson handyman services | Fuel for rotavator hire | £ 39.34 |
| Fosters Tree Surgeons | Removal fallen limbs to play areas after storm | £ 696.00 |
| Fosters Tree Surgeons | Removal fallen limbs to Burial Grounds | £ 1,032.00 |
| Fosters Tree Surgeons | Make safe wind blown tree Cemetery | £ 648.00 |
| Eastleigh Borough Council | Dog bin emptying (Jan 22) | £ 49.73 |
| Bruno Construction | Removal concrete plinth St Mary's | £ 2,970.00 |
| Colden Common Parish Council | 50% SLCC recharge costs - S Thorogood | £ 129.00 |
| Green Smile Ltd | Additional Grounds Maintenance to play areas | £ 108.00 |
| Hydrotech Services | Legionella Risk Assessments - UR, JL and Burial Ground | £ 696.00 |
| Cemetery Development Services Limit | Advice for report preparation to Environment Agency | £ 450.00 |
| Fosters Tree Surgeons | Tree works to Sayers Road play area | £ 1,992.00 |
| Fosters Tree Surgeons | Tree works to Underwood Road allotment site | £ 2,376.00 |
| P Stewart | Shears Mill & Office window cleaning (Feb 22) | £ 35.00 |
| Green Smile Ltd | Watering new whips at Cemetery, cutting down conifer | £ 132.00 |
| Bishopstoke Methodist Church | Parish Meetings room hire | £ 440.00 |
| Eastleigh Borough Council | Dog bin emptying (Feb 22) | £ 49.73 |
| Eastleigh Borough Council | Dog bin emptying (Mar 22) | £ 62.16 |
| Kays Group Taxis | Travel tokens refund | £ 320.00 |
| Disability Challengers | Grant payment M.04 37.02 | £ 916.00 |
| Vitaplay Limited | Otter Close play area remedial work | £ 1,738.93 |
| Staff | Salary | £ 6,093.53 |
| Staff | Mileage + Office Allowance | £ 151.48 |
| HMRC | Tax / NI | £ 2,026.29 |
| HCC | LGPS | £ 2,097.36 |
| Green Smile | Ground Maintenance (Mar 2022) | £ 3,979.31 |

Cheque payments

£ -

Out Of Pocket Expenses

Clerk - DW

| | |
|------------------|-----|
| N/A | £ - |
| Sub total | £ - |

Out Of Pocket Expenses

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

RFO - ST

| | |
|------------------|-----|
| N/A | £ - |
| Sub total | £ - |

Out Of Pocket Expenses

Cemeteries Officer - JW

| | |
|------------------|-----|
| N/A | £ - |
| Sub total | £ - |

Total payments

£ 34,513.82

FULL COUNCIL MEETING ON 10 MAY 2022
MONTHLY STATEMENT OF ACCOUNT February 2022

Start **01/02/2022**
End **28/02/2022**

| Fund Movements | | | | | | |
|----------------|---------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Bank Accounts | Money In | | | Money Out | | Closing Balance |
| | Starting Balance | Receipts | Transfer In | Payments | Transfer Out | |
| Co-op | £ 2,834.25 | £ 6,647.43 | £ 40,000.00 | £ 35,790.65 | | £ 13,691.03 |
| EBC | £ 330,312.83 | | | | £ 40,000.00 | £ 290,312.83 |
| Total | £ 333,147.08 | £ 6,647.43 | £ 40,000.00 | £ 35,790.65 | £ 40,000.00 | £ 304,003.86 |

| Receipts in detail | |
|--------------------|-------------------|
| Burial Board | £ 325.00 |
| Allotments | |
| Carnival | |
| VAT refund | £ 6,322.43 |
| Insurance | |
| Office hire | |
| Grants | |
| Misc. | |
| Total | £ 6,647.43 |

| VAT | |
|---------------------|--------------|
| Previously Claimed | £ 109,673.62 |
| Claimed in February | £ 6,322.43 |
| Unclaimed | |

| EBC Loan Account Summary | | | | | | |
|--------------------------|----------------------|--------------|---------------|-----------|-----------------|-----------------|
| | Money In | | | Money Out | | Current Balance |
| | 1 April 2021 Balance | Precept | Support Grant | Interest | Transfer to BPC | |
| Prior to February 22 | £ 178,281.97 | £ 231,399.37 | | £ 631.49 | £ 80,000.00 | £ 330,312.83 |
| February 22 | | | | | £ 40,000.00 | £ 290,312.83 |

| Notes |
|-------|
| |

FULL COUNCIL MEETING ON 10 MAY 2022
MONTHLY STATEMENT OF ACCOUNT March 2022

Start **01/03/2022**

End **31/03/2022**

| Fund Movements | | | | | | |
|-----------------------|---------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Bank Accounts | | Money In | | Money Out | | |
| | Starting Balance | Receipts | Transfer In | Payments | Transfer Out | Closing Balance |
| Co-op | £ 13,691.03 | £ 3,873.00 | £ 40,000.00 | £ 34,513.82 | | £ 23,050.21 |
| EBC | £ 290,312.83 | £ 808.44 | | | £ 40,000.00 | £ 251,121.27 |
| Total | £ 304,003.86 | £ 4,681.44 | £ 40,000.00 | £ 34,513.82 | £ 40,000.00 | £ 274,171.48 |

| Receipts in detail | |
|---------------------------|-------------------|
| Burial Board | £ 3,675.00 |
| Allotments | £ 198.00 |
| Carnival | |
| VAT refund | |
| Insurance | |
| Office hire | |
| Grants | |
| Misc. | |
| Total | £ 3,873.00 |

| VAT | |
|--------------------|--------------|
| Previously Claimed | £ 115,996.05 |
| Claimed in March | |
| Unclaimed | |

| EBC Loan Account Summary | | | | | | |
|---------------------------------|----------------------|--------------|---------------|----------|-----------------|-----------------|
| | | Money In | | | Money Out | |
| | 1 April 2021 Balance | Precept | Support Grant | Interest | Transfer to BPC | Current Balance |
| Prior to March 22 | £ 178,281.97 | £ 231,399.37 | | £ 631.49 | £ 120,000.00 | £ 290,312.83 |
| March 22 | | | | £ 808.44 | £ 40,000.00 | £ 251,121.27 |

