

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 28 March 2017

Present: Councillor A Winstanley (Chair)
Councillor P Brown
Councillor A Daly
Councillor A Dean
Councillor J Francis
Councillor C Greenwood
Councillor T Mignot
Councillor A Moore
Councillor A Roling
Councillor M Thornton
Councillor S Toher

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

Public Session Joe Cunningham of Bishopstoke Retirement Village was here to give a presentation about an event they are holding
1 member of the public was present.

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Public Session

Cllr Winstanley welcomed Mr Cunningham to the meeting and invited him to speak. Mr Cunningham informed the Council that he was a resident of the Anchor Retirement Village and had been asked to arrange a fete as part of the events commemorating the life of Jo Cox MP. Mr Cunningham has been looking for help, in addition to that given by the residents and staff of the Village, and had held a meeting with the Clerk to discuss what the Parish Council might be able to do.

The Clerk had offered the Parish noticeboards and website to advertise the event. Mr Cunningham was here to invite any individual Cllr to help – whether by running a stall, helping set up, or in any other way.

Mr Cunningham had brought a list of areas and items with which he would appreciate help, and the Clerk was asked to circulate it to all Cllrs.

Action: Clerk

Cllr Thornton asked what date the fete was taking place on and Mr Cunningham replied that it is the 17th of June.

Cllr Winstanley stated that she was sure people would be willing to help and offered the use of tables from the Community Centre. Cllr Winstanley also asked if the fete would be open to the whole village and Mr Cunningham stated that it would be.

Cllr Winstanley thanked Mr Cunningham for coming and welcomed the news of the fete.

Mr Cunningham left at this point.

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159 Apologies for Absence

159.1 Apologies had been received and accepted from Cllrs Chaffey, Parker-Jones and Tidridge.

160 Councillors' Questions

160.1 Cllr Toher asked about children playing ball games in Sayers Road Play Area. Residents are reporting balls frequently going across the road and Cllr Toher wondered if it is possible to install netting to prevent this from happening. Cllr Toher also asked whether the Neighbourhood Plan questionnaire would be affected by rules on purdah. The Clerk advised that he believed it would be OK but would check with HALC.

Action: Clerk

160.2 Cllr Roling asked what had happened to the duck signs as they have apparently gone missing and residents would like them replaced. Cllr Winstanley replied that she believed they were installed by the Borough Council and would bring it up at the next Liaison meeting the Parish has with the Borough.

Action: Cllr Winstanley

160.3 Cllr Roling also requested that something be done about the step access to the Parish Office. She asked whether it is possible to have concrete steps and a hand rail. The Clerk stated that he was going to remove the existing mat and cover the steps in roofing felt as an initial measure. If that was not successful then the matter could be discussed at Finance and General Purposes.

Action: Clerk

160.4 Cllr Thornton reported residents asking him whether it is possible to remove the double yellow lines that are in place for bus stops that are no longer on bus routes. Cllr Winstanley advised that this was something that Cllr Thornton should bring to the attention of the Borough Council.

Action: Cllr Thornton

161 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 28 February 2017

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

161.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 28 February 2017.

162 To consider Matters Arising from the above Minutes

162.1 There were no matters arising.

163 Declarations of Interest and Requests for Dispensations

163.1 Cllrs Winstanley and Toher declared an interest in Item 7 on the agenda as Borough Council representative member of the Memorial Hall, and Secretary of the Memorial Hall Committee & Chair of Age Concern respectively.

164 Report on Planning Committee Meetings of 28 February 2017 and 14 March 2017 – to note resolutions and determine recommendations

164.1 The Planning Committee Minutes from 28 February 2017 and 14 March 2017 had been circulated prior to the meeting.

164.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 28 February 2017 and 14 March 2017 be noted.

165 Report on Finance and General Purposes Committee Meeting of 14 March 2017 – to note resolutions and to determine recommendations.

165.1 The Finance and General Purpose Committee meeting minutes from 14 March 2017 had been circulated prior to the meeting.

165.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 March 2017 be noted.

165.3 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously to approve awarding £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.

165.4 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Finance and General Purpose Committee meeting of 14 March 2017 be noted.

166 To receive the RFO's report and approve the February 2017 Statement of Account

166.1 The RFO reported that the final Carnival money had now been paid into an Eastleigh Borough Council account and would be transferred back in the next Funds Fax. Cllr Roling asked if Carnival money went straight to the next Carnival or to Parish Council funds and the Clerk replied that it went to Parish Council funds. The Clerk also reported the next VAT claim was due to be made in April.

166.2 The February 2017 Statement of Account had been circulated prior to the meeting and was noted.

166.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive the RFO's report and approve the February 2017 Statement of Account.

167 To approve signing the Y-Zone contract extension

167.1 The Y-Zone agreement from 2012 had been circulated prior to the meeting.

167.2 The Clerk gave a briefing on the work that Y-Zone does with under 18s in the local area, citing in particular working with the Bridge in Eastleigh to provide a space for them to work, and in working with local autistic children to help them. Funding is shared between Bishopstoke, Fair Oak and the Borough, although part of the Borough contribution is in the form of advice and staff support.

167.3 In response to questions, the Clerk confirmed that the amount for the coming year is £25,000, which is in the budget, and that it may be possible to apply for Lottery or Children in Need funding. Also, that if the Chair cannot attend a Y-Zone meeting, then the Vice Chair, or another appointed Cllr can attend in their place.

167.4 Cllr Brown asked about the current limitations on hiring out the hall, and whether those rules could be changed. The Clerk was asked to add that to the agenda for the next Y-Zone management meeting.

