

# 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 13 September 2016

**Present:** Cllrs Thornton (Chair), Chaffey (Vice-Chair), Dean, Parker-Jones and Toher

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Mr G Harris (Chair of Bishopstoke Carnival Working Group)  
Cllr Parkinson-MacLachlan (Eastleigh Borough Council)

**Public Session** 1 member of the public was present.

**FGP\_1617\_M04/**

### 53 Apologies for Absence

53.1 Apologies had been received from Cllr Mignot (Compassionate), Cllr Winstanley (Health) and Cllr Tidridge (Holiday)

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

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

54.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 12 July 2016 be accepted as a true record.

### 55 To consider Matters Arising from the above Minutes

55.1 Item 41.2 "Action: Clerk" has been added to Minute 32.4

55.2 Item 42.1 Cllr Parker-Jones had provided suggested wording which had been discussed at the July Full Council meeting.

55.3 Item 42.6 The July Full Council meeting had discussed the signing of bank reconciliations.

55.4 Item 42.9 Links to the Bellway documents had been forwarded by the Clerk.

55.5 Item 42.10 Bellway have been contacted regarding cleaning.

55.6 Item 44.2 The Scouts entered their Batmobile into the Carnival

55.7 Item 47.3 As the Cemetery Working Group is now looking at fencing, this had been postponed.

55.8 Cllr Parker-Jones asked why the Committee had not been asked to decide on the money given to the Y-Zone facility. Cllr Toher explained that this was not a grant but was part of a commitment made by Bishopstoke Parish Council, Fair Oak and Horton Heath Parish Council, and Eastleigh Borough Council, to share in the running costs of this facility. Cllr Toher and Cllr Thornton also noted that, due to Y-Zone being able to attract more hirers, the contribution needed from Bishopstoke Parish Council had dropped from £28,000 last year to £25,000 this year, which was warmly welcomed.

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

## 56 Declarations of Interest and Requests for Dispensation

56.1 Cllr Toher declared an interest in Item 7 on the agenda, as she is on the Management Committee for the Bishopstoke Memorial Hall and is also a trustee.

56.2 Cllr Parker-Jones declared an interest in Item 7 on the agenda, as she is a member of Bishopstoke Players, the main hirer of Bishopstoke Memorial Hall. The Committee agreed that Cllr Parker-Jones should be free to take a full part in the discussion of Item 7.

## 57 Carnival Working Group – to receive progress report

57.1 Cllr Thornton expressed the thanks of Bishopstoke Parish Council to everyone involved in the running of Bishopstoke Carnival this year.

57.2 Geoff Harris, as Chair of the Carnival Working Group, gave an interim report as the final “washup meeting” had not yet taken place. The Parade had gathered £447.98 in street collection money, which would be fully distributed as required. Cllr Parker-Jones asked for full details of the costs to the Parish of running the Carnival and was informed that this would not be known until the washup meeting. Cllrs would be informed at a future meeting.

*Clerk's note: The actual amount collected was £445.12*

57.3 Mr Harris reported that a banner had been stolen from Sayers Road play area, and so another had been ordered ready for next year. There was some minor damage to the hire vehicle, which had added £30 to the cost. Saturday had been affected by the rain, and so only 135 ducks were sold for races. Mrs Parkinson-MacLachlan reported that the tea coffee and cakes had done well, and it was confirmed that the Tea / Coffee proceeds would be fed back into the Carnival funds for next year. It was clarified that there was no intention to compete with NM Catering, but more to ensure people didn't attempt to enter the Mayor's Tea Party.

57.4 Cllr Toher wished to formally thank the Carnival group for their work this year. A lot of people were enjoying themselves in Glebe Meadow and the Birds of Prey went down really well. Cllr Toher asked if it might be possible to distribute programmes more widely than just Bishopstoke, or at least have a single sheet flyer which could be taken to shops in Fair Oak or Eastleigh. Mr Harris agreed this would be good.

## 58 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for July and August 2016

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

58.2 The RFO reported that figures for precept and top up were incorrectly left as the draft figures in earlier months. This has now been corrected. Also, the allotment expenditure includes the money spent on the soakaway, which is why it appears as an overspend. In the next report there will be a separate line detailing the soakaway to allow the allotment budget to be monitored properly.

58.3 Proposed Cllr Toher, Seconded Cllr Chaffey, **RESOLVED** unanimously that the Budget Monitoring report for July and August 2016 be noted.

58.4 The RFO reported that there were a number of payments to J Bruno Construction over the two month period. This actually relates to one period working in the allotments and one maintaining Cemetery seating. Due to the soakaway, we had requested to be billed separately for each item of work done.

58.5 A request was made for the Cemetery asbestos report to be forwarded to the Cemetery Working Group

**Action: Clerk**

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

58.6 The RFO reported he and Chris from Vitaplay had taken the most recent play area inspection reports and visited each play area measuring up and looking at all necessary work. Chris is preparing quotes.

58.7 Proposed Cllr Toher, Seconded Cllr Chaffey, **RESOLVED** unanimously that the Non-Confidential Payments for July and August 2016 be approved.

