

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 22 May 2018

**Present:** Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Johanna Francis  
Councillor Chris Greenwood  
Councillor Geoff Harris  
Councillor Trevor Mignot  
Councillor Andy Moore  
Councillor Louise Parker-Jones  
Councillor Mike Thornton  
Councillor Sue Toher  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (Assistant Clerk to Bishopstoke Parish Council)  
Cllr Ray Dean (Eastleigh Borough Council) (from para 27.2)

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

FULL\_1819\_M02/

### Public Session

As Chair from the preceding year, Cllr Toher welcomed everyone to the AGM. Cllr Toher offered congratulations to the incoming Eastleigh Borough Councillors and thanks to the outgoing Eastleigh Borough Councillors for their hard work over the years. Cllr Toher then handed the meeting over to Cllr Tidridge as Vice-Chair of the previous year, for the election of Chair.

### 15 Election of Chair

15.1 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that Cllr Toher be elected as Chair of Bishopstoke Parish Council for the coming year.

*Cllr Toher resumed Chairing the meeting from this point forward*

### 16 Election of Vice-Chair

16.1 Proposed Cllr Brown, Seconded Cllr Thornton, that Cllr Winstanley be elected as Vice-Chair of Bishopstoke Parish Council for the coming year.

16.2 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, that Cllr Dean be elected as Vice-Chair of Bishopstoke Parish Council for the coming year.

16.3 A vote was taken, with Cllrs Winstanley and Dean each receiving 6 votes. Cllr Toher as Chair used her casting vote in favour of Cllr Dean.

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16.4 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RESOLVED** that Cllr Dean be elected as Vice-Chair for the coming year.

**17 Apologies for Absence**

17.1 Apologies had been received and were accepted from Cllr Roling.

**18 Councillors' Questions**

18.1 Cllr Winstanley requested that the Parish support its own proposals in the consultation on Community Governance. Cllrs were encouraged to also express their support in the consultation.

**Action: Clerk**

**19 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 24 April 2018**

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

19.2 Proposed Cllr Greenwood, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 24 April 2018.

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

20.1 Item 2.2 The Clerk reported that he had contacted Jonathan Wright and offered any assistance he might need.

20.2 Item 11.7 The Clerk reported that he had contacted the Borough to ask for any feedback but had not yet received a reply.

20.3 Item 12.4 The Clerk reminded Cllrs to access their new emails as soon as possible as the old emails were being retired on 25<sup>th</sup> May. The Clerk was asked to email a list of all Cllr and Officer emails to all Councillors.

**Action: Clerk**

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

21.1 None declared or requested.

**22 Report on Planning Committee Meetings of 24 April and 8 May 2018 – to note resolutions and determine recommendations**

22.1 The Planning Committee Minutes from 24 April and 8 May 2018 had been circulated prior to this meeting.

22.2 Cllr Parker-Jones asked for clarification on the different confidential minute options which the Clerk provided.

22.3 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the resolutions of the Planning Committee meeting held on 24 April and 8 May 2018 be noted.

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**23 Report on Finance and General Purposes Committee Meeting of 8 May 2018 – to note resolutions and to determine recommendations.**

23.1 The Finance and General Purposes Committee meeting minutes from 8 May 2018 had been circulated prior to the meeting.

23.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 10 April be noted.

23.3 Cllrs Harris, Winstanley and Brown declared an interest in the proposed grant to the Bishopstoke Community Association.

23.4 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** (Cllrs Harris, Winstanley and Brown abstaining) that Bishopstoke Community Association be granted £1,000.

23.5 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Parish Council response to the unauthorised encampment consultation be that the consultation should also have included the provision of encampments; that it was the Borough Council – through the Local Plan – that should be making the relevant provision; that the fact that small or even single person encampments do exist, and this should be recognised, and that homelessness also ought to be considered

**24 To receive the RFO's report and approve the April 2018 Statement of Account**

24.1 The April 2018 Statement of Account had been circulated prior to the meeting and is attached to these minutes.

24.2 The RFO reported that work had been mainly focussed on the audit, which had been successfully passed. Cllr Parker-Jones asked about the VAT refund and the Clerk noted that none had been claimed during 2017-18, but that it would be claimed this year.

24.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive the RFO's report and approve the April 2018 Statements of Account.

**25 Appointments to Planning Committee, Finance & General Purposes Committee**

25.1 Cllr Tidridge had already stood down from Planning upon being elected to the Borough Council. Cllrs Harris and Mignot asked to be added to the Planning Committee and Cllr Thornton offered to stand down to make way. The Planning Committee for 2018-19 was agreed to be Cllrs Brown, Dean, Francis, Greenwood, Harris, Mignot and Toher.