| Notes |
|--------------|
| |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|---|-----------------------------|------------------------|-------------|-------------|-------------|-----------|
| INCOME | | | | | | |
| Admin | | | | | | |
| 100 | Precept | £230,904.24 | £231,399.37 | £231,399.37 | £0.00 | £0.00 |
| 110 | Council Tax Support Grant | £4,589.60 | £0.00 | £0.00 | £0.00 | £0.00 |
| 120 | Interest Receivable | £1,174.19 | £500.00 | £1,439.93 | £939.93 | £0.00 |
| 130 | Grants | £0.00 | £15,000.00 | £0.00 | £-15,000.00 | £0.00 |
| 140 | General | £0.00 | £0.00 | £160.00 | £160.00 | £0.00 |
| 160 | Insurance Claim | £3,426.21 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Admin | | £240,094.24 | £246,899.37 | £232,999.30 | £-13,900.07 | £0.00 |
| Community | | | | | | |
| 500 | Carnival | £0.00 | £3,500.00 | £0.00 | £-3,500.00 | £0.00 |
| Total Community | | £0.00 | £3,500.00 | £0.00 | £-3,500.00 | £0.00 |
| Play Area & Open Space | | | | | | |
| 700 | Play Area Grants | £0.00 | £0.00 | £84,472.41 | £84,472.41 | £0.00 |
| Total Play Area & Open Space | | £0.00 | £0.00 | £84,472.41 | £84,472.41 | £0.00 |
| Burial Ground | | | | | | |
| 800 | Interment | £8,475.00 | £12,000.00 | £9,500.00 | £-2,500.00 | £0.00 |
| 810 | Burial Grant Purchase | £4,430.00 | £4,000.00 | £8,200.00 | £4,200.00 | £0.00 |
| 820 | Grant Transfer | £180.00 | £150.00 | £210.00 | £60.00 | £0.00 |
| 830 | Memorials | £2,040.00 | £2,000.00 | £2,765.00 | £765.00 | £0.00 |
| 840 | Donations / Recovered Costs | £0.00 | £0.00 | £90.00 | £90.00 | £0.00 |
| 850 | Child Funeral Fund | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 860 | General | £24,422.97 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Burial Ground | | £39,547.97 | £18,150.00 | £20,765.00 | £2,615.00 | £0.00 |
| Allotments | | | | | | |
| 900 | Rent | £5,034.16 | £7,000.00 | £4,711.15 | £-2,288.85 | £0.00 |
| 910 | Deposits | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 920 | General | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|-------------------------|--------------------------------|--------------------|--------------------|-------------------|------------------|
| Total Allotments | £5,034.16 | £7,000.00 | £4,711.15 | -£2,288.85 | £0.00 |
| Total Income | <u>£284,676.37</u> | <u>£275,549.37</u> | <u>£342,947.86</u> | <u>£67,398.49</u> | <u>£0.00</u> |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|----------------------|-----------------------------|------------------------|-------------------|--------------------|--------------------|--------------|
| EXPENDITURE | | | | | | |
| Admin | | | | | | |
| 1000 | Salaries | £66,004.40 | £62,000.00 | £77,306.04 | -£15,306.04 | £0.00 |
| 1001 | NI | £4,322.79 | £4,800.00 | £5,801.30 | -£1,001.30 | £0.00 |
| 1002 | Pensions | £12,474.88 | £15,000.00 | £15,615.85 | -£615.85 | £0.00 |
| 1003 | Staff Expenses | £2,073.58 | £2,803.00 | £2,518.10 | £284.90 | £0.00 |
| 1100 | Staff Training | £40.00 | £1,000.00 | £505.00 | £495.00 | £0.00 |
| 1200 | Seminars / Conferences | £0.00 | £200.00 | £0.00 | £200.00 | £0.00 |
| 1300 | Recruitment | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 1400 | Office Consumables | £510.45 | £1,000.00 | £345.87 | £654.13 | £0.00 |
| 1500 | Printer Ink | £271.38 | £1,000.00 | £447.33 | £552.67 | £0.00 |
| 1999 | Suspense | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Admin | | £85,697.48 | £87,803.00 | £102,539.49 | -£14,736.49 | £0.00 |
| Council | | | | | | |
| 2000 | Audit | £1,350.00 | £1,500.00 | £0.00 | £1,500.00 | £0.00 |
| 2100 | Insurance | £2,494.22 | £3,000.00 | £2,600.73 | £399.27 | £0.00 |
| 2200 | Professional Memberships | £2,135.72 | £2,500.00 | £2,301.39 | £198.61 | £0.00 |
| 2300 | Room Hire | £0.00 | £200.00 | £1,100.00 | -£900.00 | £0.00 |
| 2400 | Reference Materials | £119.99 | £200.00 | £32.40 | £167.60 | £0.00 |
| 2500 | Councillor Elections | £0.00 | £8,000.00 | £6,382.83 | £1,617.17 | £0.00 |
| 2501 | Councillor Training | £0.00 | £1,500.00 | £420.00 | £1,080.00 | £0.00 |
| 2502 | Chair's Expenses | £17.00 | £150.00 | £17.00 | £133.00 | £0.00 |
| 2503 | Councillor's Expenses | £29.99 | £200.00 | £0.00 | £200.00 | £0.00 |
| 2600 | IT Software / Subscriptions | £2,335.77 | £3,500.00 | £2,715.27 | £784.73 | £0.00 |
| Total Council | | £8,482.69 | £20,750.00 | £15,569.62 | £5,180.38 | £0.00 |
| Buildings | | | | | | |
| 3000 | Grounds Contract | £427.80 | £500.00 | £427.80 | £72.20 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|-----------------------------|-------------------------------------|--------------------------------|------------------|-------------------|----------------|------------------|
| 3100 | Additional Grounds Maintenance | £267.00 | £400.00 | £1,208.54 | -£808.54 | £0.00 |
| 3200 | Furnishings | £159.98 | £500.00 | £402.97 | £97.03 | £0.00 |
| 3300 | Cleaning | £480.00 | £650.00 | £420.00 | £230.00 | £0.00 |
| 3400 | IT equipment Purchase | £5,341.54 | £1,500.00 | £894.12 | £605.88 | £0.00 |
| 3401 | IT Equipment Maintenance | £0.00 | £200.00 | £0.00 | £200.00 | £0.00 |
| 3500 | Maintenance | £1,822.80 | £600.00 | £12.50 | £587.50 | £0.00 |
| 3900 | Utilities - Electricity | £570.40 | £850.00 | £712.51 | £137.49 | £0.00 |
| Total Buildings | | £9,069.52 | £5,200.00 | £4,078.44 | £1,121.56 | £0.00 |
| Communications | | | | | | |
| 4000 | Email | £1,215.35 | £1,500.00 | £1,165.92 | £334.08 | £0.00 |
| 4100 | Websites | £93.13 | £1,000.00 | £133.39 | £866.61 | £0.00 |
| 4200 | Office Landline | £356.98 | £400.00 | £240.24 | £159.76 | £0.00 |
| 4300 | Office Broadband | £207.70 | £100.00 | £209.40 | -£109.40 | £0.00 |
| 4400 | Newsletter Printing | £0.00 | £3,500.00 | £3,957.94 | -£457.94 | £0.00 |
