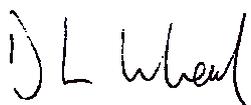


**Members of the Parish Council are summoned to attend a meeting
to be held online on Tuesday 27 October 2020 at 7.30pm
This Meeting is Open to the Public (contact clerk@bishopstokepc.org to obtain the link)**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. Councillors' Questions
3. To adopt the Minutes of the Parish Council meeting held on 22 September 2020
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. Reports from Committees – to note resolutions and to determine recommendations
 - Planning Committee: 22 September and 13 October
 - Finance & General Purposes: 13 October
 - Buildings: 6 October
7. Reports from Working Groups – to note, and to determine recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 30 September 2020
9. To consider a request for more bins to be placed around Bishopstoke and decide next steps
10. To discuss a request for a memorial bench situated on Fair Oak Road and decide next steps
11. To consider the remodelling project for the fencing at Church Road play area and decide next steps
12. To approve the continued membership of external bodies
13. To request additional members for the Planning Committee
14. To note reports from County, Borough and Parish Councillors on matters of interest
15. To note the Clerk's Report
16. To consider content for the October 2020 Press Release
17. Date, time, place and agenda items for next meeting – Tuesday 24 November 2020 at 7.30pm online



D L Wheal
Clerk to Bishopstoke Parish Council
20th October 2020

**Minutes of a Meeting of the Bishopstoke Parish Council
held online commencing at 7.30pm on 22 September 2020**

Present: Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice Chair)
Councillor Peter Brown
Councillor Anne Dean
Councillor Chris Greenwood
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Lou Parker-Jones
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council, from Para 26.1)
Mrs Jen Wilkie (Cemeteries Officer to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2021_M02/

Public Session

17 Apologies for Absence

17.1 Apologies had been received and accepted from Cllrs Roling, Thornton, Daly and Francis.

18 Councillors' Questions

18.1 Cllr Parker-Jones had received a communication from the Bishopstoke History Society asking that the Council consider finding space for some of their historical information regarding Bishopstoke in order that these items and documents not be lost forever. The Clerk was asked to add this to the next agenda for discussion and to inform the BHS that this was being done.

Action: Clerk

18.2 Cllr Tidridge reported on the recent completion of the new play area at Bow Lake Gardens and wished to know if there would be an opening ceremony. The Clerk informed the Council that as there had been no handover the play area was still owned by either the developer or the Borough Council. As such the Council would not be able to hold such an event. The Clerk was asked to contact the Local Area Manager to ask if there is a timeline in place for the handover of the play area.

Action: Clerk

19 To adopt and sign Minutes of the Parish Council meeting held on 4 August 2020

19.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting.

19.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** that the minutes of the Parish Council meeting held on 4 August 2020 be adopted as a true record.

20 To consider Matters Arising from the above Minutes

20.1 There were no matters arising.

21 Declarations of Interest and Requests for Dispensations

21.1 No declarations or requests made.

22 To note a report on, and resolutions from, the Planning Committee Meetings of 4 August, and 18 August, and to determine any Recommendations

22.1 The relevant Planning Committee Minutes had been circulated with the supporting documents for this meeting and were noted.

22.2 The resolutions of the Planning Committee meetings held on 4 August and 18 August 2020 were noted.

22.3 The Clerk offered to circulate the agreed text for the Eastleigh Local Area Committee meeting regarding the airport expansion to all Cllrs.

Action: Clerk

23 To note a report on, and resolutions from, the Finance & General Purposes Committee meeting of 8 September 2020, and to determine any Recommendations

23.1 The relevant Finance & General Purposes Committee minutes had been circulated with the supporting documents for this meeting and were noted. Cllr Tidridge mentioned in particular the impressive and sensitive handling of the situation at Otter Close and that the RFO had circulated information which would lead to a draft policy on illegal encampments.

23.2 The resolutions of the Finance & General Purposes Committee meeting held on 8 September 2020 were noted.

24 To note the RFO's Report, and to approve the Statements of Account to 31 August 2020

24.1 The RFO's report had been circulated to the Council prior to the meeting and was noted.

24.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously to approve the Statements of Accounts to 31 August 2020.

Initial: _____ Date: _____

25 To adopt the Cemetery Regulations, and the Memorial Safety Policy

25.1 The revised Cemetery Regulations and the Memorial Safety Policy had both been circulated with the supporting documents for this meeting.

25.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the Cemetery Regulations be adopted.

25.3 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the Memorial Safety Policy be adopted.

26 To discuss Community Speedwatch and other potential traffic calming measures and to approve any next steps (Cllr Winstanley)

26.1 Cllr Winstanley began the discussion by noting the increasing complaints she is receiving regarding high speed and increased noise levels on a number of roads in Bishopstoke, including Bishopstoke Road, Alan Drayton Way and Church Road. Some years ago the Council had agreed to explore the possibility of Community Speedwatch, but not enough volunteers had come forward. The discussion explored other options for curtailing speeding on the roads, such as Speed Limiting Reminder signs and decibel cameras amongst others. The discussion also noted the problems and limitations of the various methods.