25.2 Cllr Parker-Jones stated she wished to stand down from the Finance & General Purposes Committee. Cllrs Dean and Harris asked to be added to the Committee. Cllr Mignot offered to stand down to make way. The Finance & General Purposes Committee for 2018-19 was agreed to be Cllrs Brown, Dean, Harris, Thornton, Tidridge, Toher and Winstanley.

**26 Appointments to Parish Council Working Groups and external bodies**

26.1 Carnival – The Clerk explained that there is no requirement for Parish representatives at this point as that will be done following this year's Carnival. However new volunteers are always welcome. There were no new volunteers.

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26.2 Cemetery – Cllr Moore stated that he wished to step down. All other members confirmed they were happy to remain. There were no new volunteers. The Cemetery Working Group was confirmed as Cllrs Brown, Dean, Parker-Jones and Toher

26.3 Communications & Engagement – Cllrs Francis, Tidridge and Winstanley confirmed they were happy to remain. There were no new volunteers.

26.4 Community Buildings – Cllrs Dean and Harris asked to be added to the Group. Cllr Tidridge offered to stand down. The Community Buildings Working Group was confirmed as Cllrs Dean, Greenwood, Harris, Toher and Winstanley.

26.5 Travel Tokens – Cllrs Dean, Moore, Parker-Jones, Thornton and Toher confirmed they were happy to remain on the Group. There were no new volunteers.

26.6 Standing Orders – Cllrs Greenwood, Parker-Jones, Thornton and Winstanley confirmed they were happy to remain on the Group. There were no new volunteers.

26.7 Neighbourhood Plan – The Parish representatives on the Neighbourhood Plan steering group were confirmed as Cllrs Dean, Tidridge and Toher.

26.8 Human Resources – The Human Resources Group was confirmed as being made up of the Chair, Vice-Chair, Chair of Planning and Chair of Finance & General Purposes.

26.9 External bodies – Appointments were made as follows:

Road Safety and Transport – Cllr Thornton

EDALC – Cllrs Toher and Winstanley

Bishopstoke Memorial Hall – Cllr Dean

Bishopstoke Community Association – Cllr Thornton

Parish / Borough Liaison Group – Chair and Vice-Chair

Airport Consultative Committee – Cllrs Harris and Moore. After a vote Cllr Harris was nominated as the main representative, with Cllr Moore as the deputy.

Parochial Charities – Cllr Winstanley

CPRE – Cllrs Harris and Tidridge

Public Art – Cllr Winstanley

## **27 To determine the Parish Council response to the Southampton Airport Noise Action Plan**

27.1 The consultation documents had been circulated prior to the meeting.

*Borough Cllr Dean arrived at this point*

27.2 Cllrs raised the concern that as Bishopstoke increases in size, more of its residents may be affected by noise and pollution along the flight path. Concern was also raised that although there is a phone number and email address to enable residents to report problems, the airport does not appear to be doing a good job of promoting them.

27.3 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** unanimously that the Council respond to the Action Plan stating that they are pleased the feedback number and email exist but requesting that it be more widely publicised.

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## **28 To adopt the Annual Governance Statement for the year ended 31 March 2018**

28.1 The Clerk detailed the proposal that the Council approve ticking “Yes” to boxes 1-8, confirming the various actions the Parish Council takes to ensure its finances are proper, and “N/A” to box 9, as the Council has no trusts. The Clerk also informed the Council that the internal auditor had approved this course of action.

28.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt the Annual Governance Statement for the year ended 31 March 2018

## **29 To approve the Accounting Statements for the year ended 31 March 2018**

29.1 The figures for the Accounting Statements had been circulated prior to the meeting and are included in the document pack.

29.2 The Clerk reported that the figures proposed had been checked and approved by the internal auditor.

29.3 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31 March 2018.

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

30.1 Cllr Harris reported attending a recent Bishopstoke Community Association meeting. Repairs have recently been completed on the air conditioning system. Discussions are ongoing with Hampshire County Council regarding the handover of the building.

30.2 Cllr Parker-Jones reported that she had attended the Mayor Making ceremony. Borough Cllr Tennent was installed as the new Mayor, and Cllr Roling had been made an Alderman, an award which was accepted on her behalf by Cllr Winstanley. Cllr Parker-Jones had also attended a public art event at Bishopstoke Park with Jonathan Wright. Cllr Toher requested that any information from that event be forwarded to Cllr Winstanley as Parish representative.

30.3 Cllr Parker-Jones also reported that at the Borough Council she now sits on the Policy and Performance Scrutiny Panel, Cllr Tidridge is on the Administration Committee and Cllr Ray Dean is on Audit and Resources. There will be four local plan consultation events across the BIFOHH area – 2 in Wyvern and 2 at the Hub. The Wyvern dates are provisionally 26<sup>th</sup> June and 18<sup>th</sup> July from 4pm to 9pm and the Hub dates are provisionally 4<sup>th</sup> and 16<sup>th</sup> July from 3pm to 7pm. Cllr Parker-Jones also reminded Cllrs that the Bishopstoke History Society are giving their next talk on Tuesday 29<sup>th</sup> May at 2pm at St Pauls Church.

