

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Methodist Church Hall, Sedgwick Road, Bishopstoke commencing at 7.30pm on 10 July 2012

Present: Cllrs Cossey (Acting Chairman), Hansell, Toher and Winstanley

In Attendance: Mr P J Storey (Clerk to the Parish Council)

Public Session

No members of the public were present. Cllr Harris commented on Item 12 Allotment waiting lists

70. Apologies

70.1 Cllrs Lyon, Roling and Thornton.

71. To Agree the Minutes of the Meeting on 26 June 2012

71.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the minutes of the meeting held on 26 June 2012 be accepted as a true record.

72. Matters Arising from the above Minutes

72.1 Para 66.5 Social network sites. It was noted that Fair Oak and Horton Heath Parish Council successfully used social networking as another means of engaging with the public.

72.2 Proposed Cllr Toher, Seconded Cllr Hansell, **RECOMMENDED** unanimously that the principle of using social network sites be adopted.

73. Declarations of Interest

73.1 Cllr Toher declared an interest in Item 14 (Parish Office site) and Cllr Winstanley in Item 7 (Training).

74. RFO's Report, Budget Monitoring and Payments

74.1 A budget monitoring report had been circulated with the agenda papers. This was noted.

74.2 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RESOLVED** unanimously that payments be made as tabled.

75. To consider and, if appropriate, make recommendations on opening an account with the Aldermore Bank

75.1 The Aldermore Bank offered a higher rate of interest on long term deposits that we were currently earning. However, more research was required into the degree of protection on offer which the Clerk would obtain.

Action: Clerk

76. To consider and, if appropriate, make recommendations on funding training courses for councillors

76.1 Cllr Winstanley outlined the arrangements she was recommending for core skills training for newly elected councillors which could also be made available to other councils to help off-set the

necessary costs. In the event that no other councils joined the scheme, the total costs of providing trainers from HALC and room hire was likely to be £750. The first course being planned for 20 November but details would be finalised later.

- 76.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that up to £750 be granted towards training costs for new councillors.

77. To consider and, if appropriate, make recommendations on adding post World War 11 names to the War Memorial

- 77.1 There was sympathy for the idea to add the names of those who had served their country post WW11 and subsequently died to the War Memorial and recognition of the possible difficulty in obtaining correct details. Cllrs Cossey and Toher would research this further and report in due course.

Action: Cllrs Cossey and Toher

78. To consider and, if appropriate, make recommendations on the Community Investment Programme 2012 - 13

- 78.1 The Local Area Committee (LAC) had invited comments on the community investment programme for the current year. The Clerk drew members' attention to the current priorities listed which included upgrades to Stoke Common and Templecombe Road play areas, both currently a low priority. Councillors thought these priorities worthy of upgrading to Priority 1 as equipment in both play areas was showing signs of wear.

- 78.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the LAC be requested to increase from Priority 3 to Priority 1 the upgrade of play equipment in both Stoke Common and Templecombe play areas.

79. Asset Management Report

- 79.1. Cemetery. Eight interments had taken place during the first three months of the year. The installation of a family commemorative seat had been delayed because the ground was waterlogged.
- 79.2 Allotments. The results of an asbestos survey on the main hut at Manor Farm showed no signs for concern and an order for the installation of an extractor fan had been placed. The Clerk had spoken to a neighbour adjacent to the Jockey Lane allotments who had encroached onto allotment land with a fence and some sapling planting. As the actual border between the neighbour and the Council could not be clearly defined and the neighbour had agreed to re-align the fence, the Clerk's recommendation that no further action be taken, other than a letter to the neighbour recording the issue, was agreed.

Action: Clerk

- 79.3 Play areas and open spaces. The Clerk was still awaiting the costs of having EBC undertake quarterly engineering inspections and an annual safety inspection of all play equipment.

80. To consider and, if appropriate, make recommendations on the transfer of ownership of Glebe Meadow and Brookfield Open Space from EBC to the Parish

- 80.1 It was now timely to consider further transfer of assets from the Borough Council to the Parish and the two larger open spaces, Glebe and Brookfield, were discussed. The transfer of the smaller open spaces and play areas had been achieved without serious difficulty and maintenance of these areas was working well and to the benefit of the community. The two larger areas both included open space and play equipment and whereas Glebe Meadow was thought feasible there were some doubts raised on the wisdom of taking over Brookfield with the planned cycle track about to be installed and the anticipated annual maintenance costs attached to this. Members thought it wiser to defer consideration on Brookfield for another year.

