

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 24 July 2018

**Present:** Councillor Sue Toher (Chair)  
Councillor Anne Dean (Vice-Chair)  
Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Chris Greenwood  
Councillor Trevor Mignot  
Councillor Andy Moore  
Councillor Louise Parker-Jones  
Councillor Gin Tidridge

**In Attendance:** Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Councillor Ray Dean of Eastleigh Borough Council

**Public Session** 4 members of the public were present

**FULL\_1819\_M04/**

### **Public Session**

The public session began with Cllr Tidridge introducing Drew Mellor, a young resident of Bishopstoke, and his mother Julie. Also joining them was Mel Phillips, one of 100 ambassadors for Litter Heroes. Cllr Tidridge expressed her admiration for Drew who has been spending most of his weekends over the past several months litter picking along the banks of the River Itchen. He has also persuaded others to join him litter picking on the way to and from school. Cllr Tidridge also informed the Council that Drew had recently been honoured at an event in Manchester as one of only 16 eco-influencers under the age of 16.

Drew was invited to speak to the Council and spoke of his efforts to not only pick up litter but also recycle more. One example of his efforts is to send back to the manufacturers every crisp packet he finds, with a request that they change their packaging to be more eco-friendly. Drew has also been writing to supermarkets on a similar theme. Drew explained that it does not take a huge amount of time to make a difference – in fact his idea for everyone to do just 5 minutes of litter picking every week has been taken on and sent to over 18,000 eco-schools across the country.

For Bishopstoke, Drew hoped there could be more bins, and in particular more options for recycling throughout the Parish. Drew would also like to see more awareness of both the problem and the options that are available to help solve it.

Drew received a round of applause from the Council.

Cllr Toher thanked Drew and stated he was a credit to both Bishopstoke and his age group.

Cllr Tidridge then proposed that Item 10 on the agenda be moved to the start of the meeting. The Council agreed to this proposal.

Cllr Toher then took a moment to inform the Council of the sad news of the passing of Steven Lugg, former Chief Executive of the Hampshire Association of Local Councils. Steven was widely admired

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and respected for his work and had personally trained a number of Bishopstoke Parish Council members and officers. A minute's silence was held as a mark of respect.

#### **48 Apologies for Absence**

48.1 Apologies had been received and were accepted from Cllrs Francis, Harris, Roling, Thornton and Winstanley.

#### **49 To make decisions on Bishopstoke Parish Council involvement in local litter picking**

49.1 Cllr Tidridge had asked for this item to be on the agenda. Cllr Tidridge would like to see the Parish Council have a number of litter picking kits available for members of the community to borrow. Each kit would consist of a litter-picker, gloves, bin bags, a hi-viz jacket and a hoop to keep the bag open. Cllr Tidridge was initially hoping to have 8 kits, 2 of which would specifically be child sized, with the possibility of buying more if the scheme proved popular.

49.2 Cllr Tidridge had two suggestions for the potential running of the scheme. The first option would be for the kits to be stored in the office and distributed by the Clerk or other officers. The second option would be for the Parish to purchase a storage box and secure it with a combination padlock. Those interested in using the equipment could then simply be given the code. Cllr Tidridge noted that it was important to understand that Bishopstoke Parish Council would take no responsibility for anything that happened whilst using the equipment, and that any children using the equipment should be supervised by a responsible adult.

49.3 Following discussion, a number of other things were agreed to: There should be information on Litter Heroes available to all; users should be made aware that they can register their event with Keep Britain Tidy to be included on their Public Liability Insurance, but this would only be available if a full risk assessment had been completed; information relating to the scheme should be available on the website and Facebook; the Parish website should record its thanks to each group that uses the equipment; it would be useful to have two bags when litter picking and that it would be useful to have more bins around Bishopstoke.

49.4 Drew was invited to come up with ideas regarding the reuse of plastic and took the opportunity to tell the Council about his school uniform – his blazer is made from 18 plastic bottles and his shirt from 2.