| 4500 | Noticeboard Purchase | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 4501 | Noticeboards Installation | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 4502 | Parish maps noticeboard project | £0.00 | £10,000.00 | £0.00 | £10,000.00 | £0.00 |
| Total Communications | | £1,873.16 | £16,500.00 | £5,706.89 | £10,793.11 | £0.00 |
| Community | | | | | | |
| 5000 | Grants - General (GPC) | £14,110.95 | £6,000.00 | £3,968.66 | £2,031.34 | £0.00 |
| 5001 | Grants - General (S137) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 5002 | Grants - Carnival | £0.00 | £300.00 | £0.00 | £300.00 | £0.00 |
| 5003 | Grants - Community Buildings | £14,633.24 | £0.00 | £1,584.00 | -£1,584.00 | £0.00 |
| 5100 | Climate Change Project | £0.00 | £2,000.00 | £0.00 | £2,000.00 | £0.00 |
| 5200 | Safety, Security & Crime Prevention | £1,594.85 | £11,000.00 | £164.91 | £10,835.09 | £0.00 |
| 5300 | Yzone | £25,000.00 | £25,000.00 | £25,000.00 | £0.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|-----------------------------------|--------------------------------|--------------------------------|-------------------|-------------------|-------------------|------------------|
| 5400 | Travel Token Repayments | £1,789.00 | £3,300.00 | £1,929.00 | £1,371.00 | £0.00 |
| 5401 | Travel Token New | £0.00 | £200.00 | £0.00 | £200.00 | £0.00 |
| 5500 | Neighbourhood Plan Consultants | £1,880.00 | £1,300.00 | £0.00 | £1,300.00 | £0.00 |
| 5501 | Neighbourhood Plan Publicity | £103.51 | £200.00 | £124.39 | £75.61 | £0.00 |
| 5502 | Neighbourhood Plan General | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 5600 | Carnival | £0.00 | £5,700.00 | £72.50 | £5,627.50 | £0.00 |
| 5700 | War Memorial | £0.00 | £1,300.00 | £225.02 | £1,074.98 | £0.00 |
| 5800 | Village Trail Project | £0.00 | £5,000.00 | £0.00 | £5,000.00 | £0.00 |
| Total Community | | £59,111.55 | £61,300.00 | £33,068.48 | £28,231.52 | £0.00 |
| Street Furniture | | | | | | |
| 6000 | Bus Shelters Purchase | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6002 | Bus Shelter Maintenance | £5,316.21 | £500.00 | £813.60 | -£313.60 | £0.00 |
| 6003 | Bus Shelter Cleaning | £0.00 | £1,000.00 | £0.00 | £1,000.00 | £0.00 |
| 6100 | Benches Purchase | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6200 | Bins Purchase | £0.00 | £2,000.00 | £0.00 | £2,000.00 | £0.00 |
| 6203 | Bins Emptying | £1,432.92 | £2,000.00 | £1,221.62 | £778.38 | £0.00 |
| 6300 | Clocks Purchase | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6302 | Clocks Maintenance | £0.00 | £100.00 | £0.00 | £100.00 | £0.00 |
| 6500 | Christmas Decorations Purchase | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6600 | Defibrillators Purchase | £0.00 | £2,000.00 | £0.00 | £2,000.00 | £0.00 |
| Total Street Furniture | | £6,749.13 | £7,600.00 | £2,035.22 | £5,564.78 | £0.00 |
| Play Area & Open Space | | | | | | |
| 7000 | Grounds Contract | £25,125.48 | £25,220.00 | £25,125.48 | £94.52 | £0.00 |
| 7100 | Additional Grounds Maintenance | £1,306.00 | £3,000.00 | £2,571.87 | £428.13 | £0.00 |
| 7300 | Play Equipment Purchase | £0.00 | £3,500.00 | £0.00 | £3,500.00 | £0.00 |
| 7301 | Equipment Maintenance | £5,958.61 | £12,700.00 | £26,794.79 | -£14,094.79 | £0.00 |
| 7302 | Play Area Inspections | £1,880.85 | £2,000.00 | £1,947.00 | £53.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|---|--------------------------------|--------------------------------|-------------------|-------------------|--------------------|------------------|
| 7399 | Play Area & Open Space Other | £6.00 | £200.00 | £0.00 | £200.00 | £0.00 |
| 7400 | Works and Improvements | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 7800 | Trees | £3,150.00 | £9,500.00 | £11,585.00 | £-2,085.00 | £0.00 |
| 7801 | Tree Surveys | £1,680.00 | £1,500.00 | £100.00 | £1,400.00 | £0.00 |
| Total Play Area & Open Space | | £39,106.94 | £57,620.00 | £68,124.14 | £-10,504.14 | £0.00 |
| Burial Ground | | | | | | |
| 8000 | Grounds Contract | £13,609.80 | £13,800.00 | £13,609.80 | £190.20 | £0.00 |
| 8100 | Additional Grounds Maintenance | £1,124.67 | £900.00 | £2,758.35 | £-1,858.35 | £0.00 |
| 8200 | Fences | £110.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 8300 | Replacement Benches | £0.00 | £1,000.00 | £0.00 | £1,000.00 | £0.00 |
| 8399 | Burial Authority Other | £714.15 | £500.00 | £206.67 | £293.33 | £0.00 |
| 8400 | Works & Improvements | £20,517.17 | £8,200.00 | £11,763.65 | £-3,563.65 | £0.00 |
| 8500 | Memorial Costs | £0.00 | £2,000.00 | £0.00 | £2,000.00 | £0.00 |
| 8800 | Trees | £4,172.50 | £12,500.00 | £6,963.00 | £5,537.00 | £0.00 |
| 8901 | Utilities - Water | £86.84 | £500.00 | £50.54 | £449.46 | £0.00 |
| Total Burial Ground | | £40,335.13 | £39,400.00 | £35,352.01 | £4,047.99 | £0.00 |
| Allotments | | | | | | |
| 9000 | Grounds Contract | £630.00 | £860.00 | £630.00 | £230.00 | £0.00 |
| 9100 | Additional Grounds Maintenance | £151.62 | £600.00 | £215.00 | £385.00 | £0.00 |
| 9200 | Fences | £0.00 | £1,500.00 | £0.00 | £1,500.00 | £0.00 |
| 9300 | Equipment Purchase | £517.23 | £900.00 | £916.79 | £-16.79 | £0.00 |
| 9399 | Allotments Other | £0.00 | £200.00 | £386.66 | £-186.66 | £0.00 |
| 9400 | Works & Improvements | £375.00 | £0.00 | £1,607.01 | £-1,607.01 | £0.00 |
| 9600 | Plot Maintenance and Clearance | £706.00 | £1,500.00 | £3,721.68 | £-2,221.68 | £0.00 |
| 9700 | Buildings (Inc. sheds) | £737.18 | £2,500.00 | £1,005.03 | £1,494.97 | £0.00 |
| 9800 | Trees | £650.00 | £2,500.00 | £2,200.00 | £300.00 | £0.00 |
| 9900 | Utilities - Electricity | £395.69 | £800.00 | £316.74 | £483.26 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

