



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 14th September 2021 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Parish Council meeting held on 13 July 2021
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To approve changes to budget management
6. To discuss the creation of an award recognising outstanding contributions to the Parish
7. To approve the open space specification and timetable
8. To approve the creation of the Chair's Working Group
9. To discuss the need for and location of the Parish Office and, if appropriate, make decisions
10. To discuss and amend the Bishopstoke section of the Borough Council Community Infrastructure list
11. To approve the Parish Council Co-Option Policy
12. To consider content for the monthly press release
13. To agree the date, time and place for the next meetings
14. Motion for confidential business
15. To approve engaging a consultant to assist with appropriate Parish Council projects

D L Wheal
Clerk to Bishopstoke Parish Council
8th September 2021

*Members: Cllrs Dean R. (Chair), Francis (Vice Chair), Candy, Daly, Dean A, Hillier-Wheal,
Lynch, Lyon, McKeone, Moore, Parker-Jones, Thornton, Tidridge and Winstanley*
FULL_2122_A06

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 13 July 2021**

Present: Councillor Ray Dean (Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Sue Lynch
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Louise Parker-Jones
Councillor Mike Thornton

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

Public Session 0 members of the public were present.

FULL_2122_M05/

Public Session

47 Apologies for Absence

47.1 Apologies had been received and were accepted from Cllrs Francis, Hillier-Wheal, Lyon, Moore, Tidridge and Winstanley.

48 To adopt and sign Minutes of the Parish Council meeting held on 29 June 2021

48.1 Proposed Cllr D McKeone, Seconded Cllr Daly, **RESOLVED** unanimously that the minutes of the meeting held on 29 June be adopted.

49 Declarations of Interest and Requests for Dispensations

49.1 There were no declarations or requests.

50 Reports from Committees, Working Groups, Officers and Councillors

50.1 Cllr Parker-Jones report, along with the Clerk's report, had been included in the document pack for the meeting and were noted. Cllr Tidridge's report and Cllr Thornton's report were noted and are included with the minutes.

51 To discuss the arrangements for Armistice Day 2021 and make any necessary decisions

51.1 It was agreed that the Memorial Hall would not be a suitable location for providing refreshments this year. Concerns were also raised that despite the relaxation of Covid restrictions, it may not be appropriate to gather inside. Cllr Thornton offered to approach the Anglers' Inn to see if

they would be prepared to provide refreshments on Armistice Day, with a decision on whether it would be appropriate to be taken closer to the time. The Council gratefully accepted Cllr Thornton's offer.

Action: Cllr Thornton

52 To discuss the creation of an award recognising outstanding contributions to the Parish

52.1 As Cllr Moore, who had proposed this item, was not present, the item was deferred until the next Full Council meeting.

53 To discuss, amend if necessary, and adopt the Data Breach Policy

53.1 Proposed Cllr Thornton, Seconded Cllr D McKeone, **RESOLVED** that the Data Breach Policy be adopted.

54 To rescind Bishopstoke Parish Council's decision to allow the Borough Council to proceed with the pre-application process for the Memorial Hall

54.1 Bishopstoke Parish Council standing orders section 11.1 permits the rescission of a decision of the Council upon written application from at least three Councillors. Cllrs R Dean, Francis and Winstanley had all contacted the Clerk to request that the decision permitting the Borough Council to proceed with the pre-application process for the new Memorial Hall be rescinded.

54.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that the Council's decision, taken on March 23rd 2021, to permit Eastleigh Borough Council to proceed with the pre-application process for the new Memorial Hall be rescinded.

55 To receive a report on the Memorial Hall roof and make decisions

55.1 Cllrs considered the options presented in the report. It was felt that the cost of a replacement roof was impossible to justify given the expected lifetime of the building. Similarly, the potential extra cost of more leaks following the patching option made this untenable. Mothballing was believed to be an unnecessary extra expense when the building will be demolished anyway, and so Councillors broadly agreed that, whilst acknowledging the impact the decision would have on current hirers, unfortunately the Memorial Hall should remain closed and be demolished.

55.2 As part of the conditions of building a new Hall the architects currently working on the designs have informed the Council that it would be beneficial if the demolition be delayed until a later date so that certain planning criteria can be met.