49.5 A vote was taken between the original options 1 and 2, with option 1 gaining 2 votes and option 2 gaining 4 votes. Cllr Brown then proposed an amendment limiting the maximum amount of time people could keep the equipment to a week, and this was agreed unanimously.

49.6 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** unanimously that the Parish Council provide 8 litter picking kits, to be stored in a box secured by combination padlock, which can be borrowed by residents and groups for a maximum of one week.

*4 members of the public left at this point*

#### **50 Councillors' Questions**

50.1 Cllr Greenwood asked if, in light of the gas leak in Fair Oak which is due to rotten mains, Bishopstoke should be more aware of similar potential problems in this Parish.

50.2 Cllr Daly reported that number plates for houses in Portal Road are missing. Cllr Toher recommended that Cllr Daly get in touch with the housing management company

**Action: Cllr Daly**

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50.3 Cllr Parker-Jones informed the Council that she had been contacted again by residents over the weekend complaining about the bells in Sayers Road park. Cllr Toher asked Cllr Parker-Jones to refer or forward them to the Clerk. Cllr Parker-Jones indicated she would forward them to Cllr Toher. The Clerk requested that if possible, future complaints include the time of the disturbance.

**Action: Cllr Parker-Jones**

50.4 Cllr Tidridge noted that she had observed amounts of broken glass around the Brookfield estate and wished to know if there is anything more the Council can do. The Clerk advised that it would be possible to ask Green Smile to increase how often and how far they litter pick, but that would carry increased costs. Cllr Brown suggested the Street Pastors be asked to visit more often, and Cllr Dean suggested that litter pick activities could be publicised at the YZone.

50.5 Cllr Toher asked whether there was an update on repairs to the clock at Riverside. The Clerk informed the Council that Jason Bruno is thought to have spare fixings for the clocks and should be able to repair them.

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

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

51.2 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 19 June 2018.

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

52.1 Item 35.1 The Clerk reported that he had been unable to find any useful method of contacting Hampshire County Council from their website and so had been unable to progress this. Cllr Greenwood advised contacting Tim Lawton.

**Action: Clerk**

52.2 Item 35.2 The Clerk reported that he had sent out the privacy policy. Cllr Parker-Jones also reported that she had sent round the slides from the Borough presentation on GDPR.

52.3 Item 35.3 The Clerk reported that bins had again been discussed at the Borough / Parish Liaison meeting, but progress has again stalled. Other companies are now being considered for the installation of bins, although it is unclear whether the Borough could then be engaged to empty them.

52.4 Item 35.5 The Clerk reported that he had asked Andy Thompson at the Borough regarding the ownership of any new trees that the Borough plants and is awaiting a reply.

52.5 Item 35.6 Cllr Toher reported that she had contacted Cllr Thornton at Hampshire County Council and that some of the tree growth had been removed, but not all.

52.6 Item 42.2 The Clerk confirmed that the Parish Council would be responsible for general maintenance of the British Legion silhouettes. Royal British Legion have been contacted to determine what happens in the event of serious vandalism.

52.7 Item 43.3 The Clerk reported that the Assistant Clerk, Mrs Taylor, was still waiting for a reply from the Institute of Cemeteries and Crematoria Management regarding the length of time certain documents need to be kept.

52.8 Item 43.4 The Clerk reported that the water testing logs have been added to the Document Retention Policy.

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52.9 The Clerk reported that as yet there has been no PCSO invoice received, and so the PCSO contract has not yet been added to an agenda.

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

53.1 None declared or requested.

**54 Report on Planning Committee Meetings of 19 June and 10 July 2018 – to note resolutions and determine recommendations**

54.1 The Planning Committee Minutes from 19 June and 10 July 2018 had been circulated prior to this meeting.

54.2 Cllr Greenwood noted that he had declared an interest in the Planning meeting of 10 July as he is resident in one of the houses being discussed.