| | Previous Year's Net | 2021/2022 | Actual Net | Balance | 2022/2023 |
|--------------------------|--------------------------------|--------------------|--------------------|-------------------|------------------|
| 9901 Utilities - Water | £2,559.84 | £3,000.00 | £890.87 | £2,109.13 | £0.00 |
| Total Allotments | £6,722.56 | £14,360.00 | £11,889.78 | £2,470.22 | £0.00 |
| Total Expenditure | <u>£257,148.16</u> | <u>£310,533.00</u> | <u>£278,364.07</u> | <u>£32,168.93</u> | <u>£0.00</u> |
| Total Income | £284,676.37 | £275,549.37 | £342,947.86 | £67,398.49 | £0.00 |
| Total Expenditure | £257,148.16 | £310,533.00 | £278,364.07 | £32,168.93 | £0.00 |
| Total Net Balance | £27,528.21 | -£34,983.63 | £64,583.79 | | £0.00 |

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG

29th April 2022

David Wheal, Clerk
Bishopstoke Parish Council
Parish Office, Riverside
Bishopstoke,
SO50 6LQ

Dear David,

Subject: Review of matters arising from Internal Audit for 31 March 2022

Following my visits to the office today and earlier in the year, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

| Test | Matter arising | Recommended Action |
|----------------------|--|--|
| <i>A</i> | <i>Appropriate accounting records have been properly kept throughout the financial year</i> | |
| | The records of the council comply | with this test |
| <i>B</i> | <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i> | |
| Minute signing | It is a legal requirement of LGA72 that every page of the minutes is initialled and the last page signed and dated by the Chair. | In advance of approval of the AGAR, please ensure that this has been done. |
| <i>C</i> | <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i> | |
| | The records of the council comply | with this test |
| <i>D</i> | <i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i> | |
| | The records of the council comply | with this test |
| <i>E</i> | <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i> | |
| | The records of the council comply | with this test |
| <i>F</i> | <i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i> | |
| | Not applicable to this council | |
| <i>G</i> | <i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i> | |
| | The records of the council comply | with this test |
| <i>H</i> | <i>Asset and investment registers were complete and accurate and properly maintained</i> | |
| Fixed asset register | The asset register is currently held on a spreadsheet rather than integrated with the accounting system. | Over the coming months, all fixed assets should be recorded on the accounting software |
| <i>I</i> | <i>Periodic Bank reconciliations were carried out during the year</i> | |
| | The records of the council comply | with this test |

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

| | | |
|--------------------|--|--|
| <i>J</i> | <i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i> | |
| | The records of the council comply | with this test |
| <i>K</i> | <i>Certified Exempt in prior year</i> | |
| | Not applicable to this council | |
| <i>L</i> | <i>Transparency Code</i> | |
| | The records of the council comply | with this test |
| <i>M</i> | <i>Public Rights</i> | |
| Members' DPI forms | The borough council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here) | The council needs to ensure that all DPI forms, including those of recently co opted members, are complete and on the website. |
| <i>N</i> | <i>Publication of prior year AGAR</i> | |
| | The records of the council comply | with this test |
| <i>O</i> | <i>Trust funds</i> | |
| | The records of the council comply | with this test |
| <i>P</i> | <i>Borrowing</i> | |
| | Not applicable to this council | |

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Response to Internal Audit report – May 2022

Auditor Comments:

Dear David,

Subject: Review of matters arising from Internal Audit for 31 March 2022

Following my visits to the office today and earlier in the year, please find below the list of matters arising. The internal audit was carried out in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2022

| AGAR Control area | Issue | Recommended Action | Proposed Council Action |
|--------------------------------------|--|--|--|
| B – Minute signing | It is a legal requirement of LGA72 that every page of the minutes is initialled, and the last page signed and dated by the Chair. | In advance of approval of the AGAR, please ensure that this has been done. | The Full Council minutes are already on the Full Council agenda in an earlier item. |
| H – Fixed Asset Register | The asset register is currently held on a spreadsheet rather than integrated with the accounting system. | Over the coming months, all fixed assets should be recorded on the accounting software | This is already a current project of the Council and will be the priority now the year end accounts are complete. |
| M – Public Rights: Members DPI forms | The Borough Council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here) | The council needs to ensure that all DPI forms, including those of recently co opted members, are complete and on the website. | Currently all Register of Interest forms are published on our own website. As usual, they have also been sent to the Borough. In the past the Borough has chosen only to link to our site. |

Annual Internal Audit Report 2021/22

Bishopstoke Parish Council

www.bishopstokepc.org

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | NOT USED |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i> | | | N/A |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | ✓ | | |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> . | ✓ | | |
| N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | ✓ | | |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

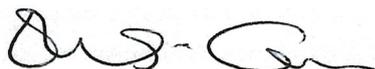
Date(s) internal audit undertaken

18/1/22 29/4/22

Name of person who carried out the internal audit

ELLENOR S. GROVE ICAI

Signature of person who carried out the internal audit



Date

29/4/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Bishopstoke Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

| | Agreed | | ‘Yes’ means that this authority: |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/05/2022

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.bishopstokepc.org

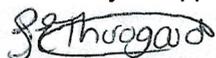
Section 2 – Accounting Statements 2021/22 for

Bishopstoke Parish Council

| | Year ending | | Notes and guidance | |
|---|-----------------------|-----------------------|---|---|
| | 31 March 2021 £ | 31 March 2022 £ | | |
| 1. Balances brought forward | 196,480 | 219,524 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. | |
| 2. (+) Precept or Rates and Levies | 230,904 | 231,399 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | |
| 3. (+) Total other receipts | 55,682 | 111,548 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. | |
| 4. (-) Staff costs | 82,802 | 98,723 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. | |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). | |
| 6. (-) All other payments | 180,741 | 193,692 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). | |
| 7. (=) Balances carried forward | 219,524 | 270,056 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). | |
| 8. Total value of cash and short term investments | 220,216 | 274,171 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. | |
| 9. Total fixed assets plus long term investments and assets | 316,743 | 318,266 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. | |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | ✓ | | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



27/04/2022

Date

I confirm that these Accounting Statements were approved by this authority on this date:

10/05/2022

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**Full Council
Recommendations and Resolutions
10th May 2022**

Committee Resolutions – to note

Finance

8th February – FIN_2122_M04

- Item 31.2 That the minutes of the Finance Committee meeting from 12 October be adopted as a true record.
- Item 34.2 That the reports on Council finances be approved.
- Item 36.4 That the Council be asked to amend the grant policy to include “Community Interest Companies”, and that a decision on the Precious Steps grant request be deferred to allow this change and for more information to be gathered.
- Item 37.2 That the Council grant £916 to Challengers.

Assets

23rd November – ASSETS_2122_M03

- Item 31.3 That the minutes of the Assets Committee meeting held on 28th September, as amended in 31.2, be adopted as a true record.
- Item 33.3 That the Clerk prepare the specification for the updated fencing at Church Road play area and obtain quotes for the work.
- Item 39.2 That the Council proceed with scoping out the two jubilee projects and obtaining an idea of costs.

22nd March 2022 – ASSETS_2122_M04

- Item 43.3 That the minutes of the Assets Committee meeting held on 23rd November be adopted as a true record.
- Item 46.3 That the Memorial Bench policy, amended to include an additional clause such that the lifespan of the bench would be agreed by the Parish Council and donor at the point of purchase, be adopted.
- Item 47.2 That the timetable for the draft allotment tenancy be adopted.

Human Resources

1st March – HR_2122_M02

- Item 12.2 That the minutes of the Human Resources Committee meeting held on 26 October 2021 be adopted as a true record.
- Item 14.3 that the Safeguarding Policy, as amended in 14.2, be adopted.
- Item 16.1 Confidential business.

Planning

9th November – PLAN_2122_M10

- Item 85.2 That the minutes of the Planning Committee meeting held on 26 October be adopted as a true record.
- Item 90.1 Confidential business.

23rd November – PLAN_2122_M11

- Item 93.2 That the minutes of the Planning Committee meeting held on 9 November be adopted as a true record.
- Item 98.1 Confidential business.

8th February – PLAN_2122_M12

Item 101.2 That the minutes of the Planning Committee meeting held on 23 November be adopted as a true record.

Item 106.1 Confidential business.

1st March – PLAN_2122_M14

Item 109.3 That the minutes of the Planning Committee meeting held on 8 February be adopted as a true record.

Item 114.1 Confidential business.

22nd March – PLAN_2122_M15

Item 117.2 That the minutes of the Planning Committee meeting held on 1 March be adopted as a true record.

