

BISHOPSTOKE PARISH COUNCIL

**Members of the Parish Council are summoned to attend a meeting to be held at the Parish Office,
Riverside, Bishopstoke on Tuesday 24 July 2018 at 7.30pm
This Meeting is Open to the Public (7.30pm – Question Time)**

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 19 June 2018
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meeting of 19 June and 10 July 2018 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 10 July 2018 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the June 2018 Statement of Accounts
9. To discuss options for keeping the area around Bishopstoke shops clean
10. To make decisions on Bishopstoke Parish Council involvement in local litter picking
11. To adopt the Delegation Policy
12. To review delegations to Committees, Sub-Committees, Working Groups and Officers
13. To review Terms of Reference of Committees, Sub-Committees and Working Groups
14. To make decisions on proposed screening for Bishopstoke Cemetery
15. To receive reports from County, Borough and Parish Councillors on matters of interest
16. To receive the Clerk's Monthly Report
17. To consider content for the July 2018 Press Release
18. Date, time, place and agenda items for next meeting – Tuesday 25 September 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D L Hillier-Wheal
Clerk to Bishopstoke Parish Council
18th July 2018***

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

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 19 June 2018

Present: Councillor Sue Toher (Chair)
Councillor Anne Dean (Vice-Chair)
Councillor Peter Brown
Councillor Johanna Francis
Councillor Chris Greenwood
Councillor Geoff Harris
Councillor Trevor Mignot
Councillor Louise Parker-Jones

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

Public Session 0 members of the public were present

FULL_1819_M03/

Public Session

34 Apologies for Absence

34.1 Apologies had been received and were accepted from Cllrs Daly, Moore, Roling, Thornton, Tidridge and Winstanley.

35 Councillors' Questions

35.1 Cllr Greenwood asked if there was any information regarding how long the roadworks on Alan Drayton Way would last, and why the County Council had not used its powers to ensure work be done for longer periods each day, and at weekends, thus shortening the time taken. The Clerk was requested to write to the County Council to report the Council's concerns that the works are too long, progressing too slowly, and that there was no prior notification to the Parish Council, nor is there a published end date for the works. Cllr Thornton, as County Councillor, is to be copied in.

Action: Clerk

35.2 Cllr Parker-Jones asked whether there are any privacy notices available for all Councillors to use, and whether it was the case – as it is with the Borough Council – that every Councillor needs to be registered as a Data Controller with the Information Commissioner's Office. The Clerk was requested to check these details and forward privacy notices to the Council. Cllr Parker-Jones also offered to forward the slides from the GDPR presentation the Borough Councillors had attended.

Action: Clerk and Cllr Parker-Jones

35.3 Cllr Francis requested an update on the bins on Underwood Road and the grass verge survey. The Clerk informed the Council that the survey should be ready this month. Additionally, the Clerk was requested to forward the list of outstanding bin items to the Chair of the LAC.

Action: Clerk

35.4 Cllr Dean asked if there was any sign of the archaeology report and the Clerk replied that there was not.

Initial: _____ Date: _____

35.5 Cllr Harris noted that in the latest issue of the Borough News it states that there will be around 1000 trees planted in the area. Cllr Harris wished to know who would be the owner of those trees, as the Parish did not want to face additional maintenance bills for their upkeep.

Action: Clerk

35.6 Cllr Toher informed the Council that she had contacted the County Council with regard to the growth at the base of the trees on West Drive, as it is obstructing the pavement. The County had informed her that this was scheduled to be cut back in 2 months. Cllr Toher will be contacting Cllr Thornton in an effort to get the County Council to bring that forward.

Action: Cllr Toher

36 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 22 May 2018

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

36.2 Proposed Cllr Parker-Jones, Seconded Cllr Francis, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 22 May 2018.

37 To consider Matters Arising from the above Minutes

37.1 Item 18.1 The Clerk reported that he had responded on behalf of the Council to the Community Governance Consultation.

37.2 Item 20.3 The Clerk reported that he had emailed all Councillors with a list of all new Councillor and Officer emails.

38 Declarations of Interest and Requests for Dispensations

38.1 None declared or requested.

39 Report on Planning Committee Meetings of 5 June 2018 – to note resolutions and determine recommendations

39.1 The Planning Committee Minutes from 5 June 2018 had been circulated prior to this meeting.

39.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the resolutions of the Planning Committee meeting held on 5 June 2018 be noted.

