

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.43pm on 9 May 2023**

Present: Councillor Ralph Candy
Councillor Andrew Daly
Councillor Dave Francis
Councillor Geoff Harris
Councillor Louise Hillier-Wheal
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Mike Thornton (from para 12)
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO and Deputy Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

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1 Election of Chair

1.1 Proposed Cllr Francis, Seconded Cllr Moore, **RESOLVED** with 9 in favour and 1 abstaining that Cllr Hillier-Wheal be elected Chair of Bishopstoke Parish Council for the year 2023-24.

2 Election of Vice Chair

2.1 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** with 7 in favour, 1 against and 2 abstaining that Cllr Harris be elected Vice Chair of Bishopstoke Parish Council for the year 2023-24.

3 Apologies for Absence

3.1 Apologies were noted from Cllrs A Dean, R Dean and Lyon. Cllr Kirby was not present.

4 To adopt and sign Minutes of the Parish Council meeting held on 14 March 2023

4.1 The minutes of the above meeting had been included in the document pack for this meeting.

4.2 Proposed Cllr Harris, Seconded Cllr Daly, **RESOLVED** with 9 in favour and 1 abstention that the minutes of the Parish Council meeting held on 14 March 2023 be adopted as a true record.

Action: Clerk & Chair – to sign and publish the minutes and document pack

Initial: _____ Date: _____

5 Declarations of Interest and Requests for Dispensations

5.1 None declared or requested.

6 To confirm there are no conflicts of interest between the Parish Council and BDO LLP

6.1 The Clerk informed the Council that this was a new requirement from the newly appointed external auditors that Parish Councils to be audited by BDO LLP confirm neither they nor their Councillors have any conflict of interest with BDO LLP. An email had been sent on 18th April asking all Cllrs to confirm this prior to the meeting.

6.2 Cllr Harris indicated that he was currently not able to confirm whether he had a conflict of interest. Additionally, some Cllrs had not responded to the email. In light of this the Council were unable to make the declaration. It was agreed that the authority to make the confirmation could be delegated to the Finance Committee, which would give extra time for all Cllrs to confirm their situation and still make the declaration by the deadline.

6.3 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** to delegate the authority to make a declaration on conflicts of interest between the Council, the Councillors and BDO LLP to the Finance Committee.

Action: Cllrs, Clerk and RFO – to confirm all Cllrs have responded to the request and arrange for it to be on the Finance Committee agenda for June 13th

7 To note the report from the internal auditor and approve the Council's response

7.1 The internal audit report and the Council's proposed response had been included in the document pack for this meeting.

7.2 Proposed Cllr Moore, Seconded Cllr C McKeone, **RESOLVED** with 2 abstentions to note the report from the internal auditor and approve the Council's response.

Action: Clerk & RFO – to implement any remaining recommendations

8 To adopt the Annual Governance Statement for the year ended 31 March 2023

8.1 The Clerk went through each of the nine sections of the Annual Governance Statement providing information to the Council to justify their ability to answer each section by ticking the "Yes" box.

Statement 1 Effective Financial Management
Covered by the Statement of Internal Control and Statement A of the Internal Auditor section of the Audit.

Statement 2 System of Internal Control
Covered by the Statement of Internal Control.

Statement 3 Compliance with laws and regulations
Covered by the Statement of Internal Control, Statement B of the Internal Auditor section of the Audit (AGAR page 3) and the Financial Risk Assessment.

Statement 4 Electors Rights
Confirmed by Statement M of the Internal Auditor section of the Audit.

Initial: _____ Date: _____

Statement 5 Risk Assessment
Confirmed by Statement M of the Internal Auditor section of the Audit and the Financial Risk Assessment.

Statement 6 Having an Internal Auditor
Do the Numbers carried out the Internal Audit this year.

Statement 7 Completed any actions from the Internal Audit
All actions from the interim audit are complete. There were no actions from last year's full external audit.

Statement 8 Recording accruals
The RFO includes details of all transactions that impact this financial year, no matter whether they were initiated in the previous year, or will be completed in the next year.

Statement 9 Charity accounts
The Charity Commission website confirms that the Memorial Hall charity accounts were submitted on time. Those accounts were scrutinised by Do The Numbers.

- 8.2 Proposed Cllr Winstanley, Seconded Cllr Daly, **RESOLVED** unanimously that the Council adopt and sign the Annual Governance Statement for the year ended March 2023.

