

# **BISHOPSTOKE PARISH COUNCIL**

## **Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 10 March 2015**

**Present:** Cllrs Cossey (Chairman), Harris, Toher and Winstanley; Cllr Parkinson-MacLachlan in attendance

**In Attendance:** Mr P J Storey (Clerk to the Parish Council)  
Mrs C Taylor (Assistant Clerk)

### **Public Session**

No members of the public were present.

### **29. Apologies**

29.1 Cllr Lyon.

### **30. To Agree the Minutes of the Meeting on 10 February 2015**

30.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with Cllr Toher abstaining (absent) that the minutes of the meeting held on 10 February 2015 be accepted as a true record.

### **31. Matters Arising from the above Minutes**

31.1 There were no matters arising not dealt with elsewhere in these minutes.

### **32. Declarations of Interest and requests for Dispensations**

32.1 Cllr Toher declared an interest in Item 7, the Age Concern grant aid application.

### **33. Carnival Working Group's report**

33.1 Cllr Harris reported some problems with transport for the Carnival which hopefully would soon be resolved, otherwise planning was progressing well. All noted the Duck Race would proceed whether or not the fallen tree by the Toby Carvery had been removed.

### **34. RFO's Report, Budget Monitoring and Payments**

34.1 A budget monitoring report had been circulated with the agenda papers and was noted.

34.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the non-confidential payments tabled for February 2015 and invoices received to date be noted.

### **35. Grant Aid application**

35.1 A Grant Aid application had been submitted by Age Concern Bishopstoke for £1000 to help fund one year's entertainment at the Riverside Club.

35.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** with Cllr Toher abstaining that £1000 be granted to Age Concern Bishopstoke to help fund one year's entertainment at the Riverside Club.

### **36. Asset Management Report**

- 36.1 Cemetery and Churchyards. A total of 19 interments had taken place in the financial year to date. A memorial seat had weathered badly and the company supplying the seat had agreed to replace it to the relief of the bereaved family.
- 36.2 Allotments. Ground covering matting had now been laid at two locations within the Manor Farm allotment site to provide more robust car parking areas for the tenants.
- 36.3 Play areas. Our insurers required information notices to be displayed at the MUGA and BMX track sites on Brookfield and at the skate ramp on Glebe Meadow which the Clerk was acquiring. Major repairs to the rotting wooden fencing base were being completed at the Templecombe Road play area.

#### **Action: Clerk**

- 36.4 The draft transfer documentation for the Brookfield site remained with EBC Legal for review.

### **37. Byelaws for play areas, public walks and open spaces**

- 37.1 Revised draft byelaws for play areas, public walks and open spaces had been circulated with the agenda papers following further consideration being given to them at the recent full Parish Council meeting. Members recognised the difficulties of enforcement but subject to some further minor changes were content to recommend their adoption. When adopted, they would be displayed on the website, social media outlets and elsewhere.
- 37.2 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** unanimously that the revised byelaws for play areas, public walks and open spaces owned by Bishopstoke Parish Council be adopted.

### **38. Neighbourhood Plan**

- 38.1 As previously reported, Cllr Toher and the Clerk had attended a training seminar on Neighbourhood Planning and it was now thought timely to proceed on a more formal basis. Cllr Toher expressed her willingness to be the lead councillor on the plan's production and Members noted the need for public consultation to ensure the final plan had the endorsement of the community at large. Cllr Toher proposed a meeting with EBC Planning to identify those policies in the Borough Local Plan which directly affected Bishopstoke and the Clerk would draft a public consultation document to be distributed to households to obtain views and comments accordingly. This draft would be tabled for information at the next F&GP Committee meeting. Cllr Toher would also investigate setting up a dedicated website and approaches would be made to local residents associations and recognised groups within the community to provide representatives on the proposed working group.

#### **Action: Cllr Toher and Clerk**

### **39. Renewal of PCSO agreement**

- 39.1 The current PCSO agreement expired on 31 March 2015 and noting Members' wishes that the funding arrangement for a PCSO should be extended, the Clerk was seeking an undated draft for comment and eventual signature.

#### **Action: Clerk**

- 39.2 Proposed Cllr Cossey, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the new PCSO agreement should be adopted subject to there being no changes of substance.

### **40. Clerk's report**

- 40.1 Riverside railings repair. All noted that repairs were in hand to the Riverside railings and that reusable railings would be redeployed elsewhere along Riverside to make good other damaged areas. It was also planned to repaint the entire railing length on completion of the repairs.

- 40.2 Highways had been asked to remove the redundant grey posts at the junction of Riverside and Church Road as they were surplus to requirements and therefore un-necessary additions to the street furniture.
- 40.3 The Clerk had attended the monthly Joint Action Group meeting chaired by the LAC Co-ordinator and attended by the YZone manager, local police, trading standards and area managers for the affordable housing complexes, to discuss matters of common interest. Fortunately, crime and anti-social behavioural problems remained low in Bishopstoke.
- 40.4 The HALC Chief Executive would attend the June full Parish Council meeting to discuss staff recruitment and employment responsibilities.
- 40.5 There were now 6 confirmed volunteers for Community Speedwatch with a further 6 possibles including three trained volunteers from Fair Oak who were willing to join with us. The formal application papers had been sent out following which the necessary police training would be organised.
- 41. Date, time and place of next meeting**
- 41.1 The next meeting will be on Tuesday 14 April 2015 at 7.30pm in the Parish Office, Riverside, Bishopstoke.
- 42. Motion for Confidential Business**
- 42.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **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.
- 43. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for February 2015 (Confidential Business)**
- 43.1 Members noted the report tabled by the RFO which is attached to these minutes.
- 43.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the February 2015 staff payments be noted as tabled.
- 44. Staff incremental salary awards**
- 44.3 The Clerk briefed on the contractual entitlements of staff to be awarded annual scale point increases up to the maximum in their range subject to satisfactory performance.
- 44.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that staff members be awarded an additional scale point wef 1 April 2015 in accordance with their contractual entitlement.

*There being no further business, the Chairman closed the Meeting at 8.05.*

### **Resolutions to be noted by the Full Parish Council**

- 30.1 that the minutes of the meeting held on 10 February 2015 be accepted as a true record.
- 34.2 that the non-confidential payments tabled for February 2015 and invoices received to date be noted.
- 42.1 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.
- 43.2 that the February 2015 staff payments be noted as tabled.
- 44.4 that staff members be awarded an additional scale point wef 1 April 2015 in accordance with their contractual entitlement.

### **Recommendations for consideration by the Full Parish Council**

- 35.2 that £1000 be granted to Age Concern Bishopstoke to help fund one year's entertainment at the Riverside Club.
- 37.2 that the revised byelaws for play areas, public walks and open spaces owned by Bishopstoke Parish Council be adopted.
- 39.2 that the new PCSO agreement should be adopted subject to there being no changes of substance.

#### **Payments in February 2015 in excess of £500 published in accordance with the Government's transparency directive**

Staff	Salaries and expenses	1783.90
HMRC	Tax/NIC	633.77
HCC	LGPS	524.53
Green Smile Ltd	Grounds maintenance	3246.53
J Bruno construction	Play equipment repairs	631.20