**59 To consider the financial aspects of the Parish Council taking on Bishopstoke Memorial Hall as a community asset and, if appropriate, recommend acceptance of the request**

59.1 Cllr Toher was asked to provide background information for the Committee. Cllr Toher reported that the BMH Committee are feeling that it is time to pass responsibility for the hall on to someone younger. They wish it to be retained as a community asset. Bishopstoke Parish Council has previously identified the BMH as an Asset of Community Value and so at the last management committee meeting of the BMH it had been resolved to make a formal request that the Parish Council take over the running of the hall. At a previous meeting with Cllr Toher, Cllr Winstanley, the Clerk, Min Partner (BIFFOH LAC) and two other members of the BMH committee the initial discussions over running costs and the feasibility of it were had. Cllr Toher stated that the Hall currently has no debts.

59.2 Various reports had been circulated by the Clerk prior to the meeting including monthly income and expenditure and running costs. Also available were estimates for refurbishing the building, and for rebuilding completely. There was also a surveyor's report from 2014.

59.3 Cllr Chaffey noted that currently the Hall is slowly losing money and asked if there is a financial cushion, Cllr Toher replied that there was a small cushion. Cllr Toher also informed the Committee that one hirer has recently been lost and stated that the number of regular hirers would be key to the future success of the Hall.

59.4 The Clerk reported that the overall decision was to be taken at Full Council but that Finance and General Purposes were just looking at the money. There were funding streams available, and people within HALC who are expert at accessing them, so it is reasonable to expect that the money to refurbish or rebuild could be found.

59.5 Cllr Thornton stated that a complete rebuild could be an emotional loss, but may be necessary to have a thriving community building. A refurbishment may increase income as it is difficult to attract people if the Hall is dilapidated.

59.6 Cllr Chaffey asked if any of the refurbishments are urgent. Cllr Toher replied that there were no urgent refurbishment needs.

59.7 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RECOMMENDED** unanimously that the Parish Council consider taking over the Bishopstoke Memorial Hall in its entirety as requested with a view to keeping it as a community asset.

**60 To make recommendations on the Grant Aid Applications from Stoke Park Infants Association and Bishopstoke Guides Association**

60.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that £1,000 be granted to Stoke Park Infants Association to fund the purchase of a Storyteller's Throne.

60.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that £350 be granted to Bishopstoke Guides Association to fund the purchase of a lawn mower and strimmer to help maintain their grounds.

**61 To recommend adoption of the Terms of Reference of the Cemetery Working Group**

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

61.1 The Cemetery Working Group Terms of Reference had been circulated prior to the meeting.

61.2 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RECOMMENDED** unanimously that the Council adopt the Terms of Reference of the Cemetery Working Group.

**62 To approve the placement of “Cemetery Working Group – to receive an update” as a permanent item on future Finance and General Purposes meeting agenda**

62.1 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that “Cemetery Working Group – to receive and update” be placed on future Finance and General Purpose meeting agenda.

**63 Cemetery Working Group – to receive an update**

63.1 Cllr Parker-Jones reported that she had been appointed as lead Councillor for the Group. They had undertaken a site visit to the Cemetery to look at what needed doing and as a result had decided to go back at a future date to tidy up generally and repaint the Cemetery gates. This had been planned for 18 September but would now be moved due to a burial taking place the next day. The Clerk was requested to contact all members of the Parish Council to invite them to help.

**Action: Clerk**

63.2 The next site visit would be to both St Mary’s graveyards and would include Rev. Wise.

63.3 The next Working Group meeting would be on 4<sup>th</sup> October.

63.4 Cllr Parker-Jones wished to offer her thanks for the hard work of the Assistant Clerk, for whom nothing was too much trouble and who was always quick to reply to questions.

63.5 Cllr Chaffey asked if the Group was limited to Councillors.

63.6 Borough Councillor Parkinson-MacLachlan asked if others would be invited on to the Working Group, as she would like to volunteer. She believed that as a Borough Councillor she could offer something extra to the Working Group, as well as the experience of being a fully trained landscape gardener. Cllr Parker-Jones stated that they had been told members of the public were not allowed.

*Clerk’s note: Working Group meetings are not held in public, and so members of the public can be excluded from the discussions, however there is no bar to the Group inviting anyone they believe will have useful input or experience to either be on the Working Group, or simply be invited along to relevant meetings.*

63.7 Cllr Toher thanked Cllr Parkinson-MacLachlan for her offer. Initially the Group was looking to get settled, but once they had completed their initial site visits and discussions they would be considering inviting other people to the meetings.

**64 To decide the Committee’s response to the Serving Hampshire consultation**

64.1 Cllrs generally were not happy with the idea of the Finance and General Purposes Committee responding to this consultation as it was understood that there were a wide variety of opinions. The Committee agreed to remind individual Cllrs that they were free to respond as individuals, but that there would be no united Parish Council response. The Clerk was asked to contact all Cllrs reminding them of the consultation.

**Action: Clerk**

**65 To approve an amendment of Standing Orders**

65.1 The Clerk explained the need for an amendment of Standing Orders to clarify the position of Chair and Vice-Chair as ex-officio members of all Committees.