Action: Clerk & Chair – to sign the Statement and return to the RFO for publication and submitting

Cllr Moore left the room at this point.

9 To approve the Accounting Statements for the year ended 31 March 2023

9.1 The RFO went through the Accounting Statements with the Council, explaining where each figure comes from. The Clerk noted that the internal auditor had checked the accounts and was happy, and that both Clerk and RFO recommended the approval of the Accounting Statements.

9.2 Proposed Cllr Candy, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31 March 2023.

Action: Clerk & Chair – to sign the Statements and return to the RFO for publication and submitting

10 To approve the statement of reserves as at 31st March 2023

10.1 The Statement of Reserves had been included with the document pack for this meeting. The Clerk noted two differences compared to the last time the statement had been approved. Firstly the closure of the Bishopstoke Cemetery Works reserve following payment of the final invoice and secondly the addition of a reserve of £25,000 earmarked for the Y-Zone and necessary as no invoice for 2022-23 had been received from the Borough Council.

Cllr Moore returned to the meeting at this point.

10.2 Proposed Cllr C McKeone, Seconded Cllr Winstanley, **RESOLVED** with 9 in favour and 1 abstention to approve the statement of reserves as at 31st March 2023.

Action: Clerk – to publish the statement

The RFO left the meeting at this point.

Initial: _____ Date: _____

11 Reports from Committees, Working Groups, Officers and Councillors

11.1 The resolutions from Council Committees were noted.

11.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to adopt the Financial Regulations.

Action: Clerk – to publish the amended Financial Regulations

11.3 Cllr Francis requested a change in paragraph 2.2 of the Pensions Discretions Policy so that any decision on early retirement is not left to the chair. The Clerk suggested amending the second sentence to read “Agreement must be obtained from the Parish Council that use of this discretion is in the Council’s interest.”.

11.4 Proposed Cllr Francis, Seconded Cllr D McKeone, **RESOLVED** unanimously to amend the policy as described above in Minute 11.3.

11.5 Proposed Cllr Candy, Seconded Cllr Moore, **RESOLVED** unanimously to approve the amended Pension Discretions Policy.

Action: Clerk – to publish the amended policy

11.6 Cllr Tidridge noted the recent elections for Borough Council and welcomed independent candidate Karen Caws as the newest Eastleigh Borough Councillor for Bishopstoke.

Action: Clerk – to invite EBC Cllr Caws to attend the next Bishopstoke Parish Council meeting

11.7 In addition to the written report, the Clerk thanked all those involved in organising and setting up the Coronation Big Lunch – the first Carnival event of the year. Throughout the day around 90 to 100 people had attended including 7th Eastleigh 2nd Fair Oak Beavers Group, two of the local PCSO team and Cllrs Harris, Hillier-Wheal, Thornton, Tidridge and Winstanley. The Carnival Group were especially grateful to Twyford school who had loaned us the use of their groundskeeper and line painting machine.

It was noted that the Council has installed a new noticeboard at Underwood Road allotments.

Cllr Winstanley had asked the Clerk to investigate location codes for the defibrillators. The Clerk had contacted the Bishopstoke Community Fund but had not yet received a response on the codes.

Action: Clerk – to follow up with Bishopstoke Community Fund on location codes

Cllr Francis asked whether the Borough Council had produced either the minutes of the recent meeting to restart the Memorial Hall project, or the promised financial statement. The Clerk reported that they had not. Cllr Francis also informed the Council that all Glebe Meadow related documents are intended to be published on the Cllr section of the Council website.

Action: Clerk – to request the minutes and financial statement from Eastleigh Borough Council

The Clerk’s report was noted.

Cllr Thornton arrived at this point.

Initial: _____ Date: _____

12 To consider dissolving the Planning Committee and adding a quarterly Planning Working Group, and two Full Council meetings

12.1 A discussion document had been included in the supporting papers for the meeting. Cllrs generally agreed that the Planning Committee serves a valuable function for the residents of Bishopstoke.

12.2 Proposed Cllr Thornton, Seconded Cllr Daly, that the Planning Committee be dissolved, with other meetings being added. The proposal failed with 11 votes against.