Item 122.1 Confidential business.

12th April – PLAN_2122_M16

Item 125.2 That the minutes of the Planning Committee meeting held on 22 March be adopted as a true record.

Item 130.1 Confidential business.

26th April – PLAN_2122_M17

Item 133.2 That the minutes of the Planning Committee meeting held on 12 April be adopted as a true record.

Item 138.1 Confidential business.

Committee Recommendations – to vote upon

Finance

8th February – FIN_2122_M04

No recommendations.

Assets

23rd November – ASSETS_2122_M03

Item 33.5 That £3,000 be vired from reserves to cover the cost of new gates at the Sayers Road play area.

Item 35.2 That £5,000 be vired from reserves to cover additional tree work currently needed at the Underwood Road allotment site.

Human Resources

No recommendations.

Planning

No recommendations.

Working Group Recommendations

No recommendations.

A communications audit for Bishopstoke Parish Council

Introduction

This document gives the results of a communications audit carried out by the communications group of the Bishopstoke Parish Council between July 2021 and March 2022.

In the first phase of the audit, we interviewed the Clerk, the current chairperson and outgoing chairperson, the Council's committee chairpersons and one other experienced councillor to help establish the Council's communications priorities.

In the second phase, we issued a questionnaire to our primary audience, the people of Bishopstoke, to find out their knowledge and opinions of the Bishopstoke Parish Council and its work, and to find out more about their media usage.

This document is intended as a guide and reference document for future communication activities carried out by the Council and we recommend that it should be reviewed on a regular basis.

--// --

Internal audit – headline results¹

What are the main outcomes we are seeking from our communications programme?

- More engagement and participation by residents
- Better knowledge of the Council's activities and responsibilities by residents
- More community pride in the village
- Less litter and dog mess

Who are BPC's primary audiences?

- People living in Bishopstoke
- Local groups and clubs
- Local shops and businesses
- Other councils especially HCC, EBC and neighbouring parishes

What are BPC's key messages?

1. Action message (residents): Get involved in village activities!
2. Action message (residents): Look after your environment!
3. Information message (residents): There are lots of activities here for everyone
4. Information message (residents): Travel tokens are available for those who need them
5. Information message (neighbouring councils): We can work together
6. Corporate message (residents): Bishopstoke Parish Council is working for you

Focal subjects and issues

1. Key subjects from the audit:
 - a. The new village hall
 - b. The Glebe Meadow project
 - c. The Carnival
2. Parish finances and rates
3. Allotments
4. Cemeteries
5. Play areas & open spaces
6. Hedges
7. The environment

External audit - results

Who took part?

There were 10 responses to the online survey and 45 paper responses.

The age breakdown (of the 49 willing to give their age) was:

Age Number of responses

| | |
|---------|----|
| <30 | 2 |
| 30 – 39 | 3 |
| 40 – 49 | 4 |
| 50 – 59 | 5 |
| 60 – 69 | 16 |
| 70 – 79 | 13 |
| 80+ | 6 |

35 out of 49 were 60 years old or over, whereas only 9 were under 50. The survey was delivered by paper to every dwelling in Bishopstoke and was also available online for over a month. There are over 4,500 dwellings in Bishopstoke, so this is by no means a representative sample of the population, but it may well be a representative sample of those that are actually interested in the Parish Council in the first place.

Residents' knowledge of BPC's activities

Question 2 asked which organisations were in charge of different areas of responsibility within Bishopstoke. Possible answers for each area were the Government; Hampshire County Council; Eastleigh Borough Council; Bishopstoke Parish Council; the Highways Authority; the Environment Agency and Some Other Authority. The most correct answer in each case is highlighted green, with the most common wrong answer(s) highlighted orange.

| Possible Options | HM Gov | HCC | EBC | BPC | Highways Agency | Env. Agency | SOA |
|------------------------------|--------|-----|-----|-----|-----------------|-------------|-----|
| Rubbish collection | | 1 | 44 | | | | |
| Hedges | | 7 | 17 | 6 | 2 | 1 | |
| Potholes in the road | | 20 | 3 | 1 | 21 | | |
| Litter* | | 1 | 32 | 4 | | | |
| The cemetery** | | 1 | 4 | 35 | | | |
| The Memorial Hall | | | | 43 | | | |
| Schools | 1 | 39 | | 1 | | | |
| Footpath maintenance | | 13 | 12 | 6 | 8 | 2 | |
| Travel tokens | 1 | 13 | 10 | 11 | 1 | 0 | 0 |
| River banks | | 5 | 1 | | 1 | 32 | |
| Open spaces and play areas** | | 3 | 12 | 25 | 0 | 2 | |
| Libraries | | 32 | 9 | 1 | | | |
| Allotments** | | | 10 | 32 | | | |
| Bishopstoke War Memorial | | | 2 | 39 | | | |

* Litter – Bishopstoke Parish Council does deal with litter in play areas, the cemetery, the churchyards and by some bus shelters. Eastleigh Borough Council deals with general litter picking and the weekly bins, so the 4 who answered BPC to this were not entirely wrong.

** Cemetery, Allotments, Play areas – all these areas were run by EBC until about 10 years ago so it is not surprising that a number of people answered EBC to these questions. However, clearly BPC needs to do a better job of publicising the fact that it looks after these areas. A number of open spaces are still maintained by EBC on behalf of HCC.

Hedges and Travel Tokens are the two most disappointing results. Whilst EBC still maintains some hedges, all those at Blackberry Drive, Glebe Meadow, the play areas and the allotments are the responsibility of the Parish Council. Hedges in residential gardens are the responsibility of the resident. In some circumstances EBC may be called in when there is a dispute. For Travel Tokens, fewer than one third of those responding knew that Bishopstoke Parish Council is responsible for the Travel Token scheme.

Residents’ opinions about Bishopstoke and the Parish Council

Question 3 asked for opinions of Bishopstoke and its Parish Council.

| Statements | Yes | OK | No |
|---|-----------------|-------------------|-------------------|
| Bishopstoke is a good place to live | 37 | 9 | 0 |
| | | | |
| | Yes | Not sure | No |
| I am proud to live in Bishopstoke | 29 | 15 | 0 |
| | | | |
| | Yes | Don’t know | No |
| Bishopstoke Parish Council gives good value for the local rates | 19 | 23 | 4 |
| | | | |
| | Very | Fairly | Not |
| Bishopstoke Parish Council is important to life & wellbeing of the village | 28 | 13 | 3 |
| | | | |
| | Too much | Just right | Not enough |
| How much information do you receive about what Bishopstoke Parish Council does? | 0 | 25 | 21 |

The majority of respondents think Bishopstoke is a good place to live and they are proud to do so. Very few people think the Parish Council gives bad value for money or doesn’t matter. The Parish Council needs to do a better job of keeping residents informed over what it is doing. 30% of respondents were not proud to live in Bishopstoke.

Residents’ media usage - general

Question 4 asked what online media sources residents used.

| Possible Options | Responses |
|-------------------------|------------------|
| Local newspapers | 13 |
| Local TV / Radio | 31 |
| Online news (eg BBC) | 29 |
| Facebook | 17 |
| WhatsApp | 15 |
| Instagram | 5 |
| Tik-Tok | 1 |
| Twitter | 2 |

Residents’ answers were slanted towards traditional media and websites such as the BBC. However, it should be borne in mind that the majority of respondents were over 60.

