

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 July 2016

Present: Cllrs Chaffey, Dean, Mignot, Parker-Jones, Thornton, Toher and Winstanley. Also present Cllr Francis.

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Mr G Harris (Chair of Bishopstoke Carnival Working Group)

Public Session 1 member of the public was present.

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37 Election of Chair

37.1 Proposed Cllr Mignot, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Thornton be elected Chair of the Finance and General Purposes Committee for 2016-17.

38 Election of Vice-Chair

38.1.1 Proposed Cllr Winstanley, Seconded Cllr Mignot, that Cllr Chaffey be elected Vice-Chair of the Finance and General Purposes Committee for 2016-17.

38.1.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, that Cllr Parker-Jones be elected Vice-Chair of the Finance and General Purposes Committee for 2016-17.

38.1.3 A vote being taken, Cllr Chaffey received 4 votes and Cllr Parker-Jones received 2.

38.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** that Cllr Chaffey be elected Vice-Chair of the Finance and General Purposes Committee for 2016-17.

39 Apologies

39.1 Apologies had been received from Cllr Tidridge (work)

40 To accept, as a true record, and sign the Minutes of the Finance and General Purposes Meeting held on 12 April 2016

40.1 The draft minutes had been circulated with the supporting papers for this meeting.

40.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 12 April 2016 be accepted as a true record.

41 To accept, as a true record, and sign the Minutes of the Finance and General Purposes Meeting held on 14 June 2016

41.1 The draft minutes had been circulated with the supporting papers for this meeting.

41.2 A request was made to add "Action: Clerk" to Minute 32.4

Action: Clerk

41.3 Item 36.5 was requested to be amended to make clear that all questions raised to the Chair would be shared with all others conducting the review.

41.4 Proposed Cllr Mignot, Seconded Cllr Winstanley, **RESOLVED** (Cllr Toher abstaining due to absence) that, subject to the amendments listed in 41.2 and 41.3, the Minutes of the Finance and General Purposes Meeting held on 14 June 2016 be accepted as a true record.

42 To consider Matters Arising from the June Minutes

42.1 Item 24.3. The choice of appropriate wording will be placed on the July Full Council agenda. Cllr Parker-Jones was asked to email her suggested wording to the Clerk.

Action: Clerk, Cllr Parker-Jones

42.2 Item 27.2. The Clerk reported that he had asked for information but had not yet received a reply.

42.3 Item 27.5. The Clerk apologised that this request had not been carried out.

42.4 Item 29.2. The Clerk reported that he had not yet met with the resident.

42.5 Item 30.5. The Clerk reported that he had made Hampshire County Council aware of the issues via the online footpath problem reporting portal. He had agreed with the resident concerned that he would also write to HCC directly expressing the Parish Council's view, and that the text of the letter would be shared with the resident, who would also encourage their neighbours to write.

42.6 Item 31.6. The Clerk reported that he had not yet had a reply to his question to HALC. However, updated guidelines have just been sent to all Councils. These guidelines state that the bank reconciliation should be signed by a Councillor other than the Chair on at least a quarterly basis. The Clerk was requested to add an item to the July Full Council agenda to decide which member of the Finance and General Purposes Committee should be initially given this role, which will then be performed by each willing member of that Committee in turn.

Action: Clerk

42.7 Item 31.7. The Clerk reported that this had been done.

42.8 Item 32.3. The Clerk advised that most of the Memorials that had had letters sent were of the "Book" variety. In these cases the cement that holds the Memorial to the stand deteriorates and leaves a potential hazard.

42.9 Item 32.4. The Clerk reported that, upon viewing the various submitted planning documents for the Bellway development by the Cemetery, it appeared that all necessary checks had been undertaken. Final confirmation would be sought from Eastleigh Borough Council's Cemeteries department. The Clerk was asked to forward links to the planning application to the Committee members.

Action: Clerk

42.10 Item 32.5. The Clerk informed the Committee that, due to the decision to look at replacing all noticeboards over the medium term, the fencing report had been kept as a separate item. The Clerk was asked to contact Bellway regarding the need for them to clean the areas of the Cemetery affected by their development.

Action: Clerk

42.11 Item 32.6. The Clerk reported that the soakaway is being put in this week, and that the new website will have a place for those interested in working for the Parish Council to provide their details.

42.12 Item 32.12. The Clerk reported this had been done, but no reply had yet been received.

42.13 Item 33.1. It was reported that work on the Cemex Breach Lane site has been stopped for a total of 6 months to allow excavation of the ruins.

42.14 Item 36.5. Cllr Winstanley reported that she had spoken with HALC regarding the review of the Clerk's hours and that the contract with them was for advice. Any presence requested at the review would be charged at their hourly rate. Cllr Winstanley advised the Committee that the review would be conducted by the Chair, Vice-Chair, Chair of Planning and Chair of Finance and General Purposes. All Cllrs would be asked for their input, with all comments shared with the review team.

43 Declarations of Interest and Requests for Dispensation

43.1 None declared or sought.

44 Carnival Working Group – to receive progress report

44.1 Mr Harris addressed the Committee at this point. He advised them that spending on the Carnival is about to begin in earnest, with approximately £1000 being committed already on items such as dresses, a van, radio hire, ducks and dragons. Preparations had been hampered by the elections and by illness but things are moving swiftly now. Any questions on the parade itself should be directed to Penny Alford.