- 80.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that negotiations be opened with EBC on the transfer of Glebe Meadow, including the disabled parking bays and hedgerows.

81. To consider and, if appropriate, make recommendations on measures to reduce allotment waiting times

- 81.1 Cllr Harris introduced the concept of ‘buddies’ ie prospective tenants on the waiting list, helping existing allotment tenants who were finding it difficult to maintain their plots to the full extent. The buddy would undertake part of the work in return for some of the produce, if mutually agreed. This help would also assist in maintaining the overall general appearance of the site. The Clerk would review the legal implications of such a scheme before it was debated further.

Action: Clerk

82. To consider the location of another bus shelter within the Parish

- 82.1 Under the Council’s policy of installing two new bus shelters each year in the Parish, one had already been installed this year and a second location should now be determined. The up side of Underwood Road near the junction with Shears Road was thought appropriate, subject to the outcome of local consultation.

- 82.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** that, subject to the outcome of local consultation, a new bus shelter be acquired for the up side of Underwood Road near to Shears Road.

83. To consider the funding and design of the new Parish Office

- 83.1 The Clerk tabled some designs and costs for a new Parish Office. Members agreed that the design should be suitable as a workplace with appropriate heating, lighting and ventilation, and recognised the need to provide office equipment which, if valuable, could be easily removed by staff and was practical. If possible, the office size should enable committee meetings to be held within the building and likely opening hours should be staggered during the week to enable attendance by working members of the public. A suitable supplier would be on-site at mid-day on Thursday 19 July to determine the specification and cost and interested councillors were invited to attend.

Action: All

84. To consider and, if appropriate, make recommendations on the introduction of Community Speedwatch

- 84.1 Following the presentation last month by the Police and the support given to the introduction of a Community Speedwatch scheme, an approach had been made to Fair Oak and Horton Parish Council, who already had such a scheme, with a view to cost sharing their equipment and experience. They were considering our approach and their decision would be available in time for the next full parish council at which the matter would be discussed further.

85. Parish Website and Newsletter

- 85.1 Cllr Winstanley updated Members on the next issue of the Newsletter and it agreed that this should no longer be a standard agenda item in future.

86. Clerk’s Report

- 86.1 HALC competition. The Clerk confirmed he would again be entering the Parish Newsletter and website in the annual HALC competition for best efforts.

- 86.2 HCC registration service. A consultation on HCC’s registration service was underway and details had been circulated to Members. No response was thought necessary.

87. Date, time and place of next meeting

- 87.1 The next meeting will be on Tuesday 11 September 2012 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

88. Motion for Confidential Business

- 88.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **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.

89. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for June 2012 (Confidential Business)

- 89.1 Members noted the report tabled by the RFO and attached to these minutes.
- 89.2 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RESOLVED** unanimously that payments be made as tabled.

There being no further business, the Chairman closed the Meeting at 9.25pm.

Summary of Recommendations for Consideration by Full Parish Council

- 72.2 that the principle of using social network sites be adopted.
- 76.2 that up to £750 be granted towards training costs for new councillors.
- 78.2 that the LAC be requested to increase from Priority 3 to Priority 1 the upgrade of play equipment in both Stoke Common and Templecombe play areas.
- 80.2 that negotiations be opened with EBC on the transfer of Glebe Meadow, including the disabled parking bays and hedgerows.
- 82.2 that, subject to the outcome of local consultation, a new bus shelter be acquired for the up side of Underwood Road near to Shears Road.

Summary of Resolutions Passed to be Noted by the Full Parish Council

- 71.1 that the minutes of the meeting held on 26 June 2012 be accepted as a true record.
- 74.2 that the payments be made as tabled.
- 88.1 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.
- 89.2 that payments be made as tabled.

**Payments in June 2012 in excess of £500
published in accordance with the Government's transparency directive**

Staff	Salaries & expenses	2405.53
Green Smile Ltd	Grounds maintenance	1794.33
G Cann	Equipment maintenance	549.00
W S Carroll	Architect's fees	1500.00
Orchard Street Furniture	Memorial seat	506.38