

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 23 October 2018

**Present:** Councillor Sue Toher (Chair)  
Councillor Anne Dean (Vice-Chair)  
Councillor Andrew Daly  
Councillor Johanna Francis  
Councillor Chris Greenwood  
Councillor Trevor Mignot  
Councillor Louise Parker-Jones  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mrs Cheryl Taylor (Assistant Clerk to Bishopstoke Parish Council)  
Councillor Ray Dean of Eastleigh Borough Council

**Public Session** 0 members of the public were present.

**FULL\_1819\_M07/**

### **Public Session**

Cllr Ray Dean raised the issue of complaints concerning weed control around the parish. He stated that Hampshire County Council now only do one weedkill session a year, and asked councillors if they would consider providing an additional service of one extra weedkill per year to keep the area tidier. He believed the extra cost to be estimated at £1900, and asked if the Council could consider adding this additional service to next year's budget. Cllr Toher stated that the issue will be put before the Finance and General Purposes Committee for their consideration.

**Action: Clerk**

### **87 Apologies for Absence**

87.1 Apologies had been received and were accepted from Cllrs Brown, Harris and Roling. Cllr Moore not present.

### **88 Councillors' Questions**

88.1 Cllr Daly stated that the plaster in the road on the corner of Harvey Road had been reported 4 or 5 weeks ago but has still not been removed. Cllr Thornton agreed to contact Eastleigh Borough Council to request action.

**Action: Cllr Thornton**

88.2 Cllr Daly reported that there had been vandalism with knife cuts on the picnic tables in the Sayers Road play area. Cllr Toher requested that the Clerk look into this concern.

**Action: Clerk**

88.3 Cllr Tidridge requested that she be informed when the repair work to the Church Road play area was completed.

**Action: Asst Clerk**

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88.4 Cllr Tidridge asked all councillors if there were particular roads that could benefit from litter clearance by the volunteers, and listed suggestions from councillors.

88.5 Cllr Winstanley stated that the litter bins next to the bus stops in Stoke Park Road were full, with dog waste bags being deposited on the ground. The Asst Clerk was requested to ask the grounds maintenance contractor to empty the bins, and to determine the current schedule for bin emptying. It was believed that most of the rubbish did not originate from those waiting for a bus.

**Action: Asst Clerk**

88.6 Cllr Parker-Jones stated that the Bishopstoke History Society, of which she is a member, had not heard back regarding the proposed display in Shears Mill, following the delay whilst insurance arrangements were checked. Cllr Toher requested an update from the Clerk.

**Action: Clerk**

## **89 To adopt and sign Minutes of the Parish Council meeting held on 25 September 2018**

89.1 The minutes of the above meeting had been circulated prior to this meeting. Cllr Toher and the Asst Clerk agreed that in the first sentence of 82.1 the word 'were' is incorrect, and should instead read as 'would'. It was agreed to amend the minutes accordingly.

89.2 The minutes of the above meeting had been circulated prior to this meeting. Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt as a true record the minutes, as amended in minute 89.1, of the Parish Council meeting held on 25 September 2018.

## **90 To consider Matters Arising from the above Minutes**

90.1 Item 75.1 DBS checks. The Asst Clerk reported that the Clerk is working on what is necessary, what is desirable, costs and methods, and what Council activities could be included. Cllr Winstanley stated that another Council had a request to have councillors DBS checked refused, because they had no Council activities requiring such checks. The Clerk was requested to check whether it is possible for BPC councillors to have DBS checks.

**Action: Clerk**

90.2 Item 77.1 Cllr Parker-Jones queried why the delegation policy had not gone to this Full Council meeting. Cllr Toher confirmed that the policy had gone to the Finance and General Purposes Committee, and they had made a recommendation which would be considered under agenda item 7.

90.3 Item 80.1 The Asst Clerk reported that the Clerk had sent out the Neighbourhood Plan Aims and Objectives.

90.4 Item 81.3 The Asst Clerk asked on behalf of the Clerk for any budget proposals to be advised to the Clerk by the end of the month.

90.5 Item 82.1 Cllr Toher stated that a discussion on the Bishopstoke Community Centre was on the agenda.

90.6 Item 83.1 Cllr Toher stated that the issue of parking at the entrance to Glebe Meadow would be added to the Finance and General Purposes agenda.