26.2 The Council noted that some of these devices are used by local Parish Councils, and in other areas there are working Community Speedwatch groups.

26.3 It was agreed that officers would be requested to contact the Police regarding Community Speedwatch to see how and if the programme is still running; to contact Fair Oak Community Speedwatch to ask for their opinions of the effectiveness of the programme, as well as to request they occasionally include roads in Bishopstoke if possible; to contact Twyford Parish Council regarding the automated message maker devices they have on the road through Twyford, and to contact the Borough Council to ask for any data they possess on speeding on local roads. It was also agreed that a request should also be put out for potential Community Speedwatch volunteers and that where possible quotes should be sought for the potential equipment.

Action: Clerk

27 To adopt the amended Financial Regulations

27.1 The amended Financial Regulations had been circulated with the supporting documents for this meeting.

27.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** that the amended Financial Regulations be adopted.

Initial: _____ Date: _____

28 To adopt the amended Terms of Reference for both the Planning and Finance & General Purposes Committees

28.1 The relevant Terms of Reference had been circulated with the supporting documents for this meeting.

28.2 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** that the amended Planning Terms of Reference be adopted.

28.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** that the amended Finance & General Purposes Terms of Reference be adopted.

29 To discuss a potential subsidy for Councillor headsets and to approve any decisions

29.1 The Council agreed that headsets improve the experience of both those using them and the rest of the meeting. Various levels of subsidy were discussed, ranging from £25 to £50.

29.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that a subsidy towards the purchase of headsets of £30 be offered to each Councillor.

30 To amend and adopt the draft CCTV policy

30.1 The draft CCTV policy had been circulated with the supporting documents for this meeting.

30.2 Councillor Parker-Jones expressed anger that it appeared that the camera used to monitor the exterior of the Memorial Hall following the break-ins over the summer may still be in place. The Cllr indicated her belief that the Council was breaking the law in having this camera. Cllr Parker-Jones also indicated she had a number of problems with the policy as it stood, including wanting to see something which states that CCTV would not be used in internal areas where privacy is a consideration such as areas where people may be getting changed.

Clerk's note: The policy as drafted states in Clause 4.1 that "Cameras are located in those areas where it has been identified there is a need and where other solutions are ineffective." and "Cameras will not be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets"

30.3 Cllrs agreed that they needed further time to prepare possible amendments to the policy. A deadline of 31st October 2020 was set for Cllr comments to be sent to the Clerk to be incorporated in the next draft of the policy.

Action: Cllrs

30.4 The Clerk was asked to check the legislation and, if the camera is still being used, to turn it off.

Action: Clerk

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

31.1 Cllrs Thornton, Parker-Jones and Winstanley had all circulated written reports for the Council. These are included as Appendix B in the minutes.

Initial: _____ Date: _____

32 To receive the Clerk's Monthly Report

32.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix C.

32.2 The Clerk added that it appeared the recent changes in COVID regulations did not impact the current operation of the Memorial Hall. Cllrs raised concerns regarding the status of the line dancing and bowls and asked the Clerk to re-check.

Action: Clerk

33 To consider content for the September 2020 Press Release

33.1 It was agreed that the press release would include: that the Parish Council will be holding all its meetings virtually for the time being and if anyone wishes to take part they should contact the Clerk or see the Parish website for further details; that the period for public inspection of accounts is ongoing; that there are updated Cemetery Regulations and that the play area in Bow Lake Gardens is now open.

Action: Clerk

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

34.1 The next meeting will be on Tuesday 27 October 2020, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 22 September 2020**

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

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

Public Attendance: 0 members of the public were present

PLAN_2021_M05/

Public Session

33 Apologies for Absence

33.1 Cllr Francis did not attend.

34 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 18 August 2020

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

34.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 18 August 2020 be adopted as a true record.

35 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

35.1 There were no matters arising.

36 Declarations of Interest and Requests for Dispensations

36.1 There were no declarations or requests.

37 Consideration of Planning Applications

37.1 H/20/88548 – 42 Fair Oak Road – Extension of existing single storey garage to side and rear – The Committee wished to object on the grounds that the large expanse of rendered wall would not be in keeping with the character of the remainder of the property or the neighbourhood. The Committee also wished to enquire as to the purpose of the workshop in case any conditions need to be placed on the decision regarding the amenity of the neighbours.

37.2 NC/20/88501 – 16 Church Road – 1 no. Beech (T1)- Reduce by approximately 1.5m to clear overhead utilities wires & reshape crown. 1 no. Magnolia (T2) - Crown reduce by up to 1 metre – The Committee agreed to raise no objection to the application.

37.3 T/20/88468 – 10 Wooderson Close – Group of oak trees - Reduce overhanging branches back to the property boundary fence – The Committee were unable to comment as there was no application form to consider.

37.4 No applications had arrived following the publication of the agenda.

38 Report on recent planning decisions

38.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

39 To approve the Parish Council comments on Airport Expansion for presentation at the Eastleigh LAC meeting

39.1 The comments had been circulated to the Committee with the supporting documents and are included in the minutes as Appendix C.

