



**Members of the Parish Council are summoned to attend a meeting  
to be held online on Tuesday 28 July 2020 at 7.30pm  
This Meeting is Open to the Public (contact [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org) to obtain the link)**

#### **AGENDA**

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 25 February 2020
4. To adopt and sign Minutes of the Parish Council decisions taken on lockdown arrangements on 24 March 2020
5. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
6. Declarations of Interest and Requests for Dispensations
7. Report on Planning Committee Meeting of 25 February, 10 March and 14 July 2020 – to note Resolutions and to determine Recommendations
8. To note the end of year audit report and approve the Council's response
9. To approve the revised arrangements for earmarked reserves
10. To adopt the Annual Governance Statements for the year ended 31 March 2020
11. To approve the Accounting Statements for the year ended 31 March 2020
12. To receive the RFO's Report and approve the Statements of Account to 30 June 2020
13. To receive reports from County, Borough and Parish Councillors on matters of interest
14. To receive the Clerk's Report
15. To consider content for the July 2020 Press Release
16. Date, time, place and agenda items for next meeting – Tuesday 22 September 2020 at 7.30pm, location to be confirmed

***D L Wheal***  
***Clerk to Bishopstoke Parish Council***  
***23<sup>rd</sup> July 2020***

*Members: Cllrs Toher (Chair), Harris (Vice Chair), Brown, Daly, Dean, Francis, Greenwood, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley*  
*FULL\_2021\_A01*

**Minutes of a Meeting of the Bishopstoke Parish Council  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.33pm on 25 February 2020**

**Present:** Councillor Sue Toher (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Chris Greenwood  
Councillor Trevor Mignot (from item 150)  
Councillor Andy Moore  
Councillor Mike Thornton  
Councillor Gin Tidridge

**In Attendance:** Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

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

**FULL\_1920\_M09/**

**Public Session**

**144 Apologies for Absence**

144.1 Apologies had been received and accepted from Cllr Francis, Cllr Parker-Jones, Cllr Roling and Cllr Winstanley.

**145 Councillors' Questions**

145.1 Cllr Tidridge asked if it would be possible to arrange a session for residents considering applying to become a Parish Councillor in the May elections. And also, whether it would be possible to include a section in the next newsletter to encourage not only potential new Parish Councillor candidates, but also to encourage participation in the elections themselves. Cllr Toher advised discussions would be held with the Clerk to see what was feasible.

**Action: Clerk**

145.2 Linked to Cllr's Tidridge's question about upcoming Parish elections, Cllr Daly asked whether it would be possible to place a sign advertising the disabled entrance at the junction of Portal Road to Spring Lane.

**Action: Clerk**

145.3 Cllr Moore commented on the number of potholes in the village. Cllr Toher asked for this to be discussed further in the meeting.

**146 To adopt and sign Minutes of the Parish Council meeting held on 28 January 2020**

146.1 The minutes of the above meeting had been circulated prior to this meeting.

146.2 Proposed Cllr Greenwood, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 28 January 2020 be adopted as a true record.

146.3 Cllr Tidridge asked for clarification on item 138.2 whether it was unanimous, or whether she had abstained.

**Action: Clerk**

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

147.1 The Clerk reports that The CCTV notes are not yet fully transcribed. When they are they will be added to the minutes and of course, made available to the new Council as requested.

There were no further actions for the Clerk

**Action: Clerk**

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

148.1 No declarations or requests made.

**149 Report on Planning Committee Meetings of 28 January 2020 – to note Resolutions and to determine Recommendations**

149.1 The Planning Committee Minutes from 28 January 2020 had been circulated prior to this meeting.

149.2 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 28 January 2020.

**150 Report on Finance and General Purposes Committee Meeting of 11 February 2020 – to note Resolutions and to determine Recommendations**

150.1 The Finance and General Purposes Committee Minutes from 11 February 2020 had been circulated prior to this meeting.

150.2 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 11 February 2020 be noted.

150.3 Cllr Thornton declared an interest in the grant to the Street Pastors. Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Council increase the grant to £700 to the Street Pastors.

150.4 Cllr Toher suggested that the Council writes to Ascension Trust, the organisation behind the Street Pastors, to explain that by increasing the annual membership fees, leading to each Street Pastor section struggling to meet the running costs and applying for grants. Eventually it could lead to the various Street Pastors around Eastleigh Borough merging and overall reducing the combined membership fees Ascension Trust receive.

150.5 Cllr Toher declared an interest in the war memorial. Proposed Cllr Tidridge, Seconded Cllr Moore, **RESOLVED** unanimously that the central war memorial plaque is replaced, bringing the

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wording to the same height as the adjacent plaques, and replacing the phrase “all other Bishopstoke men and women” with “all from Bishopstoke”.

**151 Report on Buildings Committee Meeting of 18 February 2020 – to note Resolutions and to determine Recommendations**

151.1 The Buildings Committee Minutes from 18 February 2020 had been circulated prior to this meeting.

151.1 Proposed Cllr Dean, Seconded Cllr Greenwood, **RESOLVED** unanimously that the resolutions of the Buildings Committee meeting held on 18 February 2020 be noted.

**152 To receive reports from Working Groups and other bodies**

152.1 It was noted that the Neighbourhood Plan Working Group will be meeting on 27 February 2020.

152.2 No other reports were received.

**153 To receive the RFO’s Report and approve the February 2020 Statement of Accounts**

153.1 The RFO reported nothing further to add to the Statement of Accounts.

153.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously to receive the RFO’s report and approve the February 2020 Statement of Accounts.