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

65.2 Two possible versions of Standing Orders had been circulated prior to the meeting.

65.3 Proposed Cllr Thornton, Seconded Cllr Chaffey, **RESOLVED** unanimously that Standing Order 15.1 “The Chair and Vice-Chair are, ex-officio, deemed to be members of all committees appointed by the Council. However, they are granted rights to attend only. having no right to vote on the matters being considered by the committee, unless they are appointed committee members in their own right, or they are attending as a substitute for the purposes of making the committee quorate.”

be included in the section 15 (Committees) prior to all current standing orders in that section.

## **66 Asset Management Review**

66.1 Cemetery – The Clerk reported that there is a significant amount of dumping going on now, both machinery and vegetation, which has resulted in knotweed being found at the Cemetery. This is being investigated and dealt with. The fear is that with the changes in how waste is being dealt with at local tips there will only be an increase in fly tipping.

66.2 Cllr Chaffey stated that animal trail cams can be used for surveillance at relatively low cost.

66.3 Cllr Parker-Jones stated that Hampshire County Council should be contacted and asked whether they would meet the cost of any clear up work. She also wanted to know if the Parish Council had been consulted on the change in Household Waste Recycling Centre policy.

66.4 This year so far there have been 1 new burial, 2 re-openings, 7 new ashes burials and 3 re-openings, making 13 interments so far.

66.5 Allotments – The Clerk reported that as part of the work putting in place procedures and risk assessments the Assistant Clerk was likely to be doing up to 3 hours per week extra over and above the 7 hours per week contracted. This would initially be overtime, but there would eventually be a review of hours which may well lead to a change in contracted hours. One result is the production of a non-cultivation policy, which is a clarification of what is within the current tenancy agreement. The Clerk was asked to bring the policy before the next Full Council meeting.

### **Action: Clerk**

66.6 Play areas – Following the visit of Chris from Vitaplay, the Clerk reported he was expecting quotes for the necessary repair work.

66.7 Trees – Brett Athow (Eastleigh Borough Council Tree Officer) has confirmed that the tree survey should be completed by the 23<sup>rd</sup> September.

66.8 Cllr Toher reported that Southern Electric had been working near the Spring Lane bus shelter but had not filled in their trench. The Clerk was asked to contact them to get them to remedy this.

### **Action: Clerk**

## **67 To receive the Clerk’s Report**

67.1 The Clerk reported that a number of funding streams were being forwarded to him and the latest – the Aviva Community fund – had been forwarded on to all Cllrs.

67.2 The Cemetery fencing was currently being considered by the Cemetery Working Group. However, the chain link section at the front of the Cemetery bordering the road was in need of repair. To this end, quotes are being requested.

## **68 Date, time, place and Agenda Items for the next meeting**

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

68.1 The next meeting will be on Tuesday 11 October at 7:30pm in the Parish Office, Riverside, Bishopstoke.

68.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 4 October 2016.

**69 Motion for Confidential Business**

69.1 Proposed Cllr Thornton, 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.

*Borough Cllr Parkinson-MacLachlan, Mr Harris and 1 member of the public left at this point*

**70 To approve payment of staff hours of work, mileage and out of pocket expenses for July and August 2016**

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

70.2 Proposed Cllr Toher, Seconded Cllr Chaffey, **RESOLVED** unanimously that the July and August 2016 staff payments be noted as tabled.

*There being no further business, the Chair closed the meeting at 9:00pm*

**Resolutions to be noted by the Full Parish Council**

- 54.2 that the Minutes of the Finance and General Purposes Meeting held on 12 July 2016 be accepted as a true record.
- 58.3 that the Budget Monitoring report for July and August 2016 be noted.
- 58.7 that the Non-Confidential Payments for July and August 2016 be approved.
- 62.1 that “Cemetery Working Group – to receive and update” be placed on future Finance and General Purpose meeting agenda.
- 65.3 that Standing Order 15.1 “The Chair and Vice-Chair are, ex-officio, deemed to be members of all committees appointed by the Council. However, they are granted rights to attend only. having no right to vote on the matters being considered by the committee, unless they are appointed committee members in their own right, or they are attending as a substitute for the purposes of making the committee quorate.”  
be included in the section 15 (Committees) prior to all current standing orders in that section.
- 69.1 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.
- 70.2 that the July and August 2016 staff payments be noted as tabled.

**Recommendations for consideration by the Full Parish Council**

- 59.7 that the Parish Council consider taking over the Bishopstoke Memorial Hall in its entirety as requested with a view to keeping it as a community asset.
- 60.1 that £1,000 be granted to Stoke Park Infants Association to fund the purchase of a Storyteller’s Throne
- 60.2 that £350 be granted to Bishopstoke Guides Association to fund the purchase of a lawn mower and strimmer to help maintain their grounds
- 61.2 that the Council adopt the Terms of Reference of the Cemetery Working Group.

**Payments in July and August 2016 in excess of £500 published in accordance with the Government’s transparency directive**

J Bruno Construction	Soakaway at Manor Farm	£3,414.00
Green Smile	Grounds Maintenance (July)	£3,283.82
Green Smile	Grounds Maintenance (August)	£3,283.82

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

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