13 To determine membership of Committees, Working Groups and other appointments

13.1 Absent members were still considered for appointments, on the understanding that they could choose to stand down if they so desired. Committee membership was confirmed as follows:

Finance: Cllrs Hillier-Wheal, Kirby, Lyon, C McKeone, Thornton and Winstanley.

Assets: Cllrs Francis, Harris, Hillier-Wheal, D McKeone and Winstanley.

Planning: Cllrs Candy, Daly, Hillier-Wheal, C McKeone and Moore

13.2 Working Group membership was confirmed as follows:

Communications: Cllrs Francis, D McKeone and Winstanley, plus the Clerk.

Glebe Meadow: Cllrs Francis, Harris, Hillier-Wheal and Winstanley.

Village Trails: Cllrs Hillier-Wheal and Tidridge.

Greening Campaign: Cllr Winstanley

Carnival: Cllrs Harris, Hillier-Wheal, Tidridge and Winstanley

The Clerk was requested to advertise for residents to join the Greening Campaign group.

Action: Clerk

13.3 Other appointments were confirmed as follows:

Neighbourhood Plan: Cllrs C McKeone and Tidridge

Airport Consultative Committee: Cllrs Harris and Winstanley

Bishopstoke Community Association: Cllr Winstanley

Parochial Charities: Cllr Winstanley

Passenger Transport Forum: Cllrs Francis and C McKeone

EDALC: Cllrs Hillier-Wheal and Winstanley

13.4 The Clerk informed the Council that this year, whilst all Cllrs will continue to receive the document packs for all committee meetings calendar invites will only be sent to committee members to help avoid any confusion.

Action: Clerk – to send calendar invites to all committee members for the year

Initial: _____ Date: _____

14 To consider pre-approving Cllr absence in certain circumstances

14.1 A discussion document had been included in the document pack for this meeting.

14.2 Cllr Tidridge requested that confirmation be sought from the Hampshire Association of Local Councils (HALC) confirming that the Council has the authority to act in this way and the Clerk indicated he was happy to do so.

14.3 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** unanimously to defer discussion until a reply has been received from HALC.

Action: Clerk – to contact HALC asking for their advice on the proposal

15 To draft and approve a letter to Hampshire County Council regarding highway maintenance

15.1 A draft of the letter regarding potholes had been included in the document pack for this meeting.

15.2 Proposed Cllr D McKeone, Seconded Cllr Candy, **RESOLVED** unanimously to approve the letter and send it.

Action: Clerk – to send the letter on potholes to County Councillor Parker-Jones

16 To agree a response to Bishopstoke & Fair Oak Football Club

16.1 In addition to the discussion document circulated with the supporting papers for this meeting, the Clerk noted that Blackberry Drive open space is sufficiently large to accommodate the smallest official football pitch, but that in his opinion the ground is unsuitable – being uneven and waterlogged for much of the year.

16.2 The Clerk was asked to respond to the Club confirming that Bishopstoke Parish Council has no suitable space, but that it would be willing to consider other ways to help if asked.

Action: Clerk – to write to Bishopstoke & Fair Oak Football Club

17 To agree rules for what is allowed on Parish Council noticeboards

17.1 Council agreed this item sat more appropriately with the Communications Working Group and the Clerk indicated he would include it on their next agenda.

Action: Clerk – to add discussion of noticeboard rules to the next Communications Working Group agenda

18 To approve the Freedom of Information Policy and Publication Scheme

18.1 The Freedom of Information Policy and Publication Scheme, amended for dates and contact numbers, had been included with the document pack for this meeting.

18.2 Proposed Cllr Moore, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the Freedom of Information Policy and Publication Scheme.

Action: Clerk – to publish the Freedom of Information Policy and Publication Scheme

Initial: _____ Date: _____

19 To consider content for the next press release

19.1 The Council agreed that the next press release would include the Bishopstoke Champion, Coronation Big Lunch, Grant to Victim Support and appointment of the new Chair and Vice Chair.

Action: Clerk – to draft the press release and circulate it to the Communications Group for approval

20 To agree the date, time and place for the next meetings

20.1 The next meeting will take place on Tuesday July 11th 2023. It will take place at 7:30pm at the Bishopstoke Methodist Church, following the Parish Assembly. The Clerk requested any agenda items and supporting papers be with him by July 4th.

There being no further business, the Chair closed the meeting at 8:42pm.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____