**154 To receive reports from County, Borough and Parish Councillors on matters of interest**

154.1 Cllr Brown gave an update on the works to remove asbestos in Bishopstoke Community Association.

154.2 Cllr Greenwood expressed concerns at the length of time it had taken to repair the damaged drain cover outside Stokewood Surgery.

154.3 Cllr Harris reported that he attended the Airport Consultative Committee meeting and a ceremony was held to mark the contribution of Godfrey Olson. Another 30 day consultation period for the airport extension would begin in June 2020. Cllr Harris also attend the BIFFOH meeting and reported that the Parish Council are not being kept up to date.

154.4 Cllr Moore reported that he has received complaints about the number of potholes in the village, and expressions of concern of the money being spent on the cycle way improvements along Bishopstoke Road.

154.5 Cllr Daly suggested whether the potholes could be dated so that the length of time to repair them could be monitored.

154.5 Cllr Thornton reported that he had attended an Eastleigh and Romsey area Mencap meeting and a production of Honk at Wyvern College. Cllr Thornton has been lobbying Hampshire Highways about the number of potholes in the village; there are 12 alone in Underwood Road.

154.6 Cllr Tidridge reported that she had attended the LAC meeting where the main matter was the proposed TRO for Church Road. Cllr Tidridge had also attended a team meeting where the next batch of proposed TROs were discussed – the Underwood Road section was discussed during the Planning Committee earlier in the evening. Studies are outstanding for the next section of TROs to be placed at the top of Church Road – Stoke Park Road to Bishopstoke Lane, Bracken Crescent to Fox Close. Cllr

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Tidridge reported that new bins will be placed in Mitre Copse, underpass on Fair Oak Road, Sewall Drive/Edward Avenue. Cllr Tidridge had attended 2 meetings of the Policy and Scrutiny Panel where a rise in crime was discussed. BIFFOH are asking ELAC to improve signage on train bridge for cyclists. Finally, Cllr Tidridge had attended Full Council where the 2020-21 budget was passed.

154.7 Cllr Toher spoke at the LAC and attended the final meeting of the BMH Management Committee.

**155 To receive the Clerk's Monthly Report**

155.1 The Clerk reports that the Parish Office roof has now been fixed at a very reasonable cost. A large branch had come off one of the trees along the path through from the office to Portal Road and that has been dealt with by Green Smile.

155.2 Interviewing for the Cemeteries Officer and Admin Assistant post has gone well with all candidates appearing suitable for the role. The position has been offered and the new employee is expected to start in the second week of March.

155.3 The Clerk has recently received a few more requests for bin calendars. In contrast to earlier requests, these latest ones have simply phoned up and demanded a copy of their calendar be posted to them.

**156 To consider content for the February 2020 Press Release**

156.1 It was agreed that the press release would include: the grant for the Street Pastors; the replacement of the War Memorial plaque; to advertise a session for potential candidates for Parish Councillors; and to advertise the change in ownership of the BMH with new contact details.

**Action: Clerk**

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

157.1 The next meeting will be on Tuesday 24 March 2020, at 7:30pm in the Parish Office.

157.2 Agenda items for the meeting to the Clerk by Monday 16 March 2020 please.

*There being no further business, the Chair closed the meeting at 8.33pm*

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

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

## Minutes of Decisions of the Bishopstoke Parish Council taken on 24 March 2020

**Present:** Councillor Sue Toher (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Peter Brown  
Councillor Anne Dean  
Councillor Chris Greenwood  
Councillor Andy Moore  
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** Discussion took place via email as lockdown had been announced on 22 March.

**FULL\_1920\_M10/**

### 158 Apologies for Absence

158.1 Cllrs Daly, Francis, Mignot and Roling did not take part in the discussion.

### 159 To adopt the Emergency Delegation policy

159.1 The policy had been sent out with the supporting papers for the meeting.

159.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the Emergency Delegation Policy

### 160 To resolve that Bishopstoke Parish Council meets the criteria for adoption of the General Power of Competence

160.1 An explanation of the criteria necessary, along with evidence showing the Council meets the criteria, had been included with the supporting papers for the meeting.

160.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that Bishopstoke Parish Council meets the criteria needed to adopt the General Power of Competence.

### 161 To adopt the General Power of Competence

161.1 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that Bishopstoke Parish Council adopt the General Power of Competence.

*The discussion was limited to these three items only and finished at 9pm on 24 March. As a lockdown had already been announced by the Government the Emergency Delegation policy came into effect immediately.*

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

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

**Minutes of a Meeting of the Planning Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.00pm on 25 February 2020**

**Present:** Cllrs Brown (Chair), Dean, Greenwood and Toher

**In Attendance:** Mrs S Thorogood (RFO to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present

**PLAN\_1920\_M19/**

**Public Session**

**186 Apologies for Absence**

186.1 Apologies had been received and were accepted from Cllr Francis.

**187 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 28 January 2020**

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

187.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28 January 2020 be adopted as a true record.

**188 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

188.1 The Clerk's action in 181.1 will be reported in the Clerk's report. There were no other matters arising from the minutes.

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

189.1 Cllr Toher declared an interest in item F/20/87298 as she is a neighbour.

**190 Consideration of Planning Applications**

190.1 F/20/87298 – Land lying East of Spring Lane – Erection of detached single storey garage block. The Committee's objections to the previous application at this site still stand in that it is overdevelopment, and for commercial use in a residential area. There are still also concerns over the current mud track being used for access.

The Committee agreed to further object to this revised application and made the following comments. The application is nothing to do with 56 Spring Lane as per the drawings and is in fact "Land lying to the East of Spring Lane". The Committee noted that the revised application had gone from 5 to 4 units, with the fourth unit being wider than the others, and felt concerned this would be used as storage. The Committee also noted that the drawings are not to scale. The Committee felt there is no documented link between houses mentioned in section 25 of the application form with relation to legal ownership of the garages and commented that they are not an agricultural tenant.