54.3 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the Planning Committee meeting held on 19 June and 10 July 2018 be noted.

**55 Report on Finance and General Purposes Committee Meeting of 10 July 2018 – to note resolutions and to determine recommendations.**

55.1 The Finance and General Purposes Committee meeting minutes from 10 July 2018 had been circulated prior to the meeting.

55.2 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 10 July be noted.

55.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the Parish Council respond to the consultation on Hampshire County Council's Permit Scheme by supporting it, and adding the comment that anyone applying to dig up the road should be asked to submit plans that account for completion in the shortest time possible.

**56 To receive the RFO's report and approve the June 2018 Statement of Account**

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

56.2 Proposed Cllr Moore, Seconded Cllr Tidridge, **RESOLVED** unanimously to receive the RFO's report and approve the June 2018 Statements of Account.

**57 To discuss options for keeping the area around Bishopstoke shops clean**

57.1 Cllr Daly introduced this item as he had asked for it to be on the agenda. Cllr Daly has become concerned that the area around the Spring Lane shops has become litter-strewn, with grass growing in between the pavement slabs, and dog mess lying there too. Cllr Daly would like to see the area cleaned, cleared and swept, from Tasty House to the Working Men's Club. Cllr Daly also wanted to include the shops on the corner of Scotter Road and Hamilton Road.

57.2 Cllr Moore raised the issue of needing a risk assessment for health and hygiene. Cllr Daly reported that he had contacted the Borough Council who had stated that they were happy to supply equipment if necessary.

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57.3 Following discussion, the Council agreed to ask the Clerk to contact the Borough to determine how often they clean the area, and whether they would be able to increase that frequency.

**Action: Clerk**

57.4 Cllr Parker-Jones informed the Council that there is a litter pick taking place on Sunday 29<sup>th</sup> July at 4pm. The area covered will include Bishopstoke Beach and, potentially, in front of the Spring Lane shops.

**58 To adopt the Delegation Policy**

58.1 The delegation policy had been circulated prior to the meeting and is included in the document pack for this meeting.

58.2 The Clerk explained that this was a collection of the various delegations contained within Standing Orders, Financial Regulations and the various other Council documents.

58.3 Cllr Parker-Jones asked for section 1.3 to be reworded and for the section referring to government legislation to be updated to include more recent statutory instruments. Cllr Toher asked Cllr Parker-Jones to send her amendments through to the Clerk, possibly via the Chair.

**Action: Cllr Parker-Jones**

58.4 Cllrs thanked the Clerk for the work done and approved the idea. The Clerk was asked to bring the amended policy to September's meeting.

**Action: Clerk**

**59 To review delegations to Committees, Sub-Committees, Working Others and Officers**

59.1 The various delegations had been circulated prior to the meeting and are included in the document pack for this meeting.

59.2 The Clerk informed the Council that there had been no changes to any delegations since the last time the Standing Orders had been approved.

59.3 The Council agreed they were happy to approve the delegations.

**60 To review Terms of Reference to Committees, Sub-Committees and Working Groups**

60.1 The Terms of Reference had been circulated prior to the meeting and are included in the document pack for this meeting

60.2 The Clerk informed the Council that there had been no changes to any Terms of Reference since the last time the Standing Orders had been approved.

60.3 The Council agreed they were happy to approve the Terms of Reference.

**61 To make decisions on proposed screening for Bishopstoke Cemetery**

61.1 Cllr Parker-Jones informed the Council that it has been recommended that the proposed screening will not be suitable and therefore the matter will be referred back to the Cemetery Working Group for further consideration.

61.2 Cllr Parker-Jones also informed the Council that the public art funding for the Cemetery gates is likely to be passed over to the Parish Council to use.

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

62.1 Cllr Brown reported that Carnival progress is good, but if any Cllrs knew anyone who might like to take part in the parade, the river floats or run a stall, then please could they get in touch.

