

**Minutes of a Meeting of the Bishopstoke Parish Council  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.40pm on 22 October 2019**

**Present:** Councillor Sue Toher (Chair)  
Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Johanna Francis  
Councillor Trevor Mignot  
Councillor Andy Moore  
Councillor Louise Parker-Jones  
Councillor Anne Winstanley

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

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

**FULL\_1920\_M06/**

**Public Session**

**85 Apologies for Absence**

85.1 Apologies had been received and were accepted from Cllrs Greenwood, Harris, Roling, Thornton and Tidridge.

**86 Councillors' Questions**

86.1 There were no questions from Councillors.

**87 To adopt and sign Minutes of the Parish Council meeting held on 24 September 2019**

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

87.2 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 24 September 2019 be adopted as a true record.

**88 To consider Matters Arising from the above Minutes**

88.1 Minute FULL\_1920\_M05/72.1 – Cllrs indicated they had not received the forms and the Clerk was asked to send them out.

**Action: Clerk**

88.2 Minute 81.2 – Cllr Daly had contacted Borough Councillor Bicknell who had indicated that the toilets at the hub were being removed as the cost to renovate was deemed to be excessive. Cllr Daly asked whether it would be feasible to include public toilets in the designs for the renovated or rebuilt Memorial Hall. Cllr Winstanley noted that public toilets are being closed more widely and that one

option is to request that local pubs and restaurants make their toilets more publicly available for which they would be paid a fee. The Clerk was asked to investigate this possibility.

**Action: Clerk**

**89 Declarations of Interest and Requests for Dispensations**

89.1 Cllrs Mignot, Winstanley and Brown declared an interest in the item regarding the BCA grant.

**90 Report on Planning Committee Meetings of 24 September and 8 October 2019 – to note Resolutions and to determine Recommendations**

90.1 The Planning Committee Minutes for those meetings had been included in the document pack.

90.2 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 24 September and 8 October 2019.

**91 Report on Finance and General Purposes Committee Meeting of 8 October 2019 – to note Resolutions and to determine Recommendations**

91.1 The Finance and General Purposes Committee Minutes from the meeting had been included in the document pack.

91.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 8 October 2019 be noted.

91.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council grant £480 to Open Sight.

91.4 Cllr Toher noted that the statement to the Local Plan Inspector had been submitted, but that it was a slightly amended version from the draft statement presented at the meeting. The Clerk was requested to distribute the final version.

**Action: Clerk**

**92 To receive reports from Working Groups and other bodies**

92.1 Cllr Dean reported that the Memorial Hall was now in the handover period prior to the Council fully taking over on 1<sup>st</sup> January 2020. The Council will be looking for a new caretaker after the current caretaker indicated he would not be able to continue after Christmas.

92.2 Cllr Parker-Jones reported that the Cemetery Working Group had not met since the last Full Council meeting.

92.3 Cllr Brown reported that the Carnival team had met for the washup meeting. A general discussion of the positives and negatives from this year's Carnival was had and some changes to procedure for the following year agreed. New volunteers were welcomed on board and Assistant Clerk Thorogood joined the team in an administrative capacity on behalf of the Council.

92.4 Cllr Toher's report is attached to these minutes as Appendix A.

**93 To receive the RFO's Report and approve the September 2019 Statement of Accounts**

93.1 The RFO reported that there was nothing of note in this month's accounts.

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93.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously to receive the RFO's report and approve the September 2019 Statement of Accounts.

**94 To adopt the amended Terms of Reference for the Human Resources Working Group**

94.1 The amended Terms of Reference had been included in the document pack.

94.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to adopt the amended Terms of Reference for the Human Resources Working Group.

**95 To make a decision on the grant request from Bishopstoke Community Association**

95.1 Cllr Parker-Jones queried why Hampshire County Council was not paying for the repair work as they are the owners of the building. Cllr Winstanley informed the Council that the lease agreement between Hampshire County Council and Bishopstoke Community Association stipulated that the County are responsible for the shell and exterior of the building, and that the Association are responsible for the interior, which includes the electrics. Cllr Winstanley noted that this is a standard leasing arrangement.

95.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that Bishopstoke Parish Council grant £1,497.60 to the Bishopstoke Community Association.