190.2 H/20/87260 – 35 Nelson Road – Single storey rear extension and first floor front extension. The Committee agreed to raise no objection to this application.

190.3 H/20/87302 – 43 Oakgrove Road - Single storey rear extension following demolition of existing conservatory and detached garage and alterations for fenestration. The Committee agreed to raise no objection to this application.

**Action: RFO**

190.4 The Committee briefly discussed the application for works to St Paul’s – F/20/87285 which is now appearing on the website. The application will be discussed at the next Planning Committee meeting in March.

190.5 There were no late applications for this agenda.

**191 To agree a response, if needed, to the proposed Traffic Regulation Order (Amendment No 4) 2020 for roads in Bishopstoke**

191.1 After reviewing the proposed Traffic Regulation Order, the Committee felt that on the whole, the TROs are mostly sensible but had a few questions:

The Committee were concerned that the proposed TROs could push traffic to park on the green at the top of Underwood Road and would ask whether it was possible to protect the green by putting a TRO around the whole of the green.

The Committee felt it would be important to ensure that a sufficient number of signs are placed indicating the new TROs and placed at suitable spacing for visibility.

The Committee would also like to know what the provisions are for residents who do not leave for work at 8am.

The Committee would also like clarification as to the limit of TROs in a 12-month period as it was previously believed that the maximum was 10.

**192 Report on recent planning decisions**

192.1 T/19/87061 – Land adjacent to 6 Brasher Close – 1 no. Oak (T1) - Reduce the height of the tree by a further 2 metres beyond the previous points, reshape and re-balance the crown by reducing the lateral growth by up to 2 metres. Remove the 2 lowest laterals that extend towards the house back to the main stem – The Committee agreed to object on the grounds that this appears to be unnecessary work on a healthy tree – The Borough Refused permission as this would be “unjustified work to the detriment of the health and appearance of the tree”

192.2 H/19/87015 – 37 Rogers Road - Loft conversion with gable extension and rear facing dormer window and single storey rear extension – The Committee agreed to raise no objection to the planning application but wished to comment noting the grounds upon which the application had previously been refused. – The Borough Council Permitted this Planning Application.

192.3 H/19/86945 – 9 Bolderwood Close– Two storey rear extension, single storey side extension and alterations to fenestration – The Committee agreed to raise no objection to this application but wished to raise a concern regarding potential loss of parking – The Borough Council Permitted the application but has included a condition requiring a minimum of three parking spaces within the curtilage of the site which also have to be maintained going forward.

192.4 T/20/87126 – 8 Manor Farm Close – 1 no. Robinia (T2) – Fell – The Committee agreed to raise no objection to this application and wished to comment that they were pleased to see the intention to plant a new tree in place of the felled Robinia – The Borough Council Consented to this application.

192.5 T/19/86867 – Hollies, 23 Bishops Court – 1 no. Swamp Cypress (T1) - reduce the height from 12 metres to no less than 10 metres and reduce current 8 metre width to no less than 6 metres – The Committee agreed to raise no objection to this application - The Borough Council Consented to this application.

**193 Clerk’s Report**

193.1 A reply to Andy Grandfield has been sent as the Committee requested. It is hoped there will be a reply by the next meeting.

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

194.1 The next regular meeting will be on Tuesday 10<sup>th</sup> March 2020, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

194.2 Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 2<sup>nd</sup> March 2020.

**195 Motion for Confidential Business**

195.1 As neither the Clerk nor the Committee members had any confidential business to raise, this was not moved.

*There being no further business, the Chair closed the meeting at 7.28pm*

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

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

**Minutes of a Meeting of the Planning Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.00pm on 10 March 2020**

**Present:** Cllrs Greenwood (Vice Chair), Dean, Francis and Toher

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

**Public Attendance:** 0 members of the public were present

**PLAN\_1920\_M20/**

**Public Session**

**196 Apologies for Absence**

196.1 Apologies had been received and were accepted from Cllr Brown.

**197 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 25 February 2020**

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

197.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED**, with Cllr Francis abstaining due to absence, that the minutes of the Planning Committee meeting held on 25 February 2020 be adopted as a true record.

**198 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

198.1 There were no matters arising.

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

199.1 There were no declarations or requests.

**200 Consideration of Planning Applications**

200.1 F/20/87285 – Church Hall, St Paul's Church – Erect single-storey side and rear extensions; raise eaves and replace existing roof with dual-pitch roof with flat roof over rear extension; install solar panels, gas central heating, 12no. rooflights and 4no. roof lantern; increase size of car park plus repairs to existing building, new foul drainage path and tree works. – The Committee agreed to raise no objection to the application. The Committee further agreed to request the Clerk contact the Borough and raise the question of what procedures are in place for when the Borough Council adjudicates on its own planning applications. The Committee wished to ask whether it might be wise for the Borough Council's applications to be looked at by a neighbouring planning authority.

**Action: Clerk**

200.2 H/20/87310 – 7 Oakgrove Road – Single storey rear extension including flue for log burner following demolition of existing garage, front porch, installation of flue and alterations to fenestration – The Committee agreed to raise no objection to the application but wished to comment that they would like to see a site visit with particular reference to the log burner, which did raise some cause for concern given the potential environmental impact.

200.3 H/20/87458 – 72 Stoke Common Road – Retrospective application for detached garage in rear garden - The Committee agreed to raise no objection to this application.

