

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 12 July 2022**

**Present:** Councillor Gin Tidridge (Chair for the meeting)  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Dave Francis  
Councillor Martin Lyon (from para 25.10)  
Councillor Chris McKeone  
Councillor Dermot McKeone  
Councillor Andy Moore  
Councillor Lou Parker-Jones  
Councillor Mike Thornton

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

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

**FULL\_2223\_M02/**

**21 Election of Chair for the meeting**

21.1 As both the Chair and Vice Chair had given their apologies, it was necessary to elect a Chair for the meeting. Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Tidridge be elected Chair for the meeting.

**22 Apologies for Absence**

22.1 Apologies had been received and were accepted from Cllrs Candy, R Dean, Hillier-Wheal, Lynch and Winstanley.

**23 To adopt and sign Minutes of the Parish Council meeting held on 10 May 2022**

23.1 The minutes of the above meeting had been included in the document pack for this meeting.

23.2 Proposed Cllr Parker-Jones, Seconded Cllr Daly, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10 May 2022 be adopted as a true record.

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

24.1 There were no declarations or requests.

## 25 Reports from Committees, Working Groups, Officers and Councillors

25.1 The resolutions from Council Committees were noted.

25.2 Proposed Cllr Tidridge, Seconded Cllr Moore, **RESOLVED** unanimously that the Human Resources Committee be renamed the People Committee.

25.3 Proposed Cllr A Dean, Seconded Cllr Moore, **RESOLVED** that the Council approve the unchanged Mission Statement and Objectives.

25.4 Cllr Tidridge and the Clerk informed the Council of the progress of the Glebe Meadow working group towards having a full specification for each part of the Glebe Meadow project. The specification for the new Memorial Hall is almost complete and Cllr Tidridge noted that updated versions have regularly been forwarded to all Cllrs for comment.

25.5 The Clerk gave a brief update on the Village Trail working group and their plans for a “Summer Holiday Play Area Trail”. A booklet is currently with the Clerk for tidying up and printing, and a number of plaques have been ordered, one for each play area. Children at Stoke Park schools will be offered a booklet and encouraged to visit each play area over the summer. At each play area they should take a pencil rubbing of the animal on the plaque. If they bring a completed booklet to Carnival then they will be given a small prize. There is also a place on the booklet for feedback about the play areas.

25.6 Cllr Francis had provided a report in advance of the meeting which is attached to these minutes and was noted.

25.7 Cllr Parker-Jones reported on meetings that she had attended as a County Cllr and a Borough Cllr. Hampshire County Council are searching for savings. Cllr Parker-Jones reported that the decision has been taken to cut support transport from home to school for SEN children. Instead, these children will be expected to travel up to a mile to catch a shared bus. Cllr Parker-Jones expects this decision to be called in for further discussion. Cllr Parker-Jones also noted that the 20 is Plenty discussions will now continue into the Autumn as evidence is still being collected.

25.8 Cllr Thornton reported that funding for the Bishopstoke and Fair Oak Good Neighbours was being cut. Alternative funding has been found for 2024 but they are actively looking for other sources of funding to enable this vital community group to keep going.

25.9 Cllrs agreed that Hampshire County Council cuts were being targeted at the wrong groups. The Clerk was requested to draft a letter to HCC expressing the Council’s opinion that the funding for support transport from home for SEN children should not be cut. Cllr Parker-Jones offered to send a link to the debate to the Clerk to forward on to all Cllrs.

### **Action: Cllr Parker-Jones and the Clerk**

*Cllr Lyon arrived at this point*

25.10 The Clerk’s report was noted by the Council, as was a verbal update which is attached to these minutes.

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

## **26 To discuss amending standing orders with regards to the recording of votes**

26.1 A memo detailing the current requirements of standing orders and the actual practice of the Council, including options for how votes should be recorded in future, had been circulated with the document pack for the meeting.

26.2 Proposed Cllr Daly, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Council select Option 4, keeping the variety of methods of recording votes that is used at the moment.

## **27 To adopt Terms of Reference for Committees**

27.1 The various Terms of Reference had been included in the document pack for the meeting.

27.2 Proposed Cllr A Dean, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Terms of Reference for the Assets, Planning and Finance Committees be adopted.

27.3 There were two proposed amendments to the People Committee (formerly Human Resources Committee) Terms of Reference: firstly, that the Committee take responsibility for overseeing the appointment process from agreeing the details of a vacancy through to appointing the successful applicant; and secondly that the Committee conduct an annual review of the requirements of the Council in relation to the roles of the officers, and adjust those roles accordingly.

27.4 During the debate concerns were raised that the second amendment could allow personal matters or prejudice to shape the review. It was noted that the Committee was already responsible for the appraisal process, and this would be an extension of that role. The Clerk also noted that any decision taken by a Committee, including resolutions, can be considered at Full Council and overturned if thought necessary. Cllrs also thought this amendment would provide a useful strategic tool to help the Officers and Council work as efficiently as possible.

27.5 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED**, with 1 against, that the Terms of Reference for the People Committee, as amended, be adopted.

## **28 To agree the details of the current vacancy and the timetable for applications, interviews and appointment**

28.1 After discussion it was agreed to include a summary of the Council assets with the job pack.

28.2 Proposed Cllr Moore, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Assets Officer job details be approved and advertised.

28.3 Proposed Cllr Tidridge, Seconded Cllr A Dean, **RESOLVED** unanimously that the recommended timetable for the vacancy be adopted.

28.4 The Council discussed the interview panel and had a strong preference for keeping it relatively small. The Clerk recommended the panel consist of the Chair of the Council, the Chair of the Assets Committee and the Clerk. Proposed Cllr Moore, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Interview Panel be as recommended by the Clerk.

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

**29 To consider content for the next press release**

29.1 It was agreed that the press release would include the Carnival update, the Play Area trail, the Assets Officer vacancy and the Council's disappointment in the HCC decision to cut funding for SEN children. If there is news on the Parish Office moving to the YZone that will be included too. Cllr D McKeone suggested that future press releases should be seen by the Communications Working Group before being released and it was agreed that this would be done via email.

**30 To agree the date, time and place for the next meetings**

30.1 The next meeting will take place on Tuesday September 13<sup>th</sup>. It will take place at 7:30pm. The Bishopstoke Methodist Church is the expected location, but it may be moved to the Y-Zone if that progresses.

*There being no further business, the Chair closed the meeting at 8:38pm*

DRAFT

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

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