30.4 Cllr Dean reported that she had attended a recent Memorial Hall meeting. The Chair, George Brown, has announced he is retiring in August. Cllr Dean had also attended the Mayor Making ceremony.

30.5 Cllr Thornton reported that he had also attended the Mayor Making. Additionally, he had attended a meeting of the Health and Adult Social Care Committee at the County Council where they are faced with the challenge of doing more with less. There had also been a report detailing the improvements in Portsmouth QA hospital, which is encouraging. Finally he had attended a Mental Health Alliance meeting, where different groups are coming together to raise awareness of mental health issues.

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30.6 Cllr Winstanley reported that she had attended the recent Carnival meeting. The programme is being put together soon and always, help with deliveries close to Carnival time would be appreciated. The quizzes should be back this year including at a new venue – the Steam Town Brewhouse.

30.7 Cllr Tidridge informed the Council that the Eastleigh 10k which had been cancelled in March due to the weather will now take place on June 17, and there will be the usual associated road closures.

30.8 Cllr Brown requested any information Cllrs might have on the reasons for works taking place on Alan Drayton Way late the previous evening. Cllr Thornton offered to attempt to find out from the County in the morning. Cllr Brown also reported on the Carnival meeting and invited anyone who wanted to be involved in the arena events, the parade, with programme contributions or as parade marshals to get in touch.

**Action: Cllr Thornton**

30.9 Cllr Parker-Jones added that she had given details of Carnival to the Borough News and Summer events programme.

30.10 Cllr Toher reported that she had attended the latest YZone meeting. Deep cleaning and decorating is planned. The youth work programme is going well, as is the hiring out of the building. There have been a few issues with individuals and internal CCTV is being considered. At the recent Memorial Hall meeting it was noted that funds were going up, thanks in part to Parish Council grants. A new caretaker has been appointed and is getting on with the list of jobs that have built up. Cllr Toher also reported attended an County Council event for Parish and Town Councils at which there had been two presentations – one on rights of way and the other on the work of the County and local councils in combatting elderly loneliness. The Clerk would cover more of this in his report.

**31 To receive the Clerk's monthly report**

31.1 The Clerk reported on the recent HCC meeting attended by himself and Cllr Toher. The rights of way presentation reminded those present that there is an annual footpath clearing programme which can be amended. The Clerk asked Cllrs to inform him if they become aware of any footpath in need of clearing as, in addition to the annual programme, there are grants available to get works done. The other presentation had been more relevant to the current work of the Council. It was aimed at finding and sharing best practice in engaging with lonely and housebound elderly residents and finding ways of combating their issues. No other Council at our table-top discussion used travel tokens and other Councils were interested in what we do. Additionally, there are other aspects such as warm hubs and placement of key information that could improve the lives of elderly residents. The Clerk hoped to be able to get more information on all these topics and potentially expand the remit of the Travel Token group to encompass these things and other ideas.

31.2 The Parish Assembly is taking place at 7:30pm on Tuesday 29<sup>th</sup> May at the Methodist Church on Sedgwick Road. Following on from the elderly loneliness theme, the presentation this year is being given by Mark Kirby of the Methodist Homes Alliance, who is involved in that work in Eastleigh Borough and specifically in Bishopstoke.

31.3 Sayers Road play area will be completed on Thursday and the inspector is going in on Friday, meaning that there will be an opening ceremony on Saturday 26<sup>th</sup> May as planned. Details will be provided once the Clerk and Cllr Toher have agreed them. Green Smile have been asked to cut the grass in advance of the ceremony.

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31.4 The next Beat Surgery is on Friday 25<sup>th</sup> May at 2:30pm. It will start in the Parish Office and then move to the Memorial Hall as the Age Concern event there winds down.

31.5 The Parish Office will be closed on Monday 28<sup>th</sup> May as it is a bank holiday, but will be open as usual on Thursday 31<sup>st</sup> May.

**32 To consider content for the May 2018 press release**

32.1 It was agreed that the press release would mention the grant provided to the Bishopstoke Community Association, Sayers Road Play Area, the new Chair / Vice-Chair, the response to the Noise Action Plan and the encampment consultation, the contact number and email for the airport hotline, the response to the National Planning Policy Framework and the Carnival dates

**Action: Clerk**

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

33.1 The next meeting will be on Tuesday 19 June 2018, at 7:30pm in the Parish Office.

33.2 Agenda items to the Clerk by Monday 11 June 2018 please.

*There being no further business, the Chair closed the meeting at 8:50pm*

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

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