200.4 T/20/87368 – 4 Manor Farm Grove – Group of Macrocarpa and Lawson Cypress - Remove all current coniferous species on site and replant with a more appropriate species hedge along the southern and western boundary fence-line – The Committee noted that the Macrocarpa and Lawson Cypress are all protected by TPO and do not appear to be diseased, unhealthy, dying or a danger to life or property. For that reason the Committee agreed to object to the planning application.

200.5 T/20/87431 – 1 Sydney Road – 1 Walnut tree – crown reduction by 4 metres and crown thinning by 20%. Removal of 1-2 branches to shape and balance the tree – The Committee agreed to raise no objection to the application but noted that the applicant is not the owner of the tree.

200.6 There were no late applications for this agenda.

## **201 Report on recent planning decisions**

201.1 H/20/87124 – 22 Rosehip Close – Single storey rear extension & Elevational alterations – The Committee agreed to raise no objection to this application – The Borough Council permitted the application.

201.2 H/19/87109 – 57 Stoke Park Road – Loft conversion to provide first floor living accommodation with 8no. rooflights – The Committee agreed to raise no objection to this application but to comment that they would like to see the rear garden utilised for parking – The Borough Council permitted this application.

## **202 Clerk's Report**

202.1 The Clerk indicated that there was nothing further to report.

## **203 Date, time, place and agenda items for next meeting**

203.1 The next regular meeting will be on Tuesday 24<sup>th</sup> March 2020, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

203.2 Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 16<sup>th</sup> March 2020.

203.3 Cllr Francis gave her apologies for the meeting on the 24<sup>th</sup> March.

**204 Motion for Confidential Business**

204.1 Proposed Cllr Greenwood, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**205 Reported Breaches of Development Control (Confidential Business)**

205.1 The Clerk reported seven new alleged breaches of Development Control.

205.2 The Clerk reported three concluded breaches of Development Control.

205.3 Cllrs reported no additional items of confidential business

*There being no further business, the Chair closed the meeting at 7.20pm*

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

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

**Minutes of a Meeting of the Planning Committee  
held online commencing at 7.00pm on 14 July 2020**

**Present:** Cllrs Brown (Chair), Dean, and Toher

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

**Public Attendance:** 0 members of the public were present

**PLAN\_2021\_M01/**

**Public Session**

**1 Apologies for Absence**

1.1 Apologies had been received and were accepted from Cllrs Francis and Greenwood.

**2 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 10 March 2020**

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

2.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 10 March 2020 be adopted as a true record.

2.3 The Clerk was requested to forward any reply from the Borough Council on the question of it deciding on its own applications to the Committee, and if there had not been one, to chase it.

**Action: Clerk**

**3 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

3.1 There were no matters arising.

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

4.1 There were no declarations or requests.

**5 Consideration of Planning Applications**

5.1 NC/20/87992 – Manor Cottage, Church Road – 2 no. Holm Oak (T1 & T2) - reduce height by 2 metres and lateral branches by 2 metres – The Committee agreed to raise no objection to the application.

5.2 F/19/86707 – Southampton International Airport – Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and the reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces (Amended Description) This application is subject to an Environmental Impact Assessment.

The Clerk noted that the obvious difference between the two applications was that the initial application had specified an additional 600 spaces for long term parking, whereas the new application simply mentions “additional spaces” without providing a figure.

The objection raised by the Committee on the previous occasion this application was considered was:

“The Committee agreed to object to this application. Grounds for objection were the increased noise levels over Bishopstoke due to the longer, lower take off routes; the increased traffic levels along Southampton Road which already suffers from poor air quality and high pollution levels; the submitted Local Plan states that there is a need to address pollution from vehicle emissions and this airport expansion will only serve to increase traffic; the proposed route for traffic from the new road proposed in the submitted Local Plan is down Bishopstoke Lane and this will only increase that traffic; both the Borough Council and Bishopstoke Parish Council have declared a Climate Change Emergency – an airport expansion goes contrary to the aims stated by both Councils in terms of climate change; vehicle access to the airport is not sufficient to deal with the increase in traffic which will mean more delays and more pollution and finally there appear to be no plans to improve the existing road network – either national or local – to take account of the increase in traffic that would result from this expansion. Additionally, the Committee would like to see a carbon mitigation plan and a clarification of the proposed road going from one side of the airport to the other – especially with regard to how it fits in with any proposed Chickenhall Lane link road”

The Committee agreed to restate this objection in its entirety. The Committee also agreed to add a comment regretting the lack of commitment to a specific number of parking spaces and asking what the minimum number would be.

5.3 There were no late applications for this agenda.

## **6 Report on recent planning decisions**

6.1 H/19/87049 – 22 Earls Close – Two storey side extension – No objection raised by the Planning Committee – The Borough Council permitted the application

6.2 H/20/87260 – 35 Nelson Road - Single storey rear extension and first floor front extension – No objection raised by the Planning Committee – The Borough Council permitted the application

6.3 H/20/87302 – 43 Oakgrove Road - Single storey rear extension following demolition of existing conservatory and detached garage and alterations to fenestration – No objection raised by the Planning Committee – The Borough Council permitted the application

6.4 T/20/87504 – Glebe Meadow - 2 no. Ash (T1 and T2) - Reduce by 2-3m all round due to multiple branch failures and close proximity to built structures. 1 no. Ash (T3) - Reduce to a 1.2m Pollard due to significant decay and canopy dieback – No objection raised by the Planning Committee – The Borough Council consented to the application

6.5 H/20/87496 – 29 Weavills Road – Two Storey rear extension – No objection raised by the Planning Committee – The Borough Council permitted the application

6.6 H/20/87458 – 72 Stoke Common Road – Retrospective garage application – No objection raised by the Planning Committee – The Borough Council permitted the application