39.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the comments be approved.

40 To receive the Clerk's Report

40.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

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

41.1 The next scheduled meeting is on Tuesday 13th October at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 5th October 2020.

41.2 Cllr Dean offered her apologies for the meeting on the 13th October.

42 Motion for Confidential Business

42.1 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.

43 Reported Breaches of Development Control (Confidential Business)

43.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

43.2 Cllrs reported one additional item of confidential business.

There being no further business, the Chair closed the meeting at 7.20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Planning Planning Decisions report 22 September 2020

Recent Planning Decisions

T/20/88131 – 6 Bishops Court – 1 no. Sweet Chestnut (T1) - Remove epicormic growth to first branch. Branch growing over adjacent fence reduce by 2 metres. Remove lowest branch (approx. 55mm diameter) over garden 1 no. Scots Pine (T2) - Remove lowest branch (approx. 45mm diameter).

Planning Committee Decision: Raise No Objection

Borough Council Decision: Consent

F/20/87285 – St Paul's Church – Erect single-storey side and rear extensions; raise eaves and replace existing roof with dual-pitch roof with flat roof over rear extension; install solar panels, gas central heating, 12no. rooflights and 4no. roof lantern; increase size of car park plus repairs to existing building, new foul drainage path and tree works.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Permit

NC/20/88247 – Glebe Meadow – Notification of intent. (G1) Mixed species - Prune to clear buildings by up to 1m. Remove fallen stem on roof. Prune back to boundary at front of hall and crown raise over footpath to 3.5m.

Planning Committee Decision: Not considered – Parish Council application

Borough Council Decision: Raise No Objection

NC/20/88343 – Riverside Court, 75 Bishopstoke Road – Notification of intent: 1 no. Sycamore (T1) - Fell; 1 no. Cedar (T2) - Fell.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Raise No Objection



Planning Clerk's report 22 September 2020

Clerk's Report

Matters Arising:

PLAN_2021_M02/15.5 Regarding 58-64 Stoke Common Road. The Clerk was asked to determine whether this application was in effect a retrospective application resulting from the original plans not being adhered to.

A response has been received from the Planning Officer: "The application isn't as a result of enforcement action. The developer has been reviewing their plans in preparation for starting on site and has submitted the application to seek a variation to the approved scheme prior to commencing the building works. I hope that will put the committee's minds at ease on this matter."

PLAN_2021_M03/27.1 Regarding a representative attending the Eastleigh LAC meeting to give the Parish Council position on the airport expansion. Cllr Harris was informed of the Committee's acceptance of and thanks for his offer. Further, I have been informed that the Airport Expansion will be considered at a special meeting of ELAC in anticipation of the number of responses they will get. There appears to be a new meeting scheduled for 13 October, but I have not yet been able to confirm that this is the Airport Meeting.

Other Matters:

The comments agreed via email for the applications that would have been considered at the meeting on 8 September have been submitted and are listed here for the record.

H/20/88373 – 3 Charden Road - Single-storey side/rear extension, with 4no. rooflights, providing accessible accommodation and forming link to existing detached garage, conversion of garage to habitable accommodation including roof alterations. - Bishopstoke Parish Council Planning Committee objects to this application on the grounds that this extension, given its size and proximity to the boundary, would constitute overdevelopment. Additionally, given that the application involves replacing a garage with living accommodation there will inevitably be an effect on parking, despite what is stated on the application form.

T/20/88340 - Land to the rear of 7 Burrow Hill Place - 2 no. Sycamore (T1 & T2) - Crown lift to 5 metres. 1 no. Field Maple (T3) - Crown lift to 4 metres - Bishopstoke Parish Council Planning Committee believes that the planned crown lifts are far too extensive given the nature of the site and the stated reasons for the work. Additionally, the trees concerned are part of a tree belt that is not owned by the applicant. The Committee would like it established who the owner of the tree belt is before any permission is granted and would also request a full tree management plan for the belt instead of the piece by piece work that is being requested at the moment.

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 13 October 2020**

Present: Cllrs Brown (Chair), Harris and Toher
In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)
Public Attendance: 2 members of the public were present

PLAN_2021_M06/

Public Session

43 Apologies for Absence

- 43.1 Apologies had been received and were accepted from Cllrs Dean and Greenwood.
43.2 Cllr Francis did not attend.

44 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 22 September 2020

- 44.1 The Minutes of the above meeting had been circulated prior to the meeting.
44.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 22 September 2020 be adopted as a true record.

45 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

- 45.1 There were no matters arising.

46 Declarations of Interest and Requests for Dispensations

- 46.1 There were no declarations or requests.