Question 5 asked how people currently get news about the Parish Council.

| Possible Options | Responses |
|--|-----------|
| Local newspapers | 6 |
| Local TV / Radio | |
| Bishopstoke Parish Council website | 7 |
| Bishopstoke Parish Council Facebook page | 1 |
| Printed newsletters | 45 |
| Email newsletters | 3 |
| Noticeboards | 20 |
| Parish meetings / assembly / open days | 3 |
| Other | 1 |

It is good to see that almost all those who responded indicated they are aware of the Parish newsletter. The email version is not yet available so it was interesting to see three people say they receive it, as well as three people who attend meetings! The “Other” was “through the independent councillors”.

Question 6 asked which local social media sites residents use.

| Possible Options | Reponses |
|---|----------|
| Eastleigh Neighbours | 8 |
| Fair Oak and Bishopstoke Neighbours | 8 |
| Bishopstoke Neighbours | 12 |
| Bishopstoke Fruit and Veg Swap | |
| Bishopstoke History Society | 10 |
| Bishopstoke, Fair Oak and Horton Heath Folk | 5 |
| Bishopstoke, Fair Oak and Eastleigh Selling Pages | 7 |
| None | 21 |
| Other | |

Question 7 asked how people would like to get news about the Parish Council.

| Possible Options | Reponses |
|--|----------|
| Email newsletter | 27 |
| Printed newsletter | 32 |
| Bishopstoke Parish Council website | 8 |
| Twitter | 1 |
| Phone App | 1 |
| Bishopstoke Parish Council Facebook Page | 5 |
| Noticeboards | 19 |
| Instagram | 1 |
| Other | |

Clearly printed newsletters are still very popular (amongst the mostly elderly population that responded). It is also interesting to see that so many still value noticeboards.

--// --

Conclusions

In summary, Bishopstoke Parish Council is valued and considered value for money by most. However, there is a need for better communication on some of the things the Parish Council does – in particular Travel Tokens – as well

as a need for better / more frequent communication generally. Printed newsletters and noticeboards are well used and email newsletters would be appreciated.

- **Desired outcomes.** If the primary outcomes that councillors aspire to are to be met (engagement, knowledge of our work, pride of place, environmental responsibility) then the Parish Council and its work needs to become more visible.
- **Key messages.** All the messages we identified in the internal audit¹ are of importance and should where relevant be embedded in the Parish Council's communications. The most important ones identified by Councillors concerned greater involvement and the environment.
- **Subjects and issues.** There are clear communication imperatives facing the Parish Council associated with the Glebe Meadow project including the new village hall, and various events. However, residents' knowledge of our continuing, long-term work on travel tokens, hedges and open spaces is low and the communications team should find time and space to address these.
- **Media.** While taking note of the fact that those responding to the communications survey were weighted towards the older age groups, we should be prepared to spend more time and energy communicating via the media highlighted in this survey – local TV & radio, local newspapers, online news sites such as BBC online, Facebook and WhatsApp.

Acknowledgements

I would like to thank all those who gave up their valuable time to take part in the internal phase of the audit. I would also like to thank our Clerk, David Wheal for collating the results of the external phase of the audit.

¹ A full report of the internal audit is available from the Clerk.

Cllr. Dermot McKeone 18th April 2022

Full Council - Clerk's report 10th May 2022

Clerk's Report

Actions from previous meetings

FULL_2122_M07/Public Session Regarding the "Keep it, Bin it"
Cllr Tidridge passed details of the scheme to the Clerk.

FULL_2122_M07/Item 83.2 Regarding the creation of a Parish awards scheme
The Communications working group is working on the scheme.

FULL_2122_M11/Item 112.3 Regarding the 20's Plenty scheme
Fair Oak & Horton Heath Parish Council have been invited to join.

Other Items

Allotments – During February and March, work was undertaken to clear, trim and rotavate 9 plots at Underwood Road and 1 plot at Jockey Lane. These plots were let out within a few weeks to begin moving the waiting list for both sites.

The tree work to the side of the Underwood Road site adjoining Stoke Park woods was finally carried out at the end of March; storm Eunice delayed this work from February. Tree work was also carried out to another large plot with 3 very overgrown trees which were cut down and stump ground. This plot was split into 2 x 5-rod plots and these were let out to another 2 applicants from the waiting list.

One site rep at Underwood Road is out of action due to an operation and the 2 remaining reps are coping with the tasks at present. If things begin to get on top of them, the Council may need to pay for some temporary work to grass cutting at the site whilst the rep recovers.

Legionella risk assessment carried out at both sites in March 2022. A new thermometer has been purchased at their suggestion and it is intended for water testing to begin as soon as possible.

Waiting lists: UR – 31; JL - 22; SD – 38; BLG – 47; BLG disabled plots – 3
(some applicants are on all lists, waiting for the first available plot at any site)

Office – The plan remains to use part of the building at Sewall Drive allotments.

Communications – the Summer newsletter will be delivered at the end of May. Any Cllr wishing to add write an article for the Autumn newsletter on the business of the Council should submit it by the end of July for potential inclusion in August. Now that the communications surveys are complete the working group is turning its attention to the Award scheme and to a new communications policy.

The website has seen a number of additions and improvements including allowing applications for both travel tokens and allotments online; details and photographs for each individual play area, all the allotment sites and the various burial grounds. There are also now ways for people to report problems with play areas directly to the clerk. Further improvements are being planned for future months.

Burial Matters – There were no further interments in March, so the total for 2021-22 was 29. However, there were 4 in April – 2 new ashes plots, a burial reopening and an ashes reopening. The memorial inspections at the Cemetery and closed churchyards have now been completed. The Stoke Common Cemetery survey has been completed and the results will be fed into the work on plans for the Cemetery layout. Health and safety work continues at St Mary's church, with replacement fencing and new hedges going in recently.

Play Areas – In addition to the work being planned at Stoke Common play area, Blackberry Drive has recently seen a number of repairs and improvements. The work at Blackberry Drive will be completed with a new centrepiece and additional small improvements. The BMX track has also been restored and repaired and now looks almost brand new again. The new timber trail at Otter Close is imminent.

Open Spaces – Blackberry Drive and the Brookfield area generally have seen a number of improvements. Following the moving of the benches from the YZone to the car park area, an additional new picnic area is being installed close to the play area and the BMX track, a trio of benches are being added to the footpath around the open space and there are a series of four Jubilee benches being installed to break up the walk from Haig Road round to the south of the estate and back up to the play area.

Other Items – I would also like to note that both the RFO and the Cemeteries officer have recently received compliments for the way they do their job. All of the officers work hard for the Council and it is well-deserved praise.



