

# 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 6 June 2017

**Present:** Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge, Toher and Winstanley

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Cllr Dean

**Public Session** 1 member of the public was present

**FGP\_1718\_M02/**

### **Public Session**

Cllr Thornton welcomed the new Finance & General Purposes Committee to their first meeting.

### **11 Election of Chair**

11.1 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.

### **12 Election of Vice-Chair**

12.1 Proposed Cllr Tidridge, Seconded Cllr Toher that Cllr Parker-Jones be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.2 Proposed Cllr Thornton, Seconded Cllr Brown that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.3 A vote was duly held with Cllr Parker-Jones receiving 3 votes and Cllr Winstanley receiving 3 votes. Cllr Thornton, as required in his capacity as Chair, used his casting vote and elected to vote for Cllr Winstanley.

12.4 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

### **13 Apologies for Absence**

13.1 Apologies had been received and were accepted from Cllr Mignot.

### **14 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 April 2017**

14.1 The draft minutes had been circulated with the supporting papers for this meeting.

14.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## 15 To consider Matters Arising from the above Minutes

15.1 Regarding Minute 9.4, Cllr Parker-Jones asked whether the trees listed as having TPOs were all still in place. The Clerk answered that he had no proof, but that it would be a useful item to add to the next tree report that the Parish Council obtains. Cllr Toher asked if the Clerk would appreciate Cllrs notifying him if they became aware of any trees on the TPO list that were no longer there. The Clerk replied that he would. Cllr Winstanley informed the Committee that when work had been approved at The Mount, all TPO trees on the site had had their status continued.

**Action: All Cllrs**

## 16 Declarations of Interest and Requests for Dispensation

16.1 Cllr Winstanley declared an interest in agenda item 12, regarding the grant requests from both the Bishopstoke Community Association and the Asian Welfare & Cultural Association.

16.2 Cllr Thornton declared an interest in agenda item 12 as a trustee of the Asian Welfare & Cultural Association

## 17 To receive reports from Working Groups

17.1 Carnival: The report from the previous Carnival Working Group meeting had been circulated with the supporting papers for this meeting. There were no questions.

17.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to accept the reports from the Working Groups.

## 18 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April and May 2017

18.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

18.2 The RFO reported that a number of items in the payments list relate to vandalism at Brookfield Play Area, and there would be more to come. The RFO was also pleased to report that the bees that had been removed from the allotments were happily settled in their new home. The RFO also noted the first half of the PCSO payment, and reported that he was making enquiries as to whether Bishopstoke Parish Council is receiving what it should be.

18.3 Cllr Parker-Jones stated her belief that the Council had originally only agreed to sign the contract for one year, meaning that this should have come back before the Council before being approved. The Clerk offered to check back through the minutes to find out. Cllr Parker-Jones also reported that the PCSOs hold regular events in Fair Oak, but none in Bishopstoke. The Clerk was asked to find out why this was the case, and to find a suitable venue for it to happen. Cllr Toher stated that the Parish used to receive a monthly report from the PCSOs regarding crime levels and asked the Clerk to get this reinstated.

**Action: Clerk**

18.4 The bank balances as at 30 April 2017 were: Co-op bank £5,922.82 and EBC Loan Account £228,429.39. At 31 May 2017, they were: Co-op bank £16,136.02 and EBC Loan Account £213,429.39

18.5 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**19 To consider, and recommend approval of, the Annual Governance Statement for the year ended 31 March 2017**

19.1 Paperwork detailing how Bishopstoke Parish Council satisfies the requirements of each section of the Annual Governance Statement had been circulated with the supporting papers for this meeting.

19.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

**20 To consider, and recommend approval of, the Financial Accounts for the year ended 31 March 2017**

20.1 The Financial Accounts details had been circulated with the supporting papers for this meeting.

20.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

**21 To approve current direct debit payees**

21.1 The list of current recipients of direct debits, along with the reasons for the payments, had been circulated with the supporting papers for this meeting.

21.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RESOLVED** unanimously that the current direct debit payees be approved.

**22 To consider, and make recommendations on, grant requests from the Bishopstoke Community Association, the Street Pastors and the Asian Welfare & Cultural Association**

22.1 Paperwork detailing the grant applications had been circulated with the supporting papers for this meeting.

22.2 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** (with Cllr Winstanley abstaining) that £1,000 be granted to Bishopstoke Community Association.

22.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that £500 be granted to the Street Pastors.

22.4 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RECOMMENDED** (with Cllrs Winstanley and Thornton abstaining) that £500 be granted to the Asian Welfare & Cultural Association.

22.5 The Clerk was requested to amend the grant forms and procedures so that bank details are only asked for after the grant has been approved.