6.7 H/20/87594 – 19 Rogers Road - Loft conversion with hip to gable roof extension, rear facing dormer with balcony over single storey rear extension – No objection raised by the Planning Committee – The Borough Council permitted the application

6.8 T/20/87613 – St Marys – 3 no. Beech trees and 1 no. Chestnut - Permission is sought to remove roots of up to 25mm, as necessary, in order to repair the tarmac path Council application – This was not considered by the Planning Committee as the application was made by Bishopstoke Parish Council – The Borough Council consented to the application

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

6.9 T/20/87431 – 1 Sydney Road - 1 no. Walnut tree - Crown reduction by 4 metres and crown thinning by 20%. Removal of 1 - 2 lower branches to shape and balance the tree – No objection raised by the Planning Committee – The Borough Council refused the 4m reduction and crown thinning. However, they consented to a reduction by 3m, no crown thinning and the removal of 1-2 lower branches

6.10 F/20/87298 – Land lying East of Spring Lane - Erection of single storey detached garage block – The Planning Committee had objected to this revised application and made the following comments. The application is nothing to do with 56 Spring Lane as per the drawings and is in fact “Land lying to the East of Spring Lane”. The Committee noted that the revised application had gone from 5 to 4 units, with the fourth unit being wider than the others, and felt concerned this would be used as storage. The Committee also noted that the drawings are not to scale. The Committee felt there is no documented link between houses mentioned in section 25 of the application form with relation to legal ownership of the garages and commented that they are not an agricultural tenant – Permit with conditions - The garages hereby approved shall only be used for the purposes of parking private motor vehicles and domestic storage and shall not, at any time, be used for living accommodation, business, commercial or industrial purposes – The Borough Council permitted the application on the conditions that: “The garages hereby approved shall only be used for the purposes of parking private motor vehicles and domestic storage and shall not, at any time, be used for living accommodation, business, commercial or industrial purposes, Reason: To limit the impact the development has on the amenity of the locality; No vehicles shall be parked to the front of the garage block at any time, unless agreed in writing by the Local Planning Authority. Reason: In the interest of access and highway safety”

6.11 T/20/87368 – 4 Manor Farm Grove - Group of Macrocarpa and Lawson Cypress - Remove all current coniferous species on site and replant with a more appropriate species hedge along the southern and western boundary fence-line – The Committee noted that the Macrocarpa and Lawson Cypress are all protected by TPO and do not appear to be diseased, unhealthy, dying or a danger to life or property and therefore the Committee agreed to object to the planning application on those grounds – The Borough Council consented to the application

6.12 F/19/86348 – 58-64 Stoke Common Road - Construction of 10No. three bedroom semi-detached dwellings, 2No. three bedroom detached dwellings and 4No. three bedroom detached chalet dwellings will ancillary parking, amenity space and landscaping following demolition of Nos.58-64 Stoke Common Road –The Committee agreed to object on the grounds that there is no provision for affordable / social housing; there has been no significant change to the design of the properties so they are still not in keeping with the local area; there is an unmet requirement for visitor parking; this development would mean the loss of several bungalows for the elderly with no similar new provision and as there is still no public transport in the area the significant increase in traffic movements in an already hazardous location will prove dangerous – The Borough Council permitted the application

## **7 Clerk’s Report**

7.1 The Clerk informed the Committee that during lockdown there had been five planning applications that had not been considered by the planning committee. These were:

H/20/87492 – 27 Whalesmead Road – Two storey rear extension – Permitted by the Borough Council

F/20/87614 – 69-73 Bishopstoke Road - Addition of first floor office within new pitched roof to include 3no. front and 2no. rear dormers – Permitted by the Borough Council

T/20/87824 – 5 Sydney Road - 1 no. birch (T1) - Crown lift to 4 metres, crown reduce by 2 metres and crown thin by 25%. 2 no. Norwegian spruce (T2 & T3) - Crown reduce by 2 metres and crown thin by 25%. – Consented to by the Borough Council

H/20/87815 – 13 The Spinney – Two storey rear extension – Permitted by the Borough Council

H/20/87937 – 2 Whalesmead Road – Single storey side extension – As yet undecided

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

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

8.1 The next regular meeting will be on Tuesday 28<sup>th</sup> July 2020, at 7:00pm and will be held online.

8.2 Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 20<sup>th</sup> July 2020.

**9 Motion for Confidential Business**

9.1 The Clerk informed the Committee that the report on enforcement matters would be presented at the next meeting. No motion for confidential business was therefore required.

**10 Reported Breaches of Development Control (Confidential Business)**

10.1 The Clerk reported no new alleged breaches of Development Control.

10.2 The Clerk reported no concluded breaches of Development Control.

10.3 Cllrs reported no additional items of confidential business

*There being no further business, the Chair closed the meeting at 7.28pm*

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

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

# Do the Numbers Limited

17<sup>th</sup> June 2020

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 2020

Please find below a summary of the matters arising from my visits to the office today and earlier in the year. The review was completed during COVID lockdown and appropriate allowance has been made for such. Overall I found the records and systems of the council to be in excellent order.

Control area	Issue	Recommended Action
Budget report	The budget spreadsheet used does not include comparatives and actuals which limits its use a tracking tool.	Once the council moves across to standard software in 201/21 the system reports can be used.
Earmarked and general reserves	The reserves of the council are higher than the standard guidance and the earmarked reserves are not in accordance with the updated guidance.	At the next available meeting, members should assess the reserves and reallocate to bring them into compliance with the guidance ( <a href="#">see para 5.32 here</a> )
AGAR Box 4	In the draft figures presented for audit, expenses and allowances had been included in Box 4 rather than box 6.	As per the updated guidance (see para 2.16 in the above link) only direct payroll costs should be in box 4 from now on.
VAT reclaim	The council has not been reclaiming VAT on a regular basis. Annual returns are not good for cashflow.	From April 2020 the software VAT claim system can be used quarterly.
Charities	The Council has decided not to take over the BCA building, but should be aware that its <a href="#">Charity returns</a> are not up to date.	Whenever the council works with or provides grants to charities, it should ensure that they are compliant with regulations.
Website	The officers are still populating the new website with the required documents.	Over the coming months, members should review the checklist ( <a href="#">page 28</a> ) and notify officers of any omissions.