COUNCIL & COMMITTEE MEETING DATES 2022 – 2023

| | |
|----------------------------|---|
| Full Council | Second Tuesday of every other month, beginning in May. 10 May; 12 July; 13 September; 8 November 10 January 2023 and 14 March |
| Finance | Second Tuesday of every other month beginning in June 14 June; 9 August; 11 October; 13 December; 14 February 2022 and 11 April |
| Assets | Fourth Tuesday of every other month beginning in May 24 May; 26 July; 27 September; 22 November; 24 January 2022 and 28 March |
| Human Resources | 28 June; 25 October and 28 February 2022 |
| Planning | Second and fourth Tuesday of every month except the second Tuesday in May and the fourth Tuesday in December. 24 May; 14 June; 28 June; 12 July; 26 July; 9 August; 23 August 13 September; 27 September; 11 October; 25 October; 8 November 22 November; 13 December; 10 January 2022; 24 January 14 February; 28 February; 14 March; 28 March; 11 April and 25 April |
| Parish Assembly | Second Tuesday in May, except in election years. |

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

Glebe Meadow – Project Brief

Objective: To enable the community of Bishopstoke to meet and enjoy excellent recreational facilities outside in the natural setting of Glebe Meadow and inside a new Memorial Hall.

Overview: Glebe Meadow is situated in the heart of Bishopstoke's Riverside conservation area. It is an open space currently with skate ramp, children's play area, sensory garden, paths, War Memorial, Memorial Hall, storage sheds and Parish Office.

The Memorial Hall has been an important community facility as a venue for amateur dramatics (Bishopstoke Players) and many community events.

Bishopstoke's Carnival Fete takes place on Glebe Meadow.

It has become overgrown in many areas. The Memorial Hall is in disrepair and is due to be demolished and replaced. The skate ramp is also in need of repair. Vandalism and neglect have damaged the sensory garden.

The whole meadow area is within the village's Conservation Area. The history of the Meadow and Memorial Hall is available from [Bishopstoke History Society](#).

This project aims to improve Glebe Meadow, replacing many of the facilities, achieving its potential as the heart of the village.

Project by Components:

1. [Landscape Plan](#)
2. [Components to be relocated away from the project area.](#)
3. [New Memorial Hall, including Parish Office](#)
4. [New outdoor terrace/performance area](#)
5. [Area designed for young people](#)
6. [Children's play area](#)
7. [Seating and picnic area](#)
8. [Access & boundaries](#)
9. [Pathways](#)
10. [Specimen trees and public art](#)

Landscape Plan

This project presents an opportunity to improve the Meadow so that all components complement each other. The first part of the project should be to review the whole meadow and determine where components should be situated.

The Working Group feels that the landscape plan should inform the design for the new Memorial Hall. Landscape should not be treated as simply the space left over after planning.

Over the years, the meadow has become overgrown in places. A low hedge running the length of the hall has become taller than the hall in places. Some hedges and trees may need to be reduced or

removed, but the project should aim to be positive from a biodiversity perspective, creating new habitats at a scale that more than compensates for any necessary loss of trees and hedges.

Components to be relocated away from the project area.

The Working Group is seeking to relocate:

- War Memorial to the closed St Mary's Graveyard on the west side of Church Road.
 - Although the Working Group would prefer to relocate the War Memorial to this location, if this proves to be impossible, a new War Memorial should be included as part of the project.
- Sensory garden to the new cemetery extension.

New Memorial Hall, including Parish Office

Land use issues mean that the building should only occupy the parcel of land managed by the Memorial Hall Charitable Trust.

There should be accessible entrances. If the current wrought iron gates are not to be remain in place, they should be retained in another part of this project.

New outdoor terrace/performance area

Hard landscaping outside the Memorial Hall that allows:

- Events to use both indoor and outdoor space (e.g. carnival, outdoor performances).
- Outdoor seating for the café (if included) that can be moved when required.
- Surrounded by bunds (reference Blackbird Café at Pavilion on the Park)
- Surface to be permeable or semi permeable.
- It could be partially sheltered.

Outdoor area designed for young people

Replace and redesign components aimed at young people. All components should be designed to be safe and to be robust. It should be a visible space with a layout that allows every component to be used effectively without compromising other parts of the path.

- Well lit.
- Wheels park - suitable for roller skates, scooters, skateboards, bikes, wheelchairs etc; larger than current area
 - Ideally 2 separate areas, or two distinct halves, one aimed at novice riders.
 - Consider concrete instead of metal as will be more robust and quieter for local residents.
- Basketball hoop
- Football goal.
- Seating suitable for family picnics, could have device charging.
- Potentially design part of the space for 10-14 year old girls.
- Kinetic equipment? Pavement piano, bikes to charge phones etc

Children's play area

- Similar in size to current play area but relocate further from Main Hall.
- New equipment.
- Include a buggy & scooter parking area.

- Include seating for carers and parents.

Seating and picnic area

- Located in current scrub in top right of meadow.
- Push back scrub growth, returf if necessary.
- Locate springs and if possible include in design as a feature.
- Selected areas left for wildflower growth.
- Tree planting to give shade

Access & boundaries

All existing entrances to be retained and improved.

Pedestrian access to the meadow should be from Portal Road and entrances on Riverside and Church Road.

Vehicle access will only be possible from Portal Road. This needs to be considered carefully for construction and ongoing use as the sycamore tree at this entrance should be protected.

There is no requirement to change the boundary hedge. However, the size of the hedge can be reviewed as it has become overgrown in places.

Pathways

New path to run from terraced area next to new Hall, along the inside of the hedge up past the new play area connecting to the top entrance on Church Road.

Improved pathways could benefit from funding from developer contributions allocated for sustainable transport projects.

Continuing on above and around the new wheels park (ensuring access to the park for those on wheels without having to cross mud and grass) and then following around the top of the meadow to the new picnic area and down to the Portal Road entrance.

Crossing the Portal Road vehicle entrance and continuing down to Hall and around to the terraced area.

An additional path crossing directly from the top Church Road entrance to the Portal Road entrance.

Having a path connecting Church Road with Portal Road will link to BPC's village trail project and will help residents to reach the bus stop at Spring Lane and Riverside facilities from Church Road.

Both the meadow crossing routes should be accessible and designed for use by mobility scooters and bikes as well as pedestrians. Lighting should be considered but designed to limit light pollution.

All paths should be weatherproof but be designed where possible to be permeable or semi permeable.

Specimen trees and public art

To reflect Bishopstoke's gardening heritage and woodlands, the project should consider adding some specimen trees to the meadow. These will provide shade as well as adding to the meadow's visual appeal. This will fit well with the Conservation Area and to the Borough Council's objective of creating tree corridors across the village.

Trees could be selected that have links to the village's history.

The only public art project that has been discussed is the War Memorial if it is required to stay in the meadow.

Other Components

These could include a community garden (reference: Incredible Edibles) and habitat related features.

Stoke Common Play Area

We have received information from David Bowen Consultancy Ltd for the redesign of Stoke Common Play Area.

The works, and prices, are as follows:

Part 1 - Frontage fencing, gates and new tarmac area.

Standing outside the play area looking at it the frontage can be divided into three sections.

1. The chain link to the left of the existing gates This fence and the posts are to be removed. New play area standard hooped fencing (black, powder coated) is to be installed instead. It should be set 6 inches back from the pavement. New hedging, suitable for play areas, is to be planted inside the fence along the entire length.
2. The field gate. The wide gate for machinery access is to be retained and repainted. Also supply and install 1 No easy gate outwards opening in yellow.
3. The section to the right of the wide gate. The pedestrian access gate, additional black bar fencing, chain link fence and fence posts are all to be removed. In its place should be a new play area gate - supply and install 1 No Easy-gate outwards opening in yellow. (in the same position as the current pedestrian gate), add an extra section of hooped fence, and then more hooped fence along and back down to the end of the current fence, forming three sides of a triangle. The fourth side – next to the road – should be left open. To include tarmac for this new area.