**Action: Clerk**

**23 To consider provision of benches at Earls Close and Otter Close**

23.1 Cllr Thornton reported a request from residents to have benches sited on the paths between the Whalesmead estate and the Brookfield estate. The Clerk was asked to investigate possible locations, along with specifying the location for a bench in the Otter Close area.

**Action: Clerk**

23.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## **24 To approve the revised Cemetery regulations and policies**

24.1 The revised Cemetery regulations and policies had been circulated with the supporting papers prior to this meeting.

24.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.

24.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated Cemetery regulations.

24.4 Cllr Toher noted that the opening paragraphs of the Memorial policy now reflect that people grieve differently and that Bishopstoke Parish Council is sympathetic to that.

## **25 To approve the revised allotment tenancy agreement, and provision of allotment safety advice**

25.1 The revised allotment tenancy agreement and the allotment safety advice had been circulated with the supporting papers for this meeting.

25.2 Following discussions, a number of amendments were agreed by the Committee.

25.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.

25.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.

25.5 The Clerk was requested to add the creation of an Allotment Working Group to the next Full Council agenda.

**Action: Clerk**

## **26 To discuss and make recommendations on the Glebe Meadow Sensory Garden**

26.1 Notes regarding the Glebe Meadow Sensory Garden had been circulated with the supporting papers for this meeting.

26.2 Following discussion, it was agreed that the best approach would be in two stages. First, to get the current garden generally tidied and looking good and second to invite plans and designs to revamp the garden for the future.

26.3 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

**Action: Clerk**

26.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

## **27 To receive the Clerk's Report, including an update on Parish Council assets**

27.1 Cemetery: The Clerk reported that the annual memorial inspections were taking place in June. To date this Council year there have been 1 new burial and 2 ashes re-openings, with 1 new ashes burial and 2 re-openings booked for June so far. The Clerk was requested to forward the wording of the memorial notices to Cllrs.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

27.2 Allotments: The Clerk reported that bath cleaning has now taken place on Council-owned baths. Also, 3 of the 4 baths at Jockey Lane have been removed due to cracking. Following the cleaning, the Council has a 6 month period before they have to be cleaned again in which to decide the future of any allotment baths. The Clerk indicated that it would be appropriate for the Council to make a final decision on baths in September, as that would least disrupt the growing season for plot holders. Slabs are being placed beneath the three taps where there used to be baths at Jockey Lane to allow a firm foundation for watering cans or buckets. The allotment inspection process is going well, and is expected to get quicker as smaller issues are dealt with.

27.3 Play Area: The Clerk reported that the annual play area inspections have now taken place. There are a few repairs to be done on some sites, for which quotes are being obtained. Sayers Road is now in need of some repair work to keep it going before a decision is taken on a new play area.

27.4 The office will be closed on Thursday 8<sup>th</sup> June due to the amount of traffic from the election,

27.5 The Clerk reported that he had recently attended a very positive first meeting of the public art steering group for the Mount site. Cllrs asked to be notified when there is a public event for this project. The Clerk had also had meetings with representatives of Bellway at the Cemetery to discuss the Cemetery extension and the new allotments. Work is progressing well in some areas but there are concerns in others. They are not at the point where Eastleigh Borough Council can begin the 12 month monitoring period. The Clerk was requested to invite the Lead Member of the Cemetery Working Group to future meetings, and to forward a copy of the Section 106 agreement pertaining to the extension. The Clerk was also asked to contact the Chief Executive of EBC regarding to lack of response to questions from Borough Council officers.

**Action: Clerk**

27.6 The Clerk and Cllr Toher had attended the opening ceremony for the new play area in Stoke Park Infants' School, including the Storyteller Throne for which the Council had provided a grant.

27.7 The Clerk informed the Committee that he would be attending Code of Conduct training on June 14<sup>th</sup> at St Mary's stadium, and that the by-election would take place on Thursday 29<sup>th</sup> June.

**28 Date, time, place and Agenda Items for the next meeting**

28.1 The next meeting is scheduled to be on Tuesday 11 July 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

28.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 30 June 2017.

*There being no further business, the Chair closed the meeting at 9.15pm*

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

- 11.1 that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.
- 12.4 that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.
- 14.2 that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.
- 17.2 to accept the reports from the Working Groups.
- 18.5 that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.
- 21.2 that the current direct debit payees be approved.
- 23.2 that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.
- 26.3 to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

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

- 19.2 that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 20.2 that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 22.2 that £1,000 be granted to Bishopstoke Community Association.
- 22.3 that £500 be granted to the Street Pastors.
- 22.4 that £500 be granted to the Asian Welfare & Cultural Association.
- 24.2 that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.
- 24.3 that the Parish Council approve the updated Cemetery regulations.
- 25.3 that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.
- 25.4 that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.
- 26.4 that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

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

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