40 Report on Finance and General Purposes Committee Meeting of 5 June 2018 – to note resolutions and to determine recommendations.

40.1 The Finance and General Purposes Committee meeting minutes from 5 June 2018 had been circulated prior to the meeting.

40.2 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 5 June be noted.

40.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** that the Parish Council note the end of year audit report and approve the Council's response.

Initial: _____ Date: _____

41 To receive the RFO's report and approve the May 2018 Statement of Account

41.1 The May 2018 Statement of Account had been circulated prior to the meeting and is attached to these minutes.

41.2 The RFO reported that he had today been able to confirm that the first half of the precept (£92,231.51) and the support grant (£13,336.38) had been received.

41.3 Proposed Cllr Greenwood, Seconded Cllr Dean, **RESOLVED** unanimously to receive the RFO's report and approve the May 2018 Statements of Account.

42 To determine which, if any, of the "Lest We Forget" silhouettes the Parish will purchase

42.1 After lengthy discussion of the various silhouettes available, the Council agreed to purchase the sailor, the airman and the suffragette. They will be located as follows: the sailor and soldier at the Memorial Hall; the airman at St Pauls (assuming this is agreed with St Pauls) and the suffragette at the Cemetery. Funds have already been allocated for this.

42.2 Cllr Harris what maintenance the Council would be agreeing to undertake and whether a fine would be payable should a silhouette be vandalised or otherwise damaged. The Clerk was requested to attempt to determine the answer to these questions.

Action: Clerk

43 To discuss, amend, and approve the Document Retention Policy

43.1 The document retention policy had been circulated prior to the meeting and is included in the document pack for this meeting.

43.2 The Clerk explained that this was an update to an existing policy, making it more comprehensive and ensuring the Council complies with its legal requirements.

43.3 Cllr Parker-Jones questioned the different periods of time that general correspondence is being kept – 2 years for the allotments and 6 years for the Cemetery – and whether 6 years for the Cemetery was too long. The Clerk was requested to discuss the basis for 6 year retention of Cemetery correspondence with Assistant Clerk Taylor, and determine whether it is necessary or whether two years would be sufficient.

Action: Clerk

43.4 Cllr Harris requested that the water testing log book be added to the list of documents.

Action: Clerk

43.5 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Document Retention Policy (as amended above) be approved.

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

44.1 Cllr Harris reported attending a recent Airport Consultative Committee meeting at which the Noise Action Plan had been approved. Cllr Harris questioned the difficulty in finding the number for people to contact with complaints and was informed that changes may well be coming to how it is publicised. Cllr Harris had also attended a meeting of the Community Building Network. Discussion there had centred around legionella testing and the various steps that need to be taken. Cllr Harris was asked to report further on this matter following on from training he is intending to take.

Initial: _____ Date: _____

44.2 Cllr Parker-Jones reported that she had attended the opening of the Sayers Road play area with which had been very well attended. Feedback on the new area has been very positive. Cllr Parker-Jones had also attended the most recent EDALC meeting (Eastleigh and District Association of Local Councils). Chief Inspector Darren Miller of Hampshire Constabulary had attended, and the discussion had centred on PCSO contracts. As a result both Police and Councils are considering current contractual arrangements. The Clerk was requested to add discussion of the PCSO contract to the next available agenda following receipt of the invoice for the first half of 2018-19.

Action: Clerk

44.3 Cllr Brown reported on a recent Carnival meeting. Progress remains steady and the Working Group are confident.

44.4 Cllr Toher reported on a Neighbourhood Plan seminar she had attended with Borough Councillor Ray Dean, who is also a member of the Neighbourhood Plan Steering group, and on the EDALC meeting at which the PCSO contracts were discussed. Details of those meetings are in Appendix A, attached to these minutes. Cllr Toher had also attended the Sayers Road opening, as had Cllrs Dean, Thornton Winstanley and Tidridge. It was a well-attended event enjoyed by many and was mentioned in the Daily Echo and Eastleigh Times. Cllr Toher also thanked those who had attended the Parish Assembly, and wished to thank Mark Kirby of the Methodist Homes Alliance for talking to those assembled about what the MHA is doing to help combat elderly loneliness.

45 To receive the Clerk's monthly report

45.1 The Clerk reported that he had been pleased so many grant recipients were able to attend the Parish Assembly. The Clerk felt it had been useful to have the Assembly after the AGM, so that people could be informed as to their Councillors and their duties for the coming year, rather than the previous year.