**Action: Clerk**

90.7 Item 84.1 Cllr Toher stated that the silhouettes have all now been installed.

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90.8 Item 85.1 Cllr Parker-Jones stated that she had returned to the meeting before the Beat Surgery dates were announced. Cllr Toher advised that the minutes had already been accepted, but would ask the Clerk to check the notes for this meeting.

**Action: Clerk**

## **91 Declarations of Interest and Requests for Dispensations**

91.1 Cllr Winstanley declared a prejudicial interest in item 9 on the agenda and in item 15 on the agenda.

91.2 Cllrs Parker-Jones and Tidridge both declared an interest in item 15 on the agenda.

91.3 Cllrs Thornton and Mignot declared a non prejudicial interest in item 9 on the agenda.

## **92 Report on Planning Committee Meetings of 25 September and 9 October 2018 – to note Resolutions and to determine Recommendations**

92.1 The Planning Committee Minutes from 25 September and 9 October 2018 had been circulated prior to this meeting.

92.2 Proposed Cllr Dean, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the Planning Committee meetings held on 25 September and 9 October 2018 be noted.

## **93 Report on Finance and General Purposes Committee Meeting of 9 October 2018 – to note Resolutions and to determine Recommendations**

93.1 The Finance and General Purposes Committee Minutes from 9 October 2018 had been circulated prior to this meeting.

93.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 9 October 2018 be noted.

93.3 It was noted that the recommendation to approve the Burial Board fees for 2019-20 would take place at agenda item 13.

93.4 Cllr Parker-Jones asked if all the amendments to the delegation policy had been made, and Cllr Toher confirmed that they had. Changes in legislation related to this policy would be monitored. Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Council approve the Delegation Policy.

93.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Parish Council adopt the audited Annual Return for the year ended 31<sup>st</sup> March 2018.

93.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Council appoint Do The Numbers as their internal auditor for 2018-19.

93.7 Cllr Parker-Jones queried if the amendment to Financial Regulations 10.1 was in the public view. Cllr Toher requested that the Clerk check that the change had appeared as part of the public document pack for the Finance and General Purposes Committee.

**Action: Clerk**

93.8 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously, providing that a check confirms this change is in the public view, that the amendment to Financial Regulations 10.1 be adopted.

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**94 To receive the RFO's Report and approve the September 2018 Statement of Accounts**

94.1 The Asst Clerk reported that the Clerk had advised that there was nothing further to report, other than work is being carried out on the budget.

94.2 Cllr Parker-Jones queried if the Parish Council are claiming back VAT, as nothing appears to have been claimed yet. Cllr Toher requested that the Clerk check that VAT is being reclaimed.

**Action: Clerk**

94.3 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to receive the RFO's report and approve the September 2018 Statement of Accounts.

**95 To decide the Parish Council response to the request from Hampshire County Council regarding Bishopstoke Community Centre**

95.1 Cllr Toher stated that at the time the Clerk prepared the September report Hampshire County Council (HCC) had not yet contacted Bishopstoke Parish Council (BPC) and had only been in talks with the Bishopstoke Community Association (BCA). A formal request for a response had now been made.

95.2 Cllr Winstanley, as a BCA trustee, gave information to councillors concerning gas, electrical testing, a Legionella survey, income levels, monthly profit levels, the lease, the BCA view on the handover situation, the reason for the reduction in rent paid, and the area owned by the housing company.

*Cllr Winstanley left the room at this point.*

95.3 Cllrs discussed the reports received on the Bishopstoke Community Centre, and the following points were made during the discussion.

Retaining a community building was thought to be worthwhile, but further financial and other information was required.

There is a need for HCC to provide clear commitments to the various items they would action, and grants they would provide, before a decision could be made. A final building survey was advisable once further works had been carried out.

The building should be taken on in a fit state, and it should be noted that the current profits may not support long-term maintenance. This might mean that an increase in precept would be necessary to pay for long-term support of the building.

There was a risk that grants might not be forthcoming. Cllrs believed that there must be a guarantee for grants, or such funding built into the sales contract.

It was noted that HCC want to divest the building by 31/03/19, but that BPC are coming in at a late point.

There was a need to seek clarification on the covenant issue, and whether it could be removed.

There was a need to confirm that any items labelled 'fail' or 'unsatisfactory' in the electrical survey had been rectified.