**96 To approve the amended memorials regulations for Bishopstoke Cemetery**

96.1 A memo detailing both the changes to regulation and the reasons for the change had been included in the document pack.

96.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Council approve the amended memorials regulations for Bishopstoke Cemetery.

**97 To appoint a further member of the Cemeteries Working Group**

97.1 Cllr Winstanley volunteered to join the Cemeteries Working Group. The Council thanked Cllr Winstanley.

**98 To approve and adopt the audited Annual Return for the year to 31 March 2019**

98.1 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the Council approve and adopt the audited Annual Return for the year to 31 March 2019.

**99 To approve the Parish Council insurance policy renewal**

99.1 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously that the Council approve the insurance policy renewal.

**100 To discuss and adopt the Street Pastors funding resolution**

100.1 The suggested wording for the Council resolution had been included in the document pack.

100.2 Cllr Toher suggested that the word "grant" be replaced with the word "contribution". This was agreed by acclamation.

100.3 Proposed Cllr Daly, Seconded Cllr Brown, **RESOLVED** unanimously that the Council make an annual contribution of £500 to the Street Pastors, payable on 1<sup>st</sup> June each year, until such time as the

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Council resolves to end this payment, the Street Pastors cease to operate, or there is a request from the Street Pastors to amend the amount.

### **101 To approve Standing Orders and Financial Regulations**

101.1 The current Standing Orders and Financial Regulations had been included with the document pack.

101.2 Proposed Cllr Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council approve the Standing Orders and Financial Regulations.

### **102 To discuss, amend if necessary, and adopt the Training and Development Policy**

102.1 The Training and Development Policy had been included with the document pack.

102.2 Cllr Brown proposed an amendment to allow the Council to recover some or all of the cost of training a staff member for a particular course if the staff member leaves the Council's employment after receiving the training. Cllr Brown indicated this would only apply to substantial training costs and only to training received after the adoption of the policy.

102.3 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** that the Council adopt the Training and Development Policy and request the Clerk to bring forward an amendment as suggested by Cllr Brown for the next meeting.

**Action: Clerk**

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

103.1 Cllr Parker-Jones reported that the drop in for the Church Road traffic consultation had been well attended. The proposals are being re-examined as a result of responses received and will be brought back to the Local Area Committee meeting. Cllr Parker-Jones also reported that the walk through of the Planney had been well attended. The intention is to remove the dead and diseased trees to give the area a new lease of life with new planting. The work is expected to take place in November. The Borough Council had noted that the airport had not properly publicised their consultation on the proposed extension – Cllr Parker-Jones encouraged Cllrs to attend one of the sessions if they could. The next Local Area Committee meeting is on November 20<sup>th</sup> at 7pm in the Bishopstoke Methodist Church and the next Borough Council meeting is on November 7<sup>th</sup>. Following a question from Cllr Daly, the Clerk was requested to obtain an update from Cllr Harris about whether there have been any changes to aircraft routing.

**Action: Clerk**

103.2 Cllr Moore informed the Council that the Airport have purchased approximately 21.5 acres of ground opposite the White Swan pub. This is a woodland area that local residents are campaigning to protect.

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

104.1 The Clerk reported on actions from the previous meeting: Minute 65.2 and 65.3 – Virgin have been contacted but no reply has been received; 80.3 – costs are still being gathered in preparation for the initial budget discussions in November.

104.2 St Mary's - The Clerk reported that work had been scheduled to start in the previous week but rain had made that difficult so it was anticipated that work would now begin this week.

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104.3 Allotments at Breach Lane – The allotment area has now been passed by the Borough and can begin the 12 month maintenance period. If everything remains satisfactory then the Council will be invited to take over the site in October 2020.

**105 To consider content for the October 2019 Press Release**

105.1 It was agreed that the press release would include: the audit, the grants, Armistice Day and travel tokens.

**Action: Clerk**

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

106.1 The next meeting will be on Tuesday 26 November 2019, at 7:30pm in the Parish Office.

106.2 Agenda items for the meeting to the Clerk by Monday 18 November 2019 please.

*There being no further business, the Chair closed the meeting at 8:33pm*

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

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