45.2 Sayers Road play area has been exceptionally well received. However there have been a couple of complaints regarding the ringing of bells in the sensory play area in the late hours. The Clerk reported that he had advised all those reporting anti-social behaviour to contact the police so that it can be logged.

45.3 The Clerk had attended the Community Safety Group meeting recently. Things are relatively quiet at the moment although Fair Oak have reported a few instances of fly-tipping. Complaints at Blackberry Drive are down although it is not clear whether this is due to the activity dying down or residents complaining less. On the subject of anti-social behaviour, Cllr Parker-Jones reported that there had been a problem on the previous Friday evening at the YZone. Some or all of those attending had been asked to leave earlier than usual and had then gone on to cause a nuisance on the Blackberry Estate. Cllr Parker-Jones reported that the police had been contacted, and those running the YZone had also been made aware

45.4 Finally the Clerk reported that Twynham's Chatrity will be using the office on the morning of the 28th June..

46 To consider content for the June 2018 press release

46.1 It was agreed that the press release would mention Sayers Road play area, the next Beat Surgery date, the silhouettes, the dates for Carnival and the audit public inspection period.

Action: Clerk

Initial: _____ Date: _____

47 Date, time, place and agenda items for next meeting

47.1 The next meeting will be on Tuesday 24 July 2018, at 7:30pm in the Parish Office.

47.2 Agenda items to the Clerk by Monday 16 July 2018 please.

47.3 Cllr Francis offered her apologies for the meeting on 24th July.

There being no further business, the Chair closed the meeting at 8:46pm

DRAFT

Initial: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 19 June 2018

Present: Cllrs Brown (Chair), Dean, Francis, Greenwood, Harris, Mignot and Toher

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

Public Attendance: 0 members of the public were present

PLAN_1819_M05/

Public Session

46 Apologies for Absence

47.1 All Committee members were present.

47 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 5 June 2018

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

47.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** that the minutes of the Planning Committee meeting held on 5 June 2018 be accepted as a true record.

48 To consider Matters Arising from the above Minutes

48.1 Item 41.1 – The Clerk reported that the consultation had been responded to as instructed.

49 Declarations of Interest and Requests for Dispensations

49.1 There were no declarations or requests.

50 Consideration of Planning Applications

50.1 H/18/82980 – 12 Rosehip Close – Conversion of garage to provide annexe accommodation – The Committee agreed to object on the grounds of the loss of parking spaces.

50.2 H/18/83023 – 12 Haig Road – Single storey rear extension. Box bay window at first floor level at rear. Replace existing flat roof at rear with hipped roof – The Committee agreed to raise no objection to the planning application.

50.3 H/18/83320 – 32 The Ridings – Two storey side extension – The Committee agreed to raise no objection but wished to comment that a previous refusal in 2004 had been based on policies held by both the Borough Council and County Council, and these policies should be borne in mind this time too.

51 Report on recent planning decision

51.1 H/18/82916 – 2 Wilmot Close – Single storey front and side extension with 3 roof lights – The Committee agreed to RNO to the application – The Borough Council permitted the application.

Initial: _____ Date: _____

51.2 H/18/82653 – 23 Longmead Avenue – First floor side and rear extension – The Committee agreed to RNO to the application – The Borough Council permitted the application.

52 To discuss and respond to new house numbering on Church Road

52.1 After discussion the Committee agreed that the Parish Council had no powers to affect what has already been done. However, all agreed that this was causing difficulty for existing residents in Church Road and would continue to do so. The Committee requested that the Clerk write to the Borough Council to determine if there is a procedure whereby this can be resolved, and to try to discover how this happened in the first place.

Action: Clerk

53 Clerk's Report

53.1 The Clerk advised the Committee that there was nothing further to report.

54 Date, time, place and agenda items for next meeting

54.1 The next meeting will be on Tuesday 10 July 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

54.2 Any agenda items should be submitted in writing to the Clerk by Monday 2nd July.

54.3 Cllrs Harris, Mignot and Toher tendered their apologies for the meeting on 10th July.

55 Motion for Confidential Business

55.1 Proposed Cllr Brown, 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.

56 Reported Breaches of Development Control (Confidential Business)

56.1 The Clerk reported two new alleged breaches of Development Control.

56.2 The Clerk reported two concluded breaches of Development Control.

56.3 Cllrs reported no additional confidential business

There being no further business, the Chair closed the meeting at 7.25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 10 July 2018

Present: Cllrs Brown (Chair), Dean (from para 58.2), Francis and Greenwood

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

Public Attendance: 0 members of the public were present

PLAN_1819_M06/

Public Session

57 Apologies for Absence

57.1 Apologies were received and accepted from Cllrs Harris, Mignot and Toher.

58 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 19 July 2018

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

58.2 Proposed Cllr Greenwood, Seconded Cllr Francis, **RESOLVED** that the minutes of the Planning Committee meeting held on 19 June 2018 be accepted as a true record.