Costs would arise from those areas already identified in the asbestos survey as having asbestos, and there was future risk from the possibility that other areas would also be found to contain asbestos.

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The survey advised further investigations, including a roof void inspection and a damp survey, and there was a risk that these would reveal further costs.

It was disappointing that no one from HCC would attend the meeting.

Councillors would be happy for the building to continue as a community building, but the decision to take it on would be a business decision, based on costs.

There is a need to see a full set of accounts from the BCA, to determine running costs and income levels, and to determine if the building is a going concern.

There is a need to clarify the position regarding payment of business rates, and this position might vary dependent on whether BPC are running the building, or a charitable trust. In the case of a trust there needs to be a clean separation between the trust and the Council.

If BPC does not take on the building, there is a risk that the number of volunteers for a trust would reduce to such an extent that it was not viable for the trust to run the building, and a similar situation could again arise with an unknown future for the building, including its loss as a community building.

It was noted that the word 'to' is missing from the agenda item description, after the word 'response'.

It was noted that taking the building on would mean additional staff costs. Additional staffing costs may be less if BPC are the owner and the BCA are running the building.

There would also be additional costs needed for project management, and legal costs for the transfer.

It would be disappointing to lose this community building, but to take it on should make sense as a business case, particularly considering the cost of repairs. More information is required in order to make that decision.

95.4 Cllr Tidridge requested sight of the full accounts from the BCA. Cllr Toher requested that the Council write to the BCA Committee Chair to ask if they would provide the accounts.

**Action: Clerk**

95.5 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the following response be made to the request from Hampshire County Council regarding Bishopstoke Community Centre:

*Bishopstoke Parish Council's interest is dependent on knowing –*

- *the full financial implications of taking over the building*
- *a guarantee of funds being available to restore the building to optimal condition*
- *the guarantees to be written as a contractual condition of the agreement should we agree to take over*

*Bishopstoke Parish Council will be contacting our solicitor regarding the covenant issue.*

*Upon receipt of all the information from Hampshire County Council and our solicitor, Bishopstoke Parish Council will be able to consider the matter further.*

95.6 It was agreed that the Clerk would supply the response to Hampshire County Council.

**Action: Clerk**

*Cllr Winstanley returned to the meeting at this point.*

*At 8.55pm the Chair suspended the meeting for a short break. The meeting resumed at 9.00pm.*

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**96 To approve and adopt the audited Annual Return for the year ending 31 March 2018**

96.1 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve and adopt the audited Annual Return for the year ending 31 March 2018.

**97 To approve Parish Council contributions to external bodies**

97.1 Cllrs reviewed the list provided. Cllr Winstanley declared an interest in the subscription paid to HALC.

97.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the contributions to the bodies as listed by the Clerk.

**98 To approve membership of bodies**

98.1 Proposed Cllr Dean, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the membership of the bodies as listed by the Clerk for this agenda item.

**99 To approve Burial Board fees for 2019-20**

99.1 Proposed Cllr Parker-Jones, Seconded Cllr Greenwood, **RESOLVED** unanimously to approve the Burial Board fees for 2019-20.

99.2 Cllrs Thornton and Parker-Jones welcomed the raising of the age from up to 12 years of age to up to 18 years of age, for interments for children to be provided free of charge.

99.3 Cllr Daly queried why plots were not all sold as double plots. The answer was given that the choice of single or double is made by the family, as a double plot has a higher fee, and some plots had to be single due to ground conditions.

**100 To decide the Parish Council response to the Airport consultation**

100.1 Cllr Dean stated that she had attended the consultation meeting. The master plan would cover the next 20 years, with a slight lengthening of the runway to achieve better passenger capacity, and a new road to access empty land for car parking.

100.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Asst Clerk, in conjunction with Cllr Toher as Chair, should draw up the Parish Council response to the Airport consultation from the subsequent discussion on this agenda item.

**Action: Asst Clerk and Cllr Toher**

100.3 Cllr Parker-Jones expressed concern at the impact on the environment from increased noise, the increased traffic congestion on the roads from extra vehicle movements, the impact on the nearby Site of Special Scientific Interest, the impact on the closest residents from increased flight numbers, a habitat area becoming a car park, and the impact on birds through bird strikes. She welcomed the fact that the airport would be creating jobs, and would still operate within the same hours of operation.