Please find enclosed 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

37 Upper Brownhill Road, Southampton, SO16 5NG, 023 8077 2341  
eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

## Response to Internal Audit report (July 2020)

Control area	Issue	Recommended Action	Proposed Council Action
Budget Report	The budget spreadsheet used does not include comparatives and actuals which limits its use as a tracking tool.	Once the council moves across to standard software in 2020/21 the system reports can be used.	The RFO has been undertaking training on the new system. It is now being used as the cash book and we expect the reporting to be in place for September
Earmarked and general reserves	The reserves of the council are higher than the standard guidance and the earmarked reserves are not in accordance with the updated guidance.	At the next available meeting, members should assess the reserves and reallocate to bring them into compliance with the guidance ( <a href="#">see para 5.32 here</a> )	Reserves for Bishopstoke Council are planned to be between 25% and 40% in the medium term. Guidance suggested they should be between 25% and 30%. Current projections show reserves at <50% by March 2021, <40% by March 2022 and <30% by March 2023. It would be possible to achieve this more quickly by utilising more of the reserves in the next budget. This would, however, imply a larger precept increase in the following years

			to maintain the correct level of expenditure and reserve. Regarding the purpose of earmarked reserves, this is being covered elsewhere on the agenda for 28 <sup>th</sup> July 2020.
AGAR Box 4	In the draft figures presented for audit, expenses and allowances had been included in Box 4 rather than box 6.	As per the updated guidance (see para 2.16 in the above link) only direct payroll costs should be in box 4 from now on.	This change in practice comes into force for 2020-21, but the RFO has changed the 2019-20 form as recommended by the auditor for comparison purposes going forward.
VAT reclaim	The council has not been reclaiming VAT on a regular basis. Annual returns are not good for cashflow.	From April 2020 the software VAT claim system can be used quarterly.	There were delays in implementing the new software which led to VAT claims being completed manually for 2019-20. The VAT returns will be made quarterly.
Charities	The Council has decided not to take over the BCA building, but should be aware that its Charity returns are not up to date.	Whenever the council works with or provides grants to charities, it should ensure that they are compliant with regulations.	This will be done.
Website	The officers are still populating the new website with the required documents.	Over the coming months, members should review the checklist ( <a href="#">page 28</a> ) and notify officers of any omissions.	This will entail much more detailed information on payments being published, as well as information that we have not previously published. This work is taking place and will take shape as the website is updated over the coming months.

We are particularly pleased that the auditor noted that “the records and systems of the Council are in excellent order”.

## Full Council – 28 July 2020

### Earmarked reserves

Following comments from the internal auditor the Clerk and RFO have looked again at the specific areas and amounts for which earmarked reserves were agreed.

This table shows the previous agreement alongside the current recommendation.

Category	Previous amount	Recommendation
Bishopstoke Memorial Hall (repair fund)	£20,000	£40,000
Tree work (relating to Feb 2020 Survey)	£20,000	£10,000
Staff (training, overtime and potential new staff)	£10,000	N/A
Defibrillators	£5,000	£5,000
Coronavirus hardship fund	£3,000	£3,000

The tree budget can be reduced as the quotes that have come in from the survey work are less than previously anticipated.

The Memorial Hall fund may prove to be over-cautious, but there is no time limit on when it needs to be spent by and any left over funds could go towards the costs associated with any new building on the site.

Staff reserve has been removed after guidance from the auditor.

It has been decided not to alter the total amount of earmarked reserves being recommended as to do so would have an impact on the forecasting that was the basis of the Council's budget and precept decision in January 2020.

# Annual Internal Audit Report 2019/20

## BISHOPSTOKE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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.			✓
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		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: 23/1/20, 17/6/20  
 Name of person who carried out the internal audit: ELEANOR S. GREEN  
 Signature of person who carried out the internal audit: [Signature]  
 Date: 17/6/20

\*If the response is 'no' you must include a note to 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 2019/20

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 2020, 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:

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

and recorded as minute reference:

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

[www.bishopstokepc.org](http://www.bishopstokepc.org)

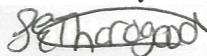
## Section 2 – Accounting Statements 2019/20 for

### BISHOPSTOKE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	144,685	158,534	<i>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.</i>
2. (+) Precept or Rates and Levies	184,464	219,890	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	114,688	61,010	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	67,918	71,126	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	217,384	171,828	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	158,534	196,480	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	129,008	174,551	<i>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.</i>
9. Total fixed assets plus long term investments and assets	305,114	308,649	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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



Date

17/06/20

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

as recorded in minute reference:

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

**PARISH COUNCIL MEETING ON 24 March 2020**  
**MONTHLY STATEMENT OF ACCOUNT February 2020)**

**Start**    01/02/2020  
**End**     29/02/2020

**ITEM 9**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 4,440.76	£ 3,262.33	£ 35,000.00	£ 19,942.28		£ 22,760.81
EBC	£ 226,027.60				£ 35,000.00	£ 191,027.60
<b>Total</b>	<b>£ 230,468.36</b>	<b>£ 3,262.33</b>	<b>£ 35,000.00</b>	<b>£ 19,942.28</b>	<b>£ 35,000.00</b>	<b>£ 213,788.41</b>