62.2 Cllr Tidridge reported that she had attended a meeting of the Borough Council Admin Committee, at which the ward boundary changes for Bishopstoke had been approved.

62.3 Cllr Parker-Jones reported that she had attended the Eastleigh Unwrapped event, the Mela and the Armed Forces Day. The Borough Council Policy and Performance Committee are looking at the new rules for Houses of Multiple Occupancy, whereby more dwellings will now need to be registered. Cllr Parker-Jones had also attended the YZone management meeting, at which funding for improvements had been discussed. The BIFOHH LAC had also met to discuss Traffic Regulation Orders and Cllr Parker-Jones requested that if anyone had an area they felt could benefit from a TRO please could they contact either herself or Cllr Tidridge by August 6<sup>th</sup>.

62.4 Cllr Dean reported that she had attended Eastleigh Unwrapped, and a recent meeting of the Memorial Hall Committee, whose major concern now is progress on transferring ownership to the Parish Council. The Cemetery Working Group had looked at the improvements made to the Cemetery so far and have been impressed. Cllr Dean also reminded Cllrs that comments on the Local Plan need to be in by August 6<sup>th</sup>.

62.5 Cllr Toher reported that she and the Clerk had met with Steve Postle of Green Smile to discuss issues with Open Spaces, including walking around the Brookfield estate. Cllr Toher had also attended the Armed Forces Day, a recent Liaison meeting between the Parish and the Borough, a Local Plan exhibition, the YZone management meeting and a Neighbourhood Plan meeting. The YZone meeting had agreed that Stella would provide some words for both Bishopstoke and Fair Oak to use to promote the YZone on their Facebook pages. The Parish Council contribution for the next budget is £25,000. The Neighbourhood Plan meeting had discussed the Vision of Bishopstoke in 20 years time. A draft of this has been prepared and is being circulated amongst the Steering Group. The end date for the Neighbourhood Plan will be 2031, and it is hope that it will be adopted by the end of 2019. The next meeting will take place on September 6<sup>th</sup>.

## **63 To receive the Clerk's monthly report**

63.1 The Clerk reported that the Office would be closed during the following week due to holiday. The voicemail message will direct anyone with an urgent problem to contact the Assistant Clerk, Mrs Taylor.

63.2 Memorial inspections are taking place this week and, if not completed, will continue in the week beginning 6<sup>th</sup> August.

63.3 In order for the Parish Council to respond to the Local Plan consultation there is a Community event being held at the Bishopstoke Community Centre on Friday 27<sup>th</sup> July at 7:30pm. Local residents have been invited to come along and share their thoughts with the Council so that their views can be taken into account when the Council agrees its response. This will be followed by a special Full Council meeting on Tuesday 31<sup>st</sup> July in the Parish Office at 7:00pm. This will be for the Parish Council to agree its response.

63.4 The Clerk also reported that he had attended Stoke Common Cemetery to watch test holes being dug. The ground to the left of the footpath appears to be acceptable for burials, but the ground to the right has more problems.

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63.5 The Carnival Court attended the Mela, and also a recent evening where they had been invited to hand out awards.

63.6 The recent Liaison meeting had included discussion of bins. The bin at Old St Mary's has finally been agreed to be Eastleigh's, but the bin survey carried out by the Borough raised questions as well as providing answers.

**64 To consider content for the July 2018 press release**

64.1 It was agreed that the press release would mention Drew Mellor, the Community event, the Carnival Court activity, Litter Picking, Stalls and the Parade for the Carnival, the Cemetery improvements and memorial inspections. It will also include a link to the page giving details of major roadworks, which will also be included on Facebook and the website.

**Action: Clerk**

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

65.1 The next meeting will be on Tuesday 31 July 2018, at 7:00pm in the Parish Office.

65.2 Agenda items for September's Full Council meeting to the Clerk by Monday 17 September 2018 please.

*There being no further business, the Chair closed the meeting at 8:45pm*

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

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