100.4 Cllr Tidridge stated that she would wish to see the Chickenhall Link Road as part of the plan, and stated that nothing should be done on this expansion plan which would jeopardise the possibility of having the Chickenhall Link Road. She expressed concern on the effects of noise and pollution on the environment from both planes and traffic, the effect of the Airport on bird populations, and stated that there should be a thoroughly researched environmental impact assessment of the effects of the plan on the environment, particularly for noise, pollution and the effect on biodiversity.

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100.5 Cllr Thornton stated that he accepted that newer aircraft are less noisy, but the greater problem related to use of the roads from passengers getting to and from the airport. He would wish to see that impact reduced. He welcomed the economic impact of the airport to the region.

100.6 Cllr Winstanley welcomed the fact that flights can be made locally, and that this airport is very close to rail links. Local travellers would therefore travel less to other airports.

100.7 Cllr Parker-Jones noted that there would be some pollution added by non-local commuters taking advantage of greater capacity at the airport, and travelling to this airport rather than others.

100.8 Cllr Daly stated that he would wish to see a park and ride scheme to reduce traffic impact.

100.9 Cllr Greenwood commented that commuters may determine which airport to go to, based on other factors such as price.

100.10 Cllr Parker-Jones added a concern on air quality, particularly in areas where air quality is already poorer, such as Southampton are Road.

*Cllrs Parker-Jones, Tidridge and Winstanley left at this point.  
Cllr Ray Dean of Eastleigh Borough Council left at this point.*

### **101 To decide the Parish Council response to the Proposed Traffic Regulation orders**

101.1 Cllr Daly and Cllr Toher declared an interest in this agenda item.

101.2 Cllrs discussed the need for the changes and that the changes were to conform to what is expected by the highway code, and in response to complaints.

101.3 Cllr Greenwood queried how parking on the traffic island would be legally prevented by the Fair Oak Road notice. The Asst Clerk was requested to ask Eastleigh Borough Council.

#### **Action: Asst Clerk**

101.4 Cllr Toher advised that individual councillors can query any of these orders by attending the Local Area Committee meeting.

101.5 Proposed Cllr Greenwood, Seconded Cllr Thornton, **RESOLVED** unanimously to make no objection to the proposed traffic regulation orders, but to make an enquiry to Eastleigh Borough Council concerning the issue raised at 100.3.

*Cllrs Parker-Jones, Tidridge and Winstanley returned at this point.  
Cllr Ray Dean of Eastleigh Borough Council returned at this point.*

**102** The Asst Clerk stated at this point that the list of external bodies at point 96 should have included the contribution to Y Zone. Councillors requested that the Clerk provide a list of contributions to external bodies, as had been provided for the list for the membership of bodies.

#### **Action: Clerk**

### **103 To receive reports from County, Borough and Parish Councillors on matters of interest**

103.1 Cllr Toher noted that a report had been provided by Cllr Harris following his attending a training course on Legionella.

103.2 Cllr Parker-Jones reported that she had attended Eastleigh Borough Council member training on the annual canvass, covering the importance of encouraging registration. She had also attended the

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Southampton Airport consultation; the Bishopstoke, Fair Oak and Horton Heath (BIFOHH) local area team meeting where they reviewed the community investment projects; a liaison meeting which included bin replacement provision, and the feasibility study for the Memorial Hall project; Eastleigh Borough Council member training on Equality and Diversity.

103.3 Cllr Parker-Jones reported that she had also attended the October Full Council meeting at Eastleigh Borough Council at which she raised residents' concerns on the local plan item. Despite concerns the plan was passed by Eastleigh Borough Council. It will be submitted to the inspector, with the next part of the process taking place in spring. She had also attended the Bishopstoke History Society presentation on the Great War remembered, where booklets are being sold in aid of Help for Heroes. Copies of the booklet can be provided on request and the presentation will be repeated on 16<sup>th</sup> November in the Bishopstoke Methodist Church.

103.4 Cllr Tidridge reported that she had attended some meetings already covered, that Eastleigh has opened nominations for the annual sports awards, and that there will be a second service on Armistice Day at 3pm in Netley, in addition to the usual service in Eastleigh town centre.

103.5 Cllr Thornton reported that on the issue of travel vaccinations that printing the information was no longer being offered, and that use of the Internet was being advised to obtain the information.