Cllr Dean arrived at this point

59 To consider Matters Arising from the above Minutes

59.1 Item 52.1 – The Clerk reported that the Borough planning department had replied that the house numbering was not something they were involved in. They suggested that the householder may wish to consider registering a name for his property to avoid future confusion. The Clerk was requested to contact the resident to update him on the response from the Borough Council.

Action: Clerk

60 Declarations of Interest and Requests for Dispensations

60.1 Cllr Greenwood declared an interest in application F/18/83447 as it is owned by his wife, and he lives there.

61 Consideration of Planning Applications

61.1 F/18/83447 – 282 Fair Oak Road – Construction of detached three bedroom dwelling following demolition of existing side extension accommodation – Cllr Greenwood updated the Committee on the changes made since the previous application. The size of the proposed dwelling has been reduced to give more green space, windows have been added to the side that was deemed to be “plain”, and the problem of tandem parking does not apply as both spaces are for one dwelling. The Committee agreed to Raise No Objection (RNO) to the application.

61.2 H/18/83358 – 30 Longmead Avenue – Conversion of garage to living accommodation and fenestration alterations – The Committee agreed to RNO to the planning application.

Initial: _____ Date: _____

61.3 H/18/83381 – 2 Dartington Road – Two storey rear extension, conversion of existing garage – The Committee agreed to RNO to the planning application.

61.4 H/18/83404 – 3 Burrow Hill Place – Loft conversion with roof lights to front and rear elevations – The Committee agreed to RNO to the planning application.

61.5 T/18/83276 – 27 Sydney Road – 1 x Ash, pollard back to primary unions; 1 x Ash, pollard back to primary unions – The Committee agreed to RNO to the planning application.

61.6 T/18/83293 – Orchard Gardens Care Home, 1 Garnier Drive – 1 x Ash (T387) crown reduction by 4m; 1 x Ash (T388) crown reduction by 6m -The Committee agreed to RNO to the planning application.

61.7 T/18/83299 – River Inn, 2 Fair Oak Road – 1 x Lime (T1) reduce lateral branches by 1m and remove epicormic growth on main stem up to 3m; 1 x Lime (T2) reduce height and lateral branches to the S and SW by 4m – The Committee agreed to RNO to the application

62 Report on recent planning decisions

62.1 T/18/82690 – Orchard Gardens Care Home, 1 Garnier Drive – Various work to the following trees: T15 – Silver Birch; T19 – Oak; T20 – Oak; T64 – Norway Maple – The Committee wished to object on the grounds that the promised evidence from a tree expert had not been produced, and that they believed there should have been an application for the garden itself, not simply work affecting trees. In principle the Committee would have no objection to the idea of a dementia garden -The application was withdrawn.

62.2 H/18/82493 – 38 Drake Road – Single storey rear extension with 6 roof lights – The Committee agreed to Raise No Objection (RNO) to the application but wished to comment that care should be taken with the roof lights so they do not impact on neighbours – The Borough permitted the application.

62.3 H/18/82817 – 35 Asford Grove – Single and two storey front extensions, side porch canopy, and render and cladding to front and side – The Committee agreed to RNO to the application but wished to comment that they felt this would be close to overdevelopment – The Borough permitted the application.

62.4 H/18/82767 – 36 Stoke Park Road – Single storey rear extension and garage – The Committee agreed to RNO to the application – The Borough permitted the application.

62.5 H/18/82881 – 48 Stoke Common Road – Single storey side / rear extension – The Committee agree to RNO to the application – The Borough permitted the application.

62.6 T/18/83019 – 8 Manor Farm Close – Crown reduce 1 Robinia (T1) by up to 2.5m; Fell and remove 1 Robinia (T2) – The Committee agreed to Raise No Objection (RNO) to the application – The Borough consented to the crown reduction of T1 but refused the felling of T2.