Receipts in detail	
Burial Board	£ 3,185.00
Allotments	£ 77.33
Carnival	
VAT refund	
Misc.	
<b>Total</b>	<b>£ 3,262.33</b>

VAT	
Previously Claimed	£ 53,708.97
Claimed in February	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2019 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Feb 20	£ 111,495.93	£ 219,889.82	£ 9,162.08	£ 479.77	£ 150,000.00	£ 191,027.60
Feb 20						£ 191,027.60

Notes

**PARISH COUNCIL MEETING ON 28 July 2020**  
**MONTHLY STATEMENT OF ACCOUNT March 2020**

**Start 01/03/2020**

**End 31/03/2020**

<b>Fund Movements</b>						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 22,760.81	£ 1,115.00	£ 60,000.00	£ 40,938.52		£ 42,937.29
EBC	£ 191,027.60	£ 586.34			£ 60,000.00	£ 131,613.94
<b>Total</b>	<b>£ 213,788.41</b>	<b>£ 1,701.34</b>	<b>£ 60,000.00</b>	<b>£ 40,938.52</b>	<b>£ 60,000.00</b>	<b>£ 174,551.23</b>

<b>Receipts in detail</b>	
Burial Board	£ 1,115.00
Allotments	
Carnival	
VAT refund	
Misc.	
<b>Total</b>	<b>£ 1,115.00</b>

<b>VAT</b>	
Previously Claimed	£ 53,708.97
Claimed in March	
Unclaimed	

<b>EBC Loan Account Summary</b>						
		Money In			Money Out	
	1 April 2019 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Mar 20	£ 111,495.93	£ 219,889.82	£ 9,162.08	£ 1,066.11	£ 210,000.00	£ 131,613.94
Mar 20						£ 131,613.94

<b>Notes</b>

**PARISH COUNCIL MEETING ON 28 JULY 2020**  
**MONTHLY STATEMENT OF ACCOUNT April 2020**

**Start**    01/04/2020  
**End**     30/04/2020

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 42,937.29	£ 23,279.02		£ 11,798.97		£ 54,417.34
EBC	£ 131,613.94					£ 131,613.94
<b>Total</b>	<b>£ 174,551.23</b>	<b>£ 23,279.02</b>	<b>£ -</b>	<b>£ 11,798.97</b>	<b>£ -</b>	<b>£ 186,031.28</b>

Receipts in detail	
Burial Board	
Allotments	
Carnival	
VAT refund	£ 23,279.02
Misc.	
<b>Total</b>	<b>£ 23,279.02</b>

VAT	
Previously Claimed	£ 53,708.97
Claimed in April	£ 23,279.02
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Apr 20	£ 131,613.94					£ 131,613.94
Apr 20	£ 131,613.94					£ 131,613.94

Notes
<p>EBC have not yet provided a statement of transactions to hit the savings account since 1st April so the current balance is unknown. The RFO has requested a statement.</p>

**PARISH COUNCIL MEETING ON 28 JULY 2020**  
**MONTHLY STATEMENT OF ACCOUNT May 2020**

**Start**    01/05/2020  
**End**     31/05/2020

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 54,417.34	£ 3,121.67		£ 15,551.31		£ 41,987.70
EBC	£ 131,613.94					£ 131,613.94
<b>Total</b>	<b>£ 186,031.28</b>	<b>£ 3,121.67</b>	<b>£ -</b>	<b>£ 15,551.31</b>	<b>£ -</b>	<b>£ 173,601.64</b>

Receipts in detail	
Burial Board	£ 2,975.00
Allotments	£ 18.67
Carnival	
VAT refund	
Misc.	£ 128.00
<b>Total</b>	<b>£ 3,121.67</b>

VAT	
Previously Claimed	£ 76,987.99
Claimed in May	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to May 20	£ 131,613.94					£ 131,613.94
May 20	£ 131,613.94					£ 131,613.94

Notes
<p>EBC have not yet provided a statement of transactions to hit the savings account since 1st April so the current balance is unknown. The RFO has requested a statement.</p>

**PARISH COUNCIL MEETING ON 28 JULY 2020**  
**MONTHLY STATEMENT OF ACCOUNT June 2020**

**Start**    01/06/2020  
**End**     30/06/2020

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 41,987.70	£ 725.00		£ 24,971.80		£ 17,740.90
EBC	£ 131,613.94					£ 131,613.94
<b>Total</b>	<b>£ 173,601.64</b>	<b>£ 725.00</b>	<b>£ -</b>	<b>£ 24,971.80</b>	<b>£ -</b>	<b>£ 149,354.84</b>

Receipts in detail	
Burial Board	£ 725.00
Allotments	
Carnival	
VAT refund	
Misc.	
<b>Total</b>	<b>£ 725.00</b>

VAT	
Previously Claimed	£ 76,987.99
Claimed in June	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Jun 20	£ 131,613.94					£ 131,613.94
Jun 20	£ 131,613.94					£ 131,613.94

Notes
<p>EBC have not yet provided a statement of transactions to hit the savings account since 1st April so the current balance is unknown. The RFO has requested a statement.</p>