44.2 Cllr Thornton asked if the Working Group could revisit the decision to have the Carnival as walking only as the Scouts had a vehicle based entry they had already used. Mr Harris said this could be done.

Action: Clerk

44.3 Cllr Dean noted that, following advice some time ago from National Guiding leaders, no Guides or Brownies entered Carnivals.

44.4 Cllr Parker-Jones asked whether the route for the parade could cover the East of the Parish, or be longer. Mr Harris explained that anything that involved walking along the main Bishopstoke-Fair Oak road was almost impossible due to the difficulty in obtaining Police permission to close it. Also, every junction has to be marshalled, and the Working Group does not have enough volunteers. Mr Harris then repeated his request for as many Parish Councillors as possible to assist with the Carnival weekend.

44.5 Cllr Toher noted that the Bishopstoke Carnival Court from 2016 had recently won first place at the Hedge End Carnival.

44.6 Cllr Winstanley informed the Committee that there would be three quizzes this year. One on the 10th August, one on the 31st, and one to be arranged.

45 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for June 2016

45.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting.

45.2 The Clerk was asked to amend the "youth work" line of the Budget Monitoring report to reflect the fact that the payment is to Y-Zone specifically.

Action: Clerk

45.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Budget Monitoring report for June 2016 be noted.

45.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Non-confidential Payments for June 2016 be approved.

46 To note Direct Debit payments as required by Standing Orders

46.1 The list of current Direct Debit payments had been circulated with the supporting papers for this meeting.

46.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the Parish Council note the Direct Debit payments.

47 To receive a report on fencing surrounding the Cemetery

47.1 A report on the condition of the fencing surrounding the Cemetery had been circulated with the supporting papers for this meeting.

47.2 A discussion was held over the difficulties of accessing some of the areas of fencing for repair or replacement, the need to take care of TPO trees, the need to remove any barbed wire from existing fencing and for an awareness of rights of way to be noted.

47.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Clerk obtain quotes for different types of fencing for the Committee to review.

48 Asset Management Review

48.1 Cemetery – The Clerk reported that the new car park is still not officially open, but that Bellway have informed us that they are happy for people to park there, provided that they understand it is entirely at their own risk. Unfortunately, the car park tarmac has already had graffiti all over it.

48.2 The Cemetery Working Group is to be appointed at the next Full Council, but the Clerk and Assistant Clerk have already given some thought to what the Group might consider. Items such as the selection of fencing for both old and new Cemeteries, decisions on the layout, type and arrangement of the New Cemetery, decisions on fees, length and renewal of burial grants and various other matters were thought to be appropriate for consideration.

48.3 Allotments – As previously noted, the soakaway is being constructed this week, and work is being undertaken to clear excess silt from the top car park at Manor Farm. Letters have gone out inviting nominations for site representatives. A replacement sign for Manor Farm has now arrived and will be installed shortly.

48.4 Play areas – Glebe Meadow vandalism appears to have died down recently. Work identified as necessary by the recent inspection is now being looked at by Vitaplay with a view to quoting for the work. Additionally, a representative of the Hampshire Playing Fields Association was invited to look at the Brookfield play area. He advised that the current inspection routine was perfectly adequate, and also that HPFA can offer a formal inspection service if necessary.

48.5 The Parish insurers have confirmed that the current inspection routine more than satisfies their requirements.

49 To receive the Clerk's Report

49.1 The Clerk confirmed that he will attend the CiLCA preview course on July 20th.

49.2 The Clerk reported that he was likely to be on holiday for two weeks in August. During that time, the Assistant Clerk will deal with phone messages and be in the office 1 day per week. An email "out of office" reply will be set up.

Action: Clerk

50 Date, time, place and Agenda Items for the next meeting

50.1 The next meeting will be on Tuesday 13 September at 7:30pm in the Parish Office, Riverside, Bishopstoke.

50.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 6 September 2016.

51 Motion for Confidential Business

51.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

52 To approve payment of staff hours of work, mileage and out of pocket expenses for June 2016

52.1 Members noted the report tabled by the RFO which is attached to these minutes.

52.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the June 2016 staff payments be noted as tabled.

There being no further business, the Chair closed the meeting at 8:45pm

Resolutions to be noted by the Full Parish Council

- 37.1 that Cllr Thornton be elected to Chair the Finance and General Purposes Committee for 2016-17.
- 38.2 that Cllr Chaffey be elected Vice-Chair of the Finance and General Purposes Committee for 2016-17.
- 40.2 that the Minutes of the Finance and General Purposes Meeting held on 12 April 2016 be accepted as a true record.
- 41.4 that, subject to the amendments listed in 41.2 and 41.3, the Minutes of the Finance and General Purposes Meeting held on 14 June 2016 be accepted as a true record.
- 45.3 that the Budget Monitoring report for June 2016 be noted.
- 45.4 that the Non-confidential Payments for June 2016 be approved.
- 46.2 that the Parish Council note the Direct Debit payments as listed.
- 47.3 that the Clerk obtain quotes for different types of fencing for the Committee to review.
- 51.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 52.2 that the June 2016 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

None

Payments in June 2016 in excess of £500 published in accordance with the Government's transparency directive

Y-Zone	Youth Centre running costs	£25,000
Green Smile	Grounds Maintenance (June)	£3,283.82