47 Consideration of Planning Applications

- 47.1 H/20/88729 – 2 Stoke Park Road – Roof extension including a side facing dormer – the Committee agreed to raise no objection to the application.
- 47.2 NC/20/88740 – Flat 3, Mill House, 79 Bishopstoke Road – 1 no. Robinia (T1) - side reduction of 2-3m on southern and western sides to give clearance from driveway and property – The Committee commented that the application was incomplete as there was no sketch map included, and would ask if there is further information from the applicant's arborist or tree surgeon. The Committee would ask that the Tree Officer is satisfied that the tree will remain viable, not left in any adverse condition and remain balanced.
- 47.3 No applications had arrived following the publication of the agenda.

48 Report on recent planning decisions

48.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

49 To receive the Clerk's Report

49.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

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

50.1 The next scheduled meeting is on Tuesday 27th October at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 19th October 2020.

51 Motion for Confidential Business

51.1 Proposed Cllr Toher, Seconded Cllr Brown, **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.

52 Reported Breaches of Development Control (Confidential Business)

52.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

There being no further business, the Chair closed the meeting at 7.21pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Finance and General Purposes Committee
held virtually commencing at 7.30pm on 13 October 2020**

Present: Cllrs Tidridge (Chair), Harris, Parker-Jones, Thornton, Toher, Winstanley

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 1 member of the public were present

FGP_2021_M02/

10 Apologies for Absence

10.1 Apologies had been received and were accepted from Cllr Dean

11 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 September 2020

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

11.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 8 September 2020 be accepted as a true record.

12 To consider Matters Arising from the above Minutes

12.1 Minute FGP_1921_M01/8.3

Councillor Parker-Jones asked if there was an update on the Church Road play area tree. Cllr Tidridge confirmed that this was covered in the Clerk's report.

13 Declarations of Interest and Requests for Dispensations

13.1 There were no declarations or requests.

14 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for the 2nd quarter of 2020-21

14.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

14.2 The Budget Monitoring and Payments Report for the 2nd quarter of 2020-21 had been included in the document pack. Cllr Toher asked if the Surrey Hills legal costs relating to the acquisition of Brookfield was the liability for the Parish Council and not the Borough Council. Cllr Parker-Jones asked questioned the high costs of painting the wall of Shears Mill, and whether the work was put out to tender. The RFO offered to ask the Clerk to answer both questions as it is he who approved both invoices.

Action: Clerk

14.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for the 2nd quarter of 2020-21.

15 To recommend approval of a grant request from Morelands Camping

15.1 The Committee discussed the grant application. Cllr Parker-Jones questioned that the campsite is not within the Parish of Bishopstoke, and that she could not see how it directly benefits the residents. Cllr Parker-Jones was also concerned that this could open the door for future applications from outside of the Parish.

15.2 Cllr Winstanley commented that whilst the initiative of the campsite is a good thing, the report does not mention any evidence how it benefits the residents of Bishopstoke and at present, does not feel it is a good use of Parish Council funds. She would like to see more statistics before deciding.

15.3 Cllr Thornton agreed with other Cllrs, and suggested the Council asks the organisation for further evidence.

15.4 Cllr Toher felt that the report did not provide enough information and would like to see more detailed statistics. Without them, she would be against granting the money.

15.5 Cllr Winstanley commented that there were no details given for the number of people the amount requested would benefit.

15.6 Cllr Tidridge would like to see more evidence that this project is of direct benefit to the residents of Bishopstoke.

15.7 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that this application should be deferred to the next meeting, with the Clerk to ask the organisation to provide more detailed evidence and statistics of the direct benefit to the residents of Bishopstoke.

Action: Clerk

16 To recommend approval of a grant request from Bishopstoke Methodist Church

16.1 The paperwork to support this application was not received in time for the meeting. This item was consequently deferred.

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

17.1 The Clerk's report had been included in the document pack. It is included in the minutes as Appendix B. The Committee noted the report.

17.2 Cllr Tidridge was pleased to see communication with the Underwood Road site reps has improved. She also commented that she had circulated photos via email of the completed repairs to the Church Road play area.

17.3 Cllr Tidridge would like an agenda item at the next meeting of the Full Council to discuss the fencing at Church Lane play area around the back of the electricity substation. There is funding available through the Borough BIFFOH LAC through S106 contributions. She would like all Cllrs to have a say on the project, with the Clerk to circulate the quotes and diagrams in advance of the meeting, for Cllrs to then discuss options and make a decision during the meeting itself.

Action: Clerk

17.4 Cllr Tidridge also feels that the fencing should be replaced around the substation; a discussion amongst Cllrs then followed. Although the substation is the responsibility of SSE, Cllr Tidridge feels that whilst installing new fencing at Church Lane play area, the Parish Council should install new fencing by the substation to ensure the play area is safe under current Health and Safety standards.

17.5 Cllr Parker-Jones felt that using social media would embarrass SSE into action to reply to the Council, and would like the Clerk to share the email trail with Cllrs so they can see how many attempts have been made to contact SSE.

Action: Clerk

17.6 Cllr Harris agreed with using social media, but felt that SSE would probably want their own sole access to the substation with their own key, and that the Council should instead of installing new metal fencing, only install heras fencing. Cllr Toher suggested the Council should charge rent to SSE for use of Council land. Cllr Parker-Jones commented that the Council should use both avenues - social media and charging SSE rent.