55.3 Proposed Cllr Parker-Jones, Seconded Cllr Candy, **RESOLVED** unanimously that the Bishopstoke Memorial Hall be closed and demolished, with the demolition postponed until it is beneficial to the new Hall project, unless health and safety requirements dictate otherwise.

55.4 The Clerk was requested to inform the Borough Council of the decision and begin a discussion regarding the funding of the demolition.

Action: Clerk

56 To discuss progress on the new Memorial Hall project and decide next steps

56.1 A report on potential next steps had been included in the document pack for the meeting. Additionally, Cllr Francis had provided a report on the potential Glebe Meadow project which was noted by the Council.

Initial: _____ Date: _____

56.2 The Council agreed to vote on the combined recommendations contained in the report.

56.3 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** unanimously that the Council link all the various Glebe Meadow projects into an overall Glebe Meadow programme which would enable them all to be considered together, taking account of how each one might impact the others; the Council link all the various Glebe Meadow projects into an overall Glebe Meadow programme which would enable them all to be considered together, taking account of how each one might impact the others; the Glebe Meadow Working Group be tasked with reporting back to Council with recommendations for the Memorial Hall and the various other projects by November 1st in time for them to be included in budget discussions for 2022-23 and the Council request of the Borough that the Memorial Hall project be paused until the Parish Council meeting on November 9th to allow the new Councillors and new Working Group to properly understand the linked projects and make informed decisions about what is required of the new Hall.

57 To decide the location of Bishopstoke Parish Council and Committee meetings

57.1 Cllrs agreed that there were times when it would be appropriate for meetings to take place at other locations within Bishopstoke but that for now they were happy for the Clerk to arrange meeting places on an ad hoc basis.

58 To decide upon a Parish Council response to the Borough Council consultation on the Trees Supplementary Planning Document

58.1 Cllr Francis had provided a suggested response to the Trees SPD which was included in the document pack for this meeting.

58.2 Proposed Cllr R Dean, Seconded Cllr Candy, **RESOLVED** unanimously that Cllr Francis' document be adopted as the Parish Council response to the Trees SPD.

The RFO left the meeting at this point.

59 To decide upon a Parish Council response to the Borough Council consultation on the Main Modifications to the Local Plan

59.1 Cllrs agreed that there would be no official Parish Council response to the consultation.

60 To consider content for the monthly press release

60.1 It was agreed that the press release would include: the creation of the Glebe Meadow Working Group and project; welcoming the removal of the Strategic Growth Option to the North of Bishopstoke from the Local Plan; the closure of the Bishopstoke Memorial Hall; that there will be no Carnival in 2021 and that the Parish Council response to the Trees SPD is available on the Parish Council website.

61 To agree the date, time and place for the next meeting

61.1 The next meeting will be on Tuesday 14 September 2021, at 7:30pm with the location to be determined. The Clerk requested that any agenda items, including supporting papers, or written reports be with him by Monday 6 September.

There being no further business, the Chair closed the meeting at 8:35pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Full Council
Recommendations and Resolutions
14th September 2021**

Committee Resolutions – to note

Finance

10th August – FIN_2122_M02

- Item 9.2 That Cllr Parker-Jones be elected Chair of the Finance Committee
- Item 10.1 That Cllr Ray Dean be elected Vice Chair of the Finance Committee
- Item 13.2 That the minutes of the F&GP meeting held on 20 April be adopted as a true record
- Item 15.2 To approve the reports on Council finances

Assets

27th July – ASSETS_2122_M01

- Item 1.1 That Cllr Tidridge be elected Chair of the Assets Committee
- Item 2.1 That Cllr Ray Dean be elected Vice Chair of the Assets Committee
- Item 4.2 That the minutes of the Buildings Committee meeting held on 6 April be adopted as a true record
- Item 8.8 That the Clerk and Chair be delegated to make further amendments to the open space specification before bringing it back to Full Council

Planning

13th July – PLAN_2122_M03

- Item 22.2 That Cllr Anne Dean be elected Chair of the Planning Committee
- Item 23.1 That Cllr Francis be elected Vice Chair of the Planning Committee
- Item 25.2 That the minutes of the Planning Committee meeting held on 27 April be adopted as a true record
- Item 30.2 That the Committee trial a “call in” system alongside standard planning meetings for a 6 month period