62.7 H/18/82949 – 12 Oakgrove Gardens – Erection of single storey rear extension including 2m wood burner flue following removal of existing conservatory – The Committee were concerned at the flue being on top of a single storey when the neighbours all have two storey dwellings. The committee wished to object on those grounds – The Borough permitted the application.

63 Clerk's Report

63.1 The Clerk advised the Committee that there was nothing further to report.

64 Date, time, place and agenda items for next meeting

64.1 The next meeting will be on Tuesday 24 July 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

64.2 Any agenda items should be submitted in writing to the Clerk by Monday 16th July.

65 Motion for Confidential Business

65.1 Proposed Cllr Brown, Seconded Cllr Greenwood, **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.

66 Reported Breaches of Development Control (Confidential Business)

66.1 The Clerk reported three new alleged breaches of Development Control.

66.2 The Clerk reported one concluded breach of Development Control.

66.3 Cllrs reported no additional confidential business

There being no further business, the Chair closed the meeting at 7.27pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 10 July 2018

Present: Cllrs Brown, Dean, Thornton and Tidridge
In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Public Session 0 members of the public were present

FGP_1819_M04/

Public Session

41 Election of Chair for the meeting

41.1 In the absence of both the Chair and Vice-Chair of the Finance & General Purposes Committee, a Chair for the meeting needed to be appointed.

41.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** unanimously that Cllr Thornton be elected Chair for the duration of this meeting.

42 Apologies for Absence

42.1 Apologies had been received and were accepted from Cllrs Harris, Winstanley and Toher.

43 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 5 June 2018

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

43.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 5 June 2018 be accepted as a true record.

44 To consider Matters Arising from the above Minutes

44.1 Minute 32.3 – Direct Services as a whole have taken over the work of Dave Bowen, including that of determining the suitability of the Cemetery extension. The Clerk was asked to determine what options the Borough Council has if the land is deemed not suitable.

Action: Clerk

44.2 Minute 35.4 – Notification of the memorial inspections is on all the noticeboards.

44.3 Minute 37.2 – Designs and quotes are still being obtained for the extra work on Sayers Road Play Area. In light of the recent complaints, the Clerk was asked to contact the Street Pastors to request they include Sayers Road on their rounds.

Action: Clerk

44.4 Minute 39.6 – Reverend Wise has been contacted regarding the possibility of placing a Royal British Legion silhouette at St Paul's. No reply has been received yet.

Initial: _____ Date: _____

45 Declarations of Interest and Requests for Dispensation

45.1 None declared or requested.

46 To receive reports from Working Groups

46.1 Cllr Thornton informed the Committee that he had recently attended a meeting of the Bishopstoke Community Association. Discussions are taking place with the County Council regarding the rent and the repairs that are needed.

46.2 Cllr Tidridge stated that Cllr Toher is arranging the next Neighbourhood Plan Working Group meeting.

47 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for June 2018

47.1 The budget monitoring and payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

47.2 The Clerk noted the payment to Vitaplay for Sayers Road play area, and the payment from the Borough Council to cover it.

47.3 Proposed Cllr Thornton, Seconded Cllr Dean, **RESOLVED** unanimously that the Committee approve the RFO, Payment and Budget Monitoring reports for June 2018.

48 To make recommendations on the Parish Council response to the Hampshire County Council Permit Scheme Consultation

48.1 Cllr Thornton noted with approval that the scheme includes incentives for collaborative working.

48.2 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Parish Council respond supporting the proposed scheme.

49 To receive the Clerk's Report, including an update on Parish Council assets

49.1 June saw 1 new burial and 1 ashes reopening, July has 1 ashes reopening booked. The total for the year so far is 9 interments

49.2 The Clerk informed the Committee that he is attending a meeting on the 12th July with the Borough Council, a local gravedigger and the developers at the Cemetery. The meeting is to discuss the state of the Cemetery extension and the new groundwater regulations. Work on the repairs to the gateposts and wall at St Mary's Church is expected to begin this month. There is some minor vandalism taking place at Old St Mary's churchyard which is being monitored. It has also now been confirmed that the dog waste bin at Old St Mary's is the responsibility of the Borough Council.