17.7 Cllr Tidridge would like the F&GP Committee to discuss at its next meeting the outstanding project regarding the cemetery gates and asked the Clerk to provide an update on the current situation.

Action: Clerk

17.8 Cllr Parker-Jones is aware that the money has been received by the Borough and it has been discussed by the BIFFOH LAC team. There is concern the money is time-bound. Cllr Toher suggested that as the Council still does not have access to the new cemetery, that the money could instead be spent on gates for the old cemetery. Cllr Toher suggested going back through precious notes to find the exact details.

Action: Clerk

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

18.1 The next meeting is scheduled to be on Tuesday 10th November 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 2nd November. Cllrs were also asked to email suggestions for any considerations for budget discussions to the Clerk and RFO.

There being no further business, the Chair closed the meeting at 8.09pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 6 October 2020

Present: Cllrs Winstanley (Chair), Dean, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present

BUILD_2021_M01/

Public Session

1 Apologies for Absence

1.1 Apologies were received and accepted from Cllr Greenwood.

2 To adopt the minutes of the Buildings Committee meeting held on 18 February 2020

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

2.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 18 February 2020.

3 To consider matters arising from the above minutes not covered elsewhere on the agenda

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensation

4.1 There were no declarations or requests.

5 To receive a report on the Bishopstoke Memorial Hall and to decide on any necessary next steps

5.1 The RFO's report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A.

5.2 The RFO asked the Committee whether it is now possible to extend the hiring of the Hall to previous and new hirers, instead of continuing to limit to existing ones. The Committee agreed that, with the completion of the works to improve fire safety, we are now in a position to resume general hiring of the Hall. Any potential hire would have to agree to abide by the Hall risk assessment and also provide an additional risk assessment covering their own specific activity.

5.3 The RFO also asked the Committee for their opinion on the provision of sanitary hygiene bins in the Hall. Currently there is one bin. The Committee agreed that this was something that should be looked at, with consideration given to providing two extra bins – one in the Green Room and one in the disabled access toilet. However, the Committee felt that given the current limitations on use of the

Hall it is not of immediate urgency. The RFO was asked to bring the matter back to the Committee when hiring is fully opened back up again.

Action: RFO

5.4 Concern was expressed over the continued use of Memorial Hall land by those visiting the pub next door. The Clerk was requested to contact the owner and remind them that their guests should not be using the Hall land. The Clerk was also requested to place a notice on the board stating that the Parish Council and Memorial Hall charity accept no liability for any damage to property or injury during any unauthorised use of its land or buildings.

Action: Clerk

6 To receive a report on Parish-owned buildings, and to make any necessary decisions

6.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix B.

7. To consider a request from the Bishopstoke History Society for the Parish to assist with the storing of documents and items of historical importance and to make recommendations

7.1 The Council had been informed by Cllr Parker-Jones at the last meeting that the Bishopstoke History Society wished to ask the Council to store some of its documents and items. Cllr Toher asked whether the Council had received an official request from the History Society. The Clerk informed the Committee that, to date, there had been no direct request from the History Society. The Committee agreed that they would like to see an official request, and would also like more detail on what items and documents are being considered. Specifically the Committee wanted to know whether any special storage methods are needed, what items are being considered, whether any of them have any particular value that might impact the Council insurance and whether there is a particular urgency to the request. The Clerk was asked to contact the History Society to ask them to put in an official request including those details.

Action: Clerk

7.2 Cllr Dean suggested one possible idea may be for there to be a display cabinet in the new Memorial Hall featuring items and documents relating to the next talk given by the Society. The Committee agreed with this and also felt that the new Hall may well have enough storage space to keep some of the documents and items that may be included.

8. To receive an update on Armistice Day preparations

8.1 The update had been circulated prior to the meeting. The Committee spent some time discussing different possible options for Armistice Day.

8.2 The Committee agreed that the Armistice Day service should be held outside, in Glebe Meadow. Attendees will be required to socially distance. When it is time for the wreath laying, there will be a controlled succession of people heading down the path to lay their wreaths. Social distancing will remain in place during this time. Those that are able will then proceed down the steps and re-enter the Meadow via the gate next to the play area. Those who would have difficulty with the steps will be diverted into the Memorial Hall where they will wait, socially distanced, until those coming down the path to the Memorial have passed. They will then return up the path and back on to the Meadow where the service will continue.

8.3 The Clerk was requested to share this plan with Reverend Wise to ensure he is happy with it. Additionally, the Clerk will continue researching current and future regulations and legislation to ascertain whether there is a limit on numbers attending, and whether there are any further changes that need to be made to the plan. The Clerk will also contact the Safety Officer at the Borough Council to garner his opinion on the measures being taken and will contact those organising the Borough Council's own service to determine whether anything should be done differently. Once it has been determined that the current (or amended) plan is viable and complies with all regulations the details of

Initial: _____ Date: _____

it will be circulated as swiftly as possible to alert those attending to the different circumstances of this year's service.