27th July – PLAN_2122_M03

- Item 25.2 That the minutes of the Planning Committee meeting held on 13 July be adopted as a true record
- Item 38.1 Confidential business

10th August – PLAN_2122_M03

- Item 41.3 That the minutes of the Planning Committee meeting held on 27 July, as amended, be adopted as a true record
- Item 46.1 Confidential business

Human Resources

No resolutions

Committee Recommendations – to vote upon

Finance

10th August – FIN_2122_M02

- Item 17.1 That the Council grant £2,000 to Bishopstoke Guides
- Item 19.3 That the Council approve the amendments to financial regulations
- Item 20.3 That the Council approve the amended Reserves Policy

Assets

27th July – ASSETS_2122_M01

- Item 7.5 That allotment rents remain fixed at £8 per rod, with a concessionary rate of £5 per rod
- Item 7.6 That the Council introduce metric billing for allotment sites, with the change for existing sites delayed pending a report detailing potential impacts on plot holders
- Item 9.2 That the War Memorial be refurbished AND that when the War Memorial is moved a redesign be considered to prevent the wreaths damaging the lettering
- Item 10.7 That the Council approve the Stoke Common Cemetery brief

Planning

No recommendations

Human Resources

No recommendations

Working Group Recommendations

No recommendations

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 10 August 2021**

Present: Cllrs Dean R, Parker-Jones and Tidridge

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2122_M02/

Public Session

9 Election of Chair

9.1 Cllr Dean, in his capacity of Chair of Bishopstoke Parish Council, welcomed everyone to the first Finance Committee meeting of the new Council and invited nominations for Chair of the Committee.

9.2 Proposed Cllr Dean, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Parker-Jones be elected Chair of the Finance Committee for the 2021 – 22 session of the Council.

At this point Cllr Dean stepped down from chairing the meeting and Cllr Parker-Jones took over as Chair.

10 Election of Vice Chair

10.1 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Ray Dean be elected Vice Chair of the Finance Committee for the 2021 – 22 session of the Council.

11 Apologies for Absence

11.1 Apologies had been received and accepted from Cllrs Thornton and Winstanley.

13 To adopt as a true record, and sign, the Minutes of the Finance & General Purposes Committee meeting held on 20 April 2021

13.1 The Minutes of the above meeting had been circulated prior to the meeting.

13.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** with Cllr Dean abstaining that the minutes of the F&GP Committee meeting held on 20 April 2021 be adopted as a true record.

14 Declarations of Interest and Requests for Dispensations

14.1 Cllrs Dean, Parker-Jones and Tidridge all declared an interest as Borough Councillors in item 9 on the agenda – the discussion of the Community Infrastructure Project list.

15 To approve reports on Council finances

15.1 The RFO report, payments lists, budget monitoring reports and statements of accounts had all been included with the document pack for the meeting. Cllrs asked for future reports to clarify that UR and JL refer to Council allotment sites and not the respective roads. The Clerk was requested, with potential new contracts in the near future, to remind the RFO of the Council's desire to move to green energy deals. The Committee noted the RFO report.

Action: Clerk

15.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the reports on Council finances.

16 To recommend the adoption of the Finance Committee Terms of Reference

16.1 The recommended Terms of Reference for the Finance Committee were included in the document pack for the meeting.

16.2 The Committee agreed to add a new paragraph in section 4, to state "If the Chair and appointed officer agree that there is no substantive business, meetings can be cancelled. Conversely, if it is agreed that there is a need, an emergency meeting can be called following the procedures outlined in standing orders."

16.3 The Committee agreed to amend section 4.3 to add "and no later than two working weeks following the meeting." at the end.

16.4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Council adopt the new Finance Committee Terms of Reference as amended in 16.2 and 16.3.

17 To make recommendations on a grant request from the Bishopstoke Guides

17.1 Proposed Cllr Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council grant £2,000 to Bishopstoke Guides.

18 To discuss the Community Infrastructure Project list and make recommendations

18.1 It was agreed that items within the list for Community Trails, Walk Signs and Public Access to Woodland could be collected under a single heading.

18