Hedging - *Fagus sylvatica* (Beech) should be planted inside the fence as shown in the diagram. To be planted in the appropriate planting season.

All for the sum of £8554.60 + VAT

Part 2 - Lockable notice board.

Supply 1x man-made timber lockable two bay 4x A4 notice board – 1270mm x 848mm both bays poly glazed plus post kit and delivery BUT WITHOUT Header board

£1371.23 + VAT

Part 3 - New seat.

To supply one recycled seat with armrests 1985mm in length – Glasdon UK, Elwood with Enviropol slats in brown and ends in Dark Oak. Including fixings and delivery

706.11 + VAT

Part 4 - Litter bin.

Broxap litter bin Turvy – recycled plastic in Black complete with stubbing plate & dual waste logo, including fixings and delivery

£326.95 + VAT.

Part 5 - Installation of street furniture and notice board.

Take delivery at contractors depot and install 1 x seat, 1 x litter bin and 1 x notice board

£380.00 + VAT.

Total £11,338.89 + VAT

Funding for the frontage coming from already received developer funds for play areas.

Noticeboard being funded by the previously earmarked noticeboard / street furniture reserve.

New seat coming from the previously earmarked bench / street furniture reserve.

New bin coming from standard bin budget.

Installation being split across street furniture reserve and bin budget.

I recommend the Parish Council accept these figures and approve proceeding with the work.

David Wheal

Clerk to Bishopstoke Parish Council

Main center piece unit options:

Option One: £24,496.80 + VAT

- Supply and install 1no 4 tower 2 slide unit suitable for 3–14-year old's
- Supply and install 56m2 of Rhyno Mulch in Autumn Blend with colour EPDM wear pads at high impact points.
- Rubber to be laid at a depth of 70mm in line with the 2m Free Fall Height requirements of this unit.
- All surfacing will be laid on a 50mm bed of type one stone compacted and covered with a weed suppressant membrane.



STEEL+ 1711



3 - 14 years



32 kids



55,1 m²



Material specification

- Powder galvanized and powder coated or stainless steel construction of 80 x 80 mm profile,
- Platforms and climbing walls made of durable anti-slip and waterproof HPL plate,
- Roofs and side panels made of durable HDPE plate, resistant to weather conditions,
- Slides made of stainless steel with durable HDPE side panels,
- Fireman's pole made of stainless steel,
- Moving elements made of durable HDPE plate, resistant to weather conditions,
- Drawing board made of durable HPL plate, resistant to weather conditions,
- Maze windows made of polycarbonate, balls made of synthetic material,
- Durable climbing stones made of polyester resin composite with mineral fillers,
- Steel ropes in polypropylene braid, connected with durable plastic elements, stainless steel or aluminum,
- Attested, safe seats,
- Calibrated stainless steel chains, preventing fingers entrapment,
- Stainless steel bars and handrails,
- Screws covered with plastic caps and/or stainless steel screws,
- Safe end caps on top of the structure made of rubber or polypropylene,



Facilitating disability



easy access



integration



Intellectual development



manipulation



thinking



Physical development



balance



sliding



passage



climbing



rocking

Vita Play Limited
Woodhams Farm New Barn, Springvale Road
Kings Worthy
Winchester, SO23 7LB

VAT Number 977 4787 42
Company Number 7437573

Mob: 07861 010880
Office/Fax: 01962 620874
Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk



Option TWO: £19,522.70

- Supply and install 1no 4 platform 2 slide unit suitable for 3–14-year old’s (other colours available, cost tbc)
- Supply and install 51m2 of Rhyno Mulch in Autumn Blend with colour EPDM wear pads at high impact points.
- Rubber to be laid at a depth of 50mm in line with the 1.5m Free Fall Height requirements of this unit.
- All surfacing will be laid on a 50mm bed of type one stone compacted and covered with a weed suppressant membrane.



Material specification

- Hot-dip galvanized and powder coated or powder galvanized and powder coated steel construction of 80 x 80 mm profile,
- Platforms and climbing walls made of durable anti-slip and waterproof plywood or HPL plate,
- Roofs, side panels made of durable HDPE or HPL plate, resistant to weather conditions,
- Slides made of stainless steel with durable HDPE or HPL side panels,
- Fireman's pole made of stainless steel,
- Double wall tube passage made of polypropylene,
- Durable climbing stones made of polyester resin composite with mineral fillers,
- Steel ropes in polypropylene braid, connected with durable plastic elements, stainless steel or aluminum,
- Hot-dip galvanized and powder coated steel bars,
- Screws covered with plastic caps and/or stainless steel screws,
- Safe end caps on top of the structure made of rubber or polypropylene,

Facilitating disability

- easy access
- integration

Physical development

- balance
- passage
- crawling
- sliding
- climbing

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07861 010880
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk



Defibrillators

Bishopstoke Parish Council has set aside £7,000 to install defibrillators across the Parish.

Existing sites are St Pauls, the Nisa store (previously the Co-op) on Fair Oak Road, the junction of Truro Rise & Bodmin Road and the Working Men's Club. There is also a unit installed at Anchor Surgery although this does not have 24-hour functionality.

Officers have been communicating with the Bishopstoke Community Fund – a local charity that fundraises to place more defibrillators in the area – and through their contacts we would be able to supply and install a total of five extra defibrillators in Bishopstoke.

Places that have already agreed to hosting a defibrillator are:

St Mary's Church
The Bishopstoke Community Centre
Bishopstoke Methodist Church

Other locations suggested as being high priority are:

Underwood Road allotment site
Bishopstoke Cemetery / Stoke Common Cemetery / Sewall Drive allotments
Stoke Park schools
Jockey Lane allotment site
Glebe Meadow
New Memorial Hall
Bishy Beach
Toby Carvery
Stokewood Surgery / YZone

The units are suitable for use on both adults and children and come with spare pads and patient prep kits. They also come with a bleed control kit. The cabinets are moulded plastic single units which prevents water ingress and also makes vandalism less likely. If necessary they can be powered through solar panels but connection to a fixed electricity supply is preferable.

We recommend the following locations for the initial group of 5, with more to be added later:

Either the BCA OR St Marys

Bishopstoke Methodist Church

Sewall Drive (most likely connected to the allotment building)

Underwood Road allotments

Stokewood surgery OR The YZone

Rose Close Open Space

Bishopstoke Parish Council has received a formal request from the Borough Council to consider accepting the transfer of a patch of open space land adjacent to Stoke Common play area.



There is currently a line of trees separating the play area from the open space. These trees, along with the remainder of the trees around the play area along its western and northern borders, are the responsibility of Bargate, and the estate management company, and NOT the parish council.

There is usually a sum attached to any transfer of land for future maintenance of it, but as yet there has been no discussion of such a sum.

Accepting the land would bring additional grass cutting and tree maintenance costs, although these would be minimal in comparison to the existing budget. It would also allow a potential opportunity to expand the play area in future.

However, the land is currently very likely to be perceived as “belonging” to Rose Close, especially as there are a number of parking spaces partially enclosed by the space that are for those living in the Close. Overcoming this feeling of ownership and bringing the area into more community use could prove tricky. The trees also have suffered from Ash dieback, hence the severe cutting back that was undertaken by Bargate last year.