49.3 Church Road play area is suffering from moles. A pest control firm is being engaged to help.

49.4 The Clerk reported that crime in both the BIFOHH area generally and Bishopstoke specifically is slightly down on the previous year. A new quarterly report from the Police was also circulated. The report gave more detail on the breakdown of crime in the area and was welcomed by the Committee. The Clerk was requested to ask whether someone from the police might attend the Parish Council meeting after the next report is published.

Action: Clerk

Initial: _____ Date: _____

50 Date, time, place and agenda items for the next meeting

50.1 The next meeting is scheduled to be on Tuesday 11 September 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

50.2 Agenda items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

There being no further business, the Chair closed the meeting at 7:55pm

DRAFT

Resolutions to be noted by the Full Parish Council

41.2 that Cllr Thornton be elected Chair for the duration of this meeting

43.2 that the Minutes of the Finance and General Purposes Meeting held on 5 June 2018 be accepted as a true record.

47.3 that the Committee approve the RFO, Payment and Budget Monitoring reports for June 2018.

Recommendations for consideration by the Full Parish Council

48.2 that the Parish Council respond supporting the proposed scheme

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**PARISH COUNCIL MEETING ON 24 July 2018
MONTHLY STATEMENT OF ACCOUNT (June 2018)**

ITEM 8

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 8,726.43	£ 80,018.00	£ 100,000.00	£ 92,672.96		£ 96,071.47
EBC	£ 87,972.98		£ 105,567.89		£ 100,000.00	£ 93,540.87
Total	£ 96,699.41	£ 80,018.00	£ 205,567.89	£ 92,672.96	£ 100,000.00	£ 189,612.34

Receipts in detail	
Burial Board	£ 1,950.00
Allotments	
Carnival	
VAT refund	
Misc.	
Total	£ 1,950.00

VAT	
Previously Claimed	
Claimed in April	
Unclaimed	

EBC Loan Account Summary						
	Money In			Money Out		Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to June	£ 127,591.03			£ 381.95	£ 40,000.00	£ 87,972.98
June	£ 92,231.51	£ 13,336.38			£ 100,000.00	£ 93,540.87

Notes



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
POLICY
on
DELEGATIONS

This Policy was adopted
by the Parish Council at its meeting on

D Hillier-Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY

on

DELEGATIONS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

DRAFT

DELEGATIONS POLICY

1 Introduction

- 1.1 The following pages set out the manner in which Bishopstoke Parish Council has delegated its powers. Understanding of this is essential for anyone who wishes to know who is legally able to give a decision on any matter. This document is one of the major ways in which the Council regulates its affairs along with Standing Orders and Financial Regulations.
- 1.2 The basic principle used has been to delegate to Committees powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can RESOLVE and thereafter action can normally be taken by officers. However certain matters, such as issuing a precept for a rate, cannot legally be delegated and others, such as deciding major policy, are reserved by the Council to itself. On such matters, committees can only RECOMMEND a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation has been approved by the Council.
- 1.3 The intention of the delegation scheme is, therefore, that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level. Thus, officers are given power over the day to day administration of the Council, committees to decide matters within their Terms of Reference, and matters of major policy should be RECOMMENDED to the full Council.
- 1.4 Wherever the Clerk is referred to in this document it shall be understood that the Assistant Clerks can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council.
- 1.5 Whist delegation is necessary for the business-like conduct of the Council's affairs it is worth emphasising that the Council's policy has always been that members, and indeed the press and public, should have the fullest information. Thus, officers report all major decisions taken under delegated powers to the appropriate committee, the agenda of which are sent to all members.
- 1.6 Should members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate committee chairman or the Clerk, and if necessary the matter can be raised subsequently at committee.

2 Legal Background

2.1 Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.

2.2 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101

Arrangements for discharge of function by local authorities

2.2.1 Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-Committee or an officer of the authority, or
- (b) by any other local authority

2.2.2 Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

2.2.3 Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

2.2.4 Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection 2.2.2 above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

2.2.5 A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

2.3 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:

2.3.1 made under a 'specific express authorisation', or

2.3.2 made under a general authorisation where the effect of the decision is to;

- i) grant a permission or licence,
- ii) affect the rights of an individual, or
- iii) award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.

3 Policy Scope

3.1 This Policy follows the scope of this provision as detailed in the guidance issued by the Department of Communities & Local Government 'Plain English' guide to the Regulations. The relevant guidance for parish councils is as follows:

'Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

Residents will not be able to inspect some recorded decisions if the whole or part of the records contain confidential information or any other information where publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- Decision to renew a lease to an allotment association

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- a decision to sign an allotment tenancy agreement;
- decisions to book rooms or sports grounds; and decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.'

4 The Clerk

4.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

4.1.1 Receive declarations of acceptance of office

4.1.2 Receive and record members' register of interests

4.1.3 Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.

4.1.4 Receive and retain plans and documents

4.1.5 Sign notices or other documents on behalf of the Council

4.1.6 Receive copies of bye-laws made by a primary local authority

4.1.7 Certify copies of bye-laws made by the Council

- 4.1.8** Sign summons to attend meetings of the Council
- 4.1.9** To institute and appear in any legal proceedings authorised by the Council
- 4.2** In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 4.2.1** Day to day administration of services together with routine inspection and control
 - 4.2.2** Day to day supervision and control of all staff employed by the Council
 - 4.2.3** Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement
 - 4.2.4** Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council, and/or the Chairman of the appropriate Committee
 - 4.2.5** Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
 - 4.2.6** Authorisation of routine recurring expenditure within the agreed budget according to the Council's financial regulations
 - 4.2.7** Emergency expenditure up to £2,500 outside of the agreed budget according to financial regulation 4.3
 - 4.2.8** To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
 - 4.2.9** Issuing press releases and statements to the press on the Council's known policies, subject to any provisions contained in those policies or in Standing Orders
 - 4.2.10** Updating and managing the Council's online content
 - 4.2.11** Making arrangements for the maintenance of the office IT system.
 - 4.2.12** Co-ordinating the production of the Council's newsletters
 - 4.2.13** Disposal of Council records according to legal restrictions and an agreed retention and disposal policy
 - 4.2.14** In the first instance, acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Clerk)
 - 4.2.15** Making arrangements for the routine maintenance of the Parish Office
 - 4.2.16** Purchasing necessary office equipment and supplies
 - 4.2.17** Any other task properly and legally delegated to the Clerk by Council, a Committee, Sub-Committee or Working Group
- 4.3** Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

5 Responsible Finance Officer (RFO)

- 5.1** The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

6 The Council

- 6.1** Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:

6.1.1 Setting the precept and approval of the Council's budget

6.1.2 Approval of the Annual Accounts

6.1.3 Completion of the Annual Return including the Governance Statement

6.1.4 Consideration of an Auditor's report made in the public interest (within one month of receipt).

6.1.5 The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation

6.1.6 Adoption or revision of the Council's Code of Conduct.

6.1.7 Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence

6.1.8 Determination and review of the Bank Mandate

6.1.9 Matters of principle or policy

6.1.10 Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)

6.1.11 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

6.1.12 The making, amending or revoking of bye-laws Agreement to write off bad debts

6.1.13 Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.

6.1.14 Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.

6.1.15 Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)

6.1.16 Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000.

6.1.17 Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

- 6.1.18** Approval of the virement of unspent and available amounts to other budget headings or reserves
- 6.1.19** Approval of changes in earmarked reserves as part of the budgetary process
- 6.1.20** The dismissal of Officers
- 6.1.21** The overall review of rents and charges
- 6.1.22** To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the annual budget

7 Committees

- 7.1** All Committees are authorised to:
 - 7.1.1** Elect a chairman from within the membership of that Committee
 - 7.1.2** Approve the Minutes of the last meeting of the Committee
 - 7.1.3** Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
 - 7.1.4** Make recommendations on the budget requirement for the Committee for the coming Financial Year.
 - 7.1.5** Delegate any of their functions to a Sub Committee or officer of the Council.
- 7.2** Additionally, all Committees are authorised to carry out any duties or actions legally and properly delegated to them in their approved Terms of Reference subject to:
 - 7.2.1** The provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council
 - 7.2.2** Prior Council approval of annual capita and revenue estimates
 - 7.2.3** Any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured
 - 7.2.4** Where matters of policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees, Sub-Committees and Working Groups may consider the matter and make recommendations to the Council
 - 7.2.5** Prior Council approval to recommendations for the allocation of duties, powers and guidelines to committees
- 7.3** The exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any committee decision
- 7.4** Every committee shall have power to authorise an officer, after consultation with the Chair of the Committee, to take decisions on specific, urgent matters falling within its own Terms of Reference as it sees fit
- 7.5** Notwithstanding the powers delegated to Committees, the Council retains the right to exercise such powers when necessary