Action: Clerk

167.5 Cllr Toher asked for the Council to receive the 2017 version of the contract, including necessary amendments to addresses, and also to include the rules on hiring out the Y-Zone. Cllr Toher stated that she supported the Y-Zone, but wanted to see the updated version of the contract before she could agree to vote for it to be signed. The Clerk was asked to request the updates from the Y-Zone

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committee, and the Council agreed to defer approving the signing of the contract until the new version was available.

Action: Clerk

168 To approve the timetable for the new Open Spaces contract

168.1 The Clerk summarised the report that had been circulated prior to the meeting.

168.2 Cllr Roling asked how long the contract would be for and the Clerk replied that the Finance and General Purposes Committee would make recommendations on that for Full Council to approve.

168.3 Cllr Toher noted that previously that Parish Council had bought a piece of equipment for Green Smile and wanted to ensure that one of the criteria for the new contract was the level of equipment that each company holds.

168.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the timetable for the new Open Spaces contract.

169 To adopt the Financial Systems Risk Assessment

169.1 Cllr Thornton wished to record his thanks to the Clerk for his hard work and thoroughness in putting together the amended Financial Systems Risk Assessment following the last Finance & General Purposes meeting.

169.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the Financial Systems Risk Assessment.

170 To approve current Standing Orders and Financial Regulations

170.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve current Standing Orders and Financial Regulations.

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

171.1 Cllr Dean reported that she had, along with Cllr Parker-Jones, attended the HALC conference. She had found it interesting, if patchy. Regarding Council employment, Cllr Dean asked whether the "review group" that had looked at the Clerk's appraisal and was considering future staffing needs is the Human Resources group recommended as best practice. Cllr Winstanley replied that, in effect, it was. Cllr Dean also reported that they had been informed of upcoming changes to the Data Protection Act. The Clerk was asked to find out more information and begin preparations. Finally, Cllr Dean noted that the presentation on community buildings had stressed the need for a business plan. The Clerk was asked to make contact with the Chair of South Wonston after their recent opening of a new community building.

Action: Clerk

171.2 Cllr Toher asked whether there had been the expected Neighbourhood Plan presentation. Cllr Dean replied that there had been, but that it had not been relevant to Bishopstoke Parish Council.

171.3 Cllr Daly reported that he had followed up regarding the incident on the railway bridge he had mentioned in a previous meeting. He had spoken to the police who had informed him that they had not been requested to attend. However, they also stated that even if a request had come in they would not have been able to turn up.

171.4 Cllr Moore reported that there had been an accident on Fair Oak Road that afternoon involving a car and a child.

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171.5 Cllr Toher reported that she had attended the Parish Assembly and had found the talk from Chris Humby of the Bishopstoke History Society very interesting. She had also enjoyed the talks from the various grant recipients. Cllr Winstanley was thanked for providing the refreshments. Cllr Toher noted that at recent Neighbourhood Plan meetings the questionnaire was being finalised. There is a meeting due on 6th April at which Becky Hopkinson from Planet will attend. The company regularly deals with Neighbourhood Plans and, were they to be asked to be involved, there would be no charge to the Parish Council. The Clerk was requested to send a reminder to all Cllrs that the meeting will take place on Thursday 6th April at 7pm in the Parish Office.

Action: Clerk

171.6 Cllr Toher noted that the takeover of the Memorial Hall was being announced in local publications before the Committee themselves had been informed. The Clerk stated he would hand the formal letter to Cllr Toher on Friday morning.

Action: Clerk

171.7 Cllr Thornton reported that Hampshire County Council were allowing Wyvern School, and others, to set a budget deficit for the first time. Cllr Thornton also put out a plea for new Governors as Wyvern has some vacancies coming up. Finally Cllr Thornton noted that one of the Wyvern School Governors was being awarded the Citizen of Honour.

171.8 Cllr Brown also noted there was a need for School Governors at Stoke Park Junior School. Cllr Brown also reported that Twynhams charity are meeting more regularly and now have a structured maintenance programme, which is making the future look more positive.

171.9 Cllr Winstanley noted that David Carter, who runs the autism group at the Y-Zone Centre, and his wife, were also being presented with the Citizen of Honour award.

172 To receive the Clerk's monthly report

172.1 The Clerk reported that he and the Assistant Clerk were meeting with a fencing contractor in the morning to show them round the area that need work and obtain a quote. Another company has also been contacted but has not replied.

172.2 The Clerk reported that he was still awaiting further designs for the play area at Sayers Road and that he had been in touch with Dave Bowen of the Borough Council to discuss their methods in choosing a design.

172.3 The Clerk informed the Council that he and the Assistant Clerk has attended the allotment site meeting at the weekend. No major issues were raised this year. The Clerk had invited the plot holders to consider a "best dressed allotment" competition, to be judged in June and presented at Carnival. The Clerk had also reported on the legionella risk assessment recently completed. It is now being evaluated before any actions are considered. There are still chicken restrictions in place in some nearby areas, but the situation is being reassessed in April.

172.4 The Clerk noted that the deadline for newsletter content to be with him is the 14th April.

173 To consider content for the March 2017 press release

173.1 It was agreed that the press release would mention the grants to the Memorial Hall and Age Concern. It would also mention the Parish Assembly.

Action: Clerk

Initial: _____ Date: _____

174 Date, time, place and agenda items for next meeting – Tuesday 9 May 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

174.1 Agenda items to the Clerk by Friday 28 April 2017 please.

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

Initial: _____ Date: _____