Action: Clerk

8.4 The RFO was asked to ensure that the Memorial Hall is booked out to the Parish Council for the morning.

Action: RFO

9 To receive the Clerk's Report

9.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix C.

10 To agree the date, time, and place for the next meeting

10.1 The next Buildings Committee meeting will take place on Tuesday 3rd November 2020 at 7:00pm online. Agenda items to the Clerk by Monday 26th October please.

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

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Travel Token Working Group

Tuesday 20 October 2020 at 7.30pm

NOTES

Cllrs Toher and Parker-Jones were present, along with the Clerk

1. Apologies for Absence

Cllrs Dean and Thornton gave their apologies. Cllr Moore was not present.

2. To agree the Lead Member for the year

Cllr Toher was proposed as Lead Member by Cllr Parker-Jones, seconded by the Clerk, and unanimously agreed.

3. Notes from meeting on 23 October 2019

Proposed Cllr Toher, Seconded by the Clerk, resolved unanimously to accept the notes from the meeting on 23 October 2019 as a true reflection of the meeting.

4. To review the Terms of Reference, amend as necessary, and recommend the Council accept them

The group agreed there was no need to amend the Terms of Reference.

Cllr Parker-Jones asked if the language of the documents related to Travel Tokens could be amended in future to become inclusive of those who do not identify as male or female.

Action: Clerk

5. To review current procedures and recommend any necessary amendments

The group agreed there was no need to amend the current procedures.

6. To review the current forms and make any necessary changes to them

The group agreed there was no need to amend the current forms.

Cllr Parker-Jones asked whether a large print version could be made available. The Clerk indicated that he hoped to produce large print versions of all Council documents over the course of the next cycle, and Travel Tokens documents would be part of that.

Action: Clerk

Members: Cllr Toher (Lead Member), Cllrs Dean, Moore, Parker-Jones and Thornton

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7. To review the operation of the current scheme and make recommendations to the Finance & General Purposes Committee on the budget level for 2021 – 22 and the level given to each individual applicant

It was agreed to maintain both the budget, and the level of tokens for each recipient, the same for the year 2021-22. Cllr Toher informed the group that the Hampshire County Council travel voucher scheme has been increased from £32 to £36 and that will require a minor adjustment to Travel Token amounts for a few people.

Proposed Cllr Parker-Jones, seconded Cllr Toher, recommended unanimously that the level of tokens remain at 96 and 120; that the reduction for receiving Travel Vouchers from HCC be increased to 36, and that the budget request for the year 2021-22 be set at £3,500.

8. To review the numbers of tokens currently held and, if necessary, make recommendations on acquiring extra tokens

The Clerk indicated he believed there were enough tokens currently to cope with the distribution in March 2021, however this would be formally reviewed in January and if more tokens are needed then an extra 1,000 will be purchased from the current budget.

9. To review current levels and methods of publicity

The group agreed that Travel Tokens would be featured in the next newsletter; that the website and Facebook would be used to invite new applicants and that posters would be placed on the noticeboards and in any doctor's surgeries, chemists and shops that would be happy to accept them. The Clerk also noted that there is an updated list of taxi companies for the scheme and that it may be possible to produce small leaflets to be handed out by any of the local scheme operators. The updated list will be sent out to all recipients as soon as possible.

Action: Clerk

The meeting closed at 7:45pm

REPORT TO BISHOPSTOKE PARISH COUNCIL (Full Council)

27th October 2020
Agenda Item: 8

Report Subject: To note the RFO's Report

Payments Lists:

July 2020

Significant items for July included payment of internal auditor fees for 2019/20 accounts, Neighbourhood plan amendments, and the start of works to re-open the BMH - removal of asbestos products, Legionella risk assessment and maintenance around the hall. There were also costs of new locks and keys following the break-in to the hall.

August 2020

Significant items for August included tree survey work, completion of the St Mary's wall rebuild project, Edge software annual licence fee, and replacement BMH steps.

September 2020

Significant items for September included further tree survey work, and further costs to re-open the BMH – curtain cleaning, electrical works, maintenance works to bring the BMH up to standard regarding fire safety, and purchase of new equipment. A summary sheet presented to the Buildings Committee has been attached to show the Finance & General Purposes Committee the total spend to date for the BMH.

Edge Software:

The Edge software is fully up to date, the VAT return for Q1 has been sent off and repayment received into the bank account. The Q2 VAT return has been submitted and repayment awaited. The previously reported teething problems which the IT support are assisting with, including some transactions that have posted to the suspense account, have now all been rectified.

A new style budget monitoring report is being presented to Councillors to include last year actuals, current year budget and current year actuals, as discussed during the last meeting.

Memorial Hall:

The Memorial Hall re-opened on the 7th September. Most regular hirers have now returned to the hall. So far it has been mostly smooth process. The QR codes are displayed as legally required, and the Clerk and RFO continue to monitor the Government announcements for impact on changes to the restrictions.

Insurance:

The Insurance Company have contacted the Clerk regarding the quote for the new year. The Clerk and RFO will work together to provide answers to the questions they need information on. A review of the fixed asset register will also be completed and uploaded to the Asset module of the Edge software.

Sophie Thorogood
RFO to Bishopstoke Parish Council
20th October 2020

Appendix – summary of BMH costs to date

This is posted through the nominal – Grants – community buildings

	2019/20	2020/21
Electrical Inspection	£ 2,215.00	
Remedial Electrical work	£ 10,891.88	
Replacement green room lights	£ 480.00	
Emergency Lighting repairs		£ 601.00
Electrical work for re-opening		£ 1,550.00
Gas Heater repairs	£ 838.00	
Asbestos Risk Assessment	£ 200.00	
Removal Asbestos Products		£ 520.00
Legionella Risk Assessment		£ 360.00
Fire Risk Assessment		£ 125.00
Contract termination cost		£ 406.13
Fire extinguisher/alarms servicing		£ 172.90
Fire extinguisher repairs		£ 117.85
Shrub clearance		£ 180.00
Disabled ramps and new fire exit		£ 1,837.67
Emergency call out for fire alarms		£ 114.50
Curtain cleaning & fire retardant spraying		£ 1,210.00
Roof repairs	£ 675.00	
Lock replacements		£ 417.03
Key cutting	£ 76.30	£ 202.75
Key safes		£ 102.42
Cleaning equipment	£ 12.00	£ 82.33
Replacement steps		£ 1,750.10
Handyman work		£ 1,936.25
Rubbish clearance		£ 110.00
Replacement window		£ 175.00
Misc Equipment	£ 26.84	£ 97.90
New electrical appliances		£ 280.81
Model documents	£ 60.00	
	£ 15,475.02	£ 12,349.64

PARISH COUNCIL MEETING ON 27 OCTOBER 2020
MONTHLY STATEMENT OF ACCOUNT September 2020

Start 01/09/2020
End 30/09/2020

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 25,208.27	£ 6,525.25	£ 20,000.00	£ 22,267.58		£ 29,465.94
EBC	£ 211,655.78	£ 116,005.59			£ 20,000.00	£ 307,661.37
Total	£ 236,864.05	£ 122,530.84	£ 20,000.00	£ 22,267.58	£ 20,000.00	£ 337,127.31

Receipts in detail	
Burial Board	£ 1,615.00
Allotments	
Carnival	
VAT refund	£ 4,910.25
Insurance	
Misc.	
Total	£ 6,525.25

VAT	
Previously Claimed	£ 76,987.99
Claimed in September	£ 4,910.25
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Sep 20	£ 131,613.94	£ 115,452.24	£ 4,589.60		£ 40,000.00	£ 211,655.78
Sep 20	£ 131,613.94	£ 115,452.00		£ 553.59	£ 20,000.00	£ 307,661.37

Notes

Full Council

Items 9, 10 & 11

Bins

I received a request from a resident for the Council to consider placing more bins around Bishopstoke. He spends a great deal of his spare time litter picking in the streets around his home and is often frustrated by the lack of bins in the area.

It is recommended that the Council request officers to determine the current location of bins in Bishopstoke to see if any areas are currently underserved.

Bench on Fair Oak Road

A resident has requested permission to renovate the bench on Fair Oak Road, to the East of Underwood Road. This would be done with the purpose of then adding a plaque in honour of a relative of the resident who suffered a life changing accident near the junction.

It is recommended that the Council request officers to update and combine existing Memorial Seat policies to include areas in the wider Parish and bring the updated policy back to Council for approval, at which point the resident's request can be determined in light of that policy.

Alternatively, the Council may opt to simply apply the policy adopted for the allotments to this request and come to a decision at this meeting.

Church Road Play Area fencing

The Council has obtained one quote for the fencing project at Church Road. The quote is to supply and install 16.4m of 1200mm high hoop top railings to the left of the entrance plus a further 6m with a 2.1m return.

This is for the area for the bench on street side.

Also obtained is a quote to supply and erect one pair of heavy-duty close board gates measuring 1.8m high with a 2700mm opening. The gates will be constructed using a 100x50mm frame throughout which is morticed and through tenoned, the outer cladding is constructed using a 100x22mm tapered feather edge board, with a

heavy-duty capping installed to the top of the gate for protection and to give a finished look. The gates will be hung on two new gate posts and come with all fixtures and fittings. An 875mm wide insert of close board fencing will be installed either side of the gates.

Additionally, the Council would need to purchase a bench and noticeboard to be installed, as well as considering whether to replace the grass with wetpour or tarmac.

The fencing company has been used for a number of recent Parish projects, having been selected for an earlier project in competition with other companies. There is money in the current budget for both the bench and the noticeboard, and the resurfacing work may be able to be paid for from the play area budget.

It is recommended that the Council accept this quote and ask the Clerk to proceed with the project. Alternatively the Council may opt to request that other quotes be obtained prior to a final decision being made.

Full Council

Membership of external bodies

Current list

The Council is currently a member of and / or pays subscription fees to the following external bodies:

NALC (National Association of Local Councils)

HALC (Hampshire Association of Local Councils)

Hampshire Playing Fields Association

ICCM (Institute of Cemetery and Crematoria Management)

Friends of Prior Hill Copse (Tree Wardens)

National Allotment Society

ICO Data Protection Registration

It is recommended that the Council approves the continued membership of all bodies on the list.

Full Council - Clerk's report **27 October 2020**

Clerk's Report

Actions from previous meetings

FULL_2021_M02/18.1 Regarding a request from Bishopstoke History Society

The matter of potential storage for documents and items from the BHS was discussed at the Buildings Committee on 6th October. A request was then sent to the BHS for more detailed information on 9th October. Subsequently I have received an email indicating that the BHS believes they have more than the Council could hope to store and so they are pursuing other options.

FULL_2021_M02/18.2 Regarding Bow Lake Gardens play area

As requested, the Local Area Manager was contacted on 9th October to determine whether there is a current plan for the potential transfer of the play area. The LAM indicated his belief that transfer from the developer to the Borough had started in the previous few days. A request was then sent to the Borough legal department asking what steps now need to be taken. No further update has been received.

FULL_2021_M02/22.3 Regarding the Parish response to the Airport expansion

As promised, the full text of the Parish response to the Airport expansion was re-sent to all Cllrs on 5th October.

FULL_2021_M02/26.3 Regarding Community Speedwatch

Twyford Parish Council, Fair Oak Parish Council and Eastleigh Borough Council were all contacted on 9th October, as requested, for more information about speed limit reminder devices, the Fair Oak Community Speedwatch group, and available data on speeds driven on Bishopstoke Roads respectively. Hampshire Police are currently not setting up new schemes, as detailed in the separate memo on Community Speedwatch. A response was received from the Borough with various data which was then passed to all Councillors. Fair Oak have responded to say that their Speedwatch scheme has been temporarily suspended. I am told the Police Co-ordinator is looking into that. The Clerk of Fair Oak has suggested potentially running a joint scheme as they already have the camera and is contacting the police to see what their intentions are.

FULL_2021_M02/30.4 Regarding the use of a webcam outside the Memorial Hall

The webcam is confirmed as being off. As requested, legislation has been checked and the Clerk's opinion, based on the Protection of Freedoms Act 2012, the Surveillance Camera Code of Practice and the available information from the ICO is that the Parish Council did not break any law when using the webcam to attempt to determine who was breaking into the Memorial Hall.

FULL_2021_M02/32.2 Regarding use of the Memorial Hall

As requested, the regulations regarding acceptable use of community buildings were re-scrutinised. It remains the opinion of the Clerk and RFO that both line dancing, and bowls, can continue in their use of the Hall unless regulations change further. This is clearly the position of the relevant national bodies and the Clerk sees no reason in legislation to contradict this. All of the participants are socially distanced from one another, and so there is no breach of the "Rule of 6". Should the regulations change again, which we anticipate they will, we will once again examine the appropriateness of continuing to hire out the Hall.

Other Items

There are no other items of interest at the time of writing.

Full Council

Community Speedwatch – Hampshire Police

Community Speedwatch

Enabling members of the community to become police support volunteers and take action against speeding on the roads of concern within their area.

Volunteers use equipment that can monitor the speed of passing traffic and then record the details, later adding them to a database. Vehicle checks are then undertaken by the police and letters are then sent to the registered keepers advising them of their speed and reminding them of why it is a community concern.

Please note

Community SpeedWatch is an educational scheme, not enforcement. It is considered as the first tier response to speeding issues. If a problem persists, it can be escalated to tier two, meaning that enforcement can be undertaken by the police neighbourhood policing teams.

Setting up a scheme

We are unable to facilitate the setting up of new Community SpeedWatch schemes until further notice, but speak with a local Police Community Support Officer or contact us to check if there is an existing scheme in your area or one nearby that might be able to expand.

If there is a scheme in your area or one nearby, make contact and see how they can assist covering your area. You may need to help them recruit more volunteers or get extra funding.

If there is no local or nearby scheme and you wish to set one up then you need to consider:

- who in your community is interested in tackling this problem?
- who in your local parish or town council will support the scheme?
- is speeding one of the concerns and priorities for the community?

Funding

Funds will be required to set up the scheme. The police don't fund the initial costs of the equipment but will cover the costs for vetting, training and the support for back office work such as holding the database, doing the checks, sending out the letters and analysing the data.

The initial cost can be up to £3,000 which will secure the equipment to monitor speed, high visibility clothing for health and safety purposes and signs.

Some schemes have sought funds from parish and town councils, county councillors, sponsorship, community grants or used existing equipment handed over by the council. We will help you explore these options. We hold a list of companies used to purchase the equipment by schemes already up and running.

Recruiting volunteers

Members of the community need to become Police Support Volunteers and be vetted before joining a SpeedWatch scheme. To recruit volunteers, you need to speak with the Extended Police Family team at Netley or the Extended Policy Family co-ordinator for your area.