103.6 Cllr Winstanley reported that she had attended a meeting of the Twynam's trustees, and advised that the charity has an empty property and will be asking the Parish Council to advertise the vacancy on the noticeboards and website. She had also attended a Carnival meeting - the next Carnival will take place on 14<sup>th</sup>/15<sup>th</sup> September 2019, and the next Carnival meeting is the Annual General Meeting.

103.7 Cllr Dean reported that she had attended the Neighbourhood Plan meeting, which had agreed to update on progress to the company assisting with the plans; a Memorial Hall Committee meeting, which included attendance of an Eastleigh Borough Council officer to discuss progress on the future for the Memorial Hall; the Airport consultation meeting; the Eastleigh Borough Council meeting which included the item on the Local Plan.

103.8 Cllr Toher reported that she had attended the Local Area Committee Team Meeting which discussed the Community Investment Programme, and also revealed that there were insufficient allotments in Fair Oak to meet demand. One solution is to allow Fair Oak residents to rent in Bishopstoke, and should the situation reverse, Bishopstoke residents be allowed to rent in Fair Oak. If this is agreed by both Parish Councils there would need to be a change to Bishopstoke Parish Council's allotment allocation policy.

103.9 Cllr Toher had attended the Neighbourhood Plan meeting where the Aims and Objectives were reviewed and a very slight amendment made. The consultancy firm employed had reviewed the Vision and Aims and Objectives and have come back to say that at this stage there is nothing they would suggest changing. They have suggested that they can provide a few draft policies which could be taken back to the community together with the draft Vision and Objectives.

103.10 Cllr Toher reported that she had attended the Memorial Hall meeting which had covered works required, a refund following a water leak, the bank balance, and payment being due for the annual insurance. The Eastleigh Borough Council Local Area Manager had also attended the meeting to give information on selecting an architect for the feasibility study for the Memorial Hall project.

103.11 Cllr Toher reported that she had also attended the Bishopstoke Parish Council/Local Area Committee liaison meeting; the Y Zone meeting, which reported that work on the door shutters/lighting for the kitchen has been completed and improved security, and that a deep clean/painting of the internal building is now being arranged. The charge to Bishopstoke Parish Council for 2019/20 for the Y Zone will be £25,000.

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103.12 Cllr Toher reported that she had attended a meeting with developers, Eastleigh Borough Council, and the Assistant Clerks, concerning the Breach Lane allotment building.

**104 To receive the Clerk's Monthly Report**

104.1 The Silent Soldier silhouettes have now been installed.

104.2 The Asst Clerk gave a reminder of the Armistice Day service on 11<sup>th</sup> November.

104.3 The deadline for companies to submit tenders for the Memorial Hall has passed, and shortlisting will happen in early November.

104.4 The next Beat Surgery is November 30<sup>th</sup>.

104.5 Rent is now being received for the allotment fees.

104.6 A large amount of tree work was completed at Bishopstoke Cemetery at the end of September, and visitors have welcomed the improvements.

104.7 Work is continuing to obtain necessary permissions and to carry out maintenance on fencing at St Mary's Churchyard.

104.8 The Asst Clerk reported that a meeting was held with the developer concerning the progress on the allotment site at Breach Lane - the allotment building is nearly complete and it is hoped to have a site visit arranged shortly. Cllr Toher added that the meeting had considered the need for a sewage pump to ensure that the sewage from the allotment building reached the main sewer. Any resulting costs will be borne by Eastleigh Borough Council prior to any agreement with the Borough Council to hand over the allotment site to Bishopstoke Parish Council.

**105 To consider content for the October 2018 Press Release**

105.1 It was agreed that the press release would mention the silhouettes; the full details of the Armistice Day arrangements; the annual audit being completed; that the Council have adopted the audited Annual Return, with the dates that the public can view the accounts (if known); to ask for volunteers to join the Carnival committee; to give the dates for next year's Carnival; and to mention that the parade will again take place on the same route as for this year.

**Action: Clerk**

**106 Date, time, place and agenda items for next meeting**

106.1 The next meeting will be on Tuesday 27 November 2018, at 7:30pm in the Parish Office.

106.2 Agenda items for November's Full Council meeting to the Clerk by Monday 19 November 2018 please.

*There being no further business, the Chair closed the meeting at 9.48pm*

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

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