## Emergency Group Decisions

Date	Decision	Result
27 Mar	To approve the recommended £1,000 grant to the Evangelical Church (recommended by F&GP)	Agreed
27 Mar	To approve the amendment to Financial Regulations to allow all staff to have a Council debit card (recommended by F&GP)	Agreed
27 Mar	To grant Cllr Roling a medical dispensation until April 2021	Agreed
28 Mar	To extend the Council year to permit all Councillors to maintain their current roles, with the decision to be reassessed once normal meetings are resumed	Agreed
29 Mar	Reserving of funds across financial years £20k for BMH; £20k for trees; £10k for staff training, overtime and potential new staff; £5k for defibrillators; £3k for coronavirus hardship grant fund	Agreed
29 Mar	Travel Tokens Send out tokens without waiting for a renewal form	Agreed
29 Mar	Use the General Power of Competence to grant a sum of money to cover costs of volunteers at Wainwright's Chemist	Declined
9 Apr	To approve the Financial Systems Risk Assessment (recommended by F&GP)	Agreed
9 Apr	TO approve the Investment Strategy (recommended by F&GP)	Agreed
9 Apr	To approve the Statement of Internal Control	Agreed
9 Apr	To accept a quote from CDS for a Cemetery Groundwater survey required by changes in legislation	Agreed
9 Apr	To give the go ahead for remedial work to be done on the Memorial Hall during lockdown	Agreed
12 May	To apply for a grant to cover loss of earnings for the Memorial Hall from the Borough Council	Agreed
21 May	To cancel a previously unknown rolling contract for fire services at the Memorial Hall from Churches Fire Security	Agreed
1 July	To open play areas as per government guidelines after inspections have taken place and signage has been installed	Agreed

**Full Council  
Clerk's report  
28 July 2020**

**Clerk's Report**

**Bishopstoke Memorial Hall**

Sadly during the course of the lockdown we became aware that people were entering the Memorial Hall and using it as a base to drink. Once this became clear we changed all the locks on the doors and set up a webcam in the Parish Office to monitor the door. On the 11<sup>th</sup> July we were contacted by the Police who informed us that the Hall had been broken into and a window smashed. Through reviewing footage on the webcam we were able to determine that the Parish Office had also been broken into by means of simply pulling open the fire door from the outside.

We took steps to secure the Memorial Hall and the locks have recently been changed again. The police were able to identify the person in the footage and have taken samples of blood and fingerprints from within the Hall. We await further news from the police. To avoid repeatedly having to have a large number of keys cut we are intending to install police approved keysafes both outside and inside the Hall. The code will regularly be changed to avoid an increasing number of people knowing it over time.

In the meantime, remedial work on the Hall has started and a quote for the repair of the steps leading up to the Hall has been accepted. Hirers have been contacted regarding recent events and have also been informed of the processes we are going through in readying the Hall for potential reopening. The losses incurred by our inability to hire out the Hall during lockdown have been mitigated by a grant from the Borough Council.

**Parish Office**

Following the discovery that the Parish Office can be broken into by simply pulling open the fire door we took steps to secure all the documents that are usually stored there. We had already removed anything of monetary value from the office and have now removed all documentation. We are in the position that if we leave the fire door unsecured then the office is not secure overnight, but if we secure the fire door then it no longer functions as a fire door and so legally we could not work there. This has very little impact on current working arrangements but obviously will factor into how we resume standard operations as a Council staff, and how we hold meetings when physical meetings can resume.

We are waiting for a reply from the company that supplied the office as to whether there is anything that can be done to improve security but in the meantime we will continue working from home as we have been for a number of months. Procedures were already in place to ensure safe exchange of paperwork and equipment, but we have moved further to accommodate recent events. I visit the Hall and office every day to check they have not been accessed again and to collect any post which is then distributed by me as necessary, including sending images via mobile phone if needed.

**Glebe Meadow**

With the recent hot weather and the restrictions of lockdown easing, Glebe Meadow has again seen an increase in litter, resulting in Green Smile spending over an hour there one morning recently just clearing up broken glass. Both the Police and Fire Brigade were called by residents recently as a fire had been started in the skate park area. The fire contained aerosol cans including deodorant but fortunately none exploded. However, the tarmac was damaged in the process. The police were unable to attend but the Fire Brigade did extinguish the fire. The weekend of the break in at the Hall I had

chained up the basket swing due to safety concerns. Two thick chains and two large padlocks were used to secure the swing on the Friday morning. By Saturday afternoon both chains and both padlocks had been removed and were nowhere to be found. Accordingly, as I could not guarantee the safety of the swing, and nor could I guarantee the swing would be left untampered with if I were to chain it up again, I made arrangements to have the swing removed. It will be kept separately until a decision is made to repair, replace or remove the unit.

#### Allotments

Through lockdown the allotments have continued to be well used with most plot holders happy to maintain social distancing on site. There have been some complaints about parish-owned machinery not being available. The decision was taken early on that in order to avoid a number of risks of virus transmission we would not open the allotment shop or ask the site reps to loan out machinery. Most plot holders have accepted this.

A recent inspection has shown that there are a few plots that have not been maintained during lockdown but as this is more than likely due to plot holders wisely shielding, we have not been taking any enforcement action. However, there appear to be many plots where trees are significantly larger and taller than is permitted by regulations and we are intending to remind tenants of their responsibilities in the September rent letters.

#### Cemetery

Funerals have continued during lockdown albeit with a limit on the number of households and mourners that could attend. There have been several reports of anti-social behaviour at the Cemetery which we have passed on to the police. We have also advised residents to contact the police in the first instance, which is what the police have asked us to do. Only with increased reporting will there be an increase in patrols and responses in the area. The Cemetery Working Group will be asked to consider whether anything can be done to improve this situation at all our burial sites.

#### Future Meetings

For the time being future meetings will continue to be virtual. I anticipate returning to a relatively normal meeting schedule from September, but I see little need to insist on meeting physically. The legislation is in place until at least April next year so it makes sense to make use of it. The government is currently advising that the earliest we can hope for a return to “mostly normal” is November / December so I plan for all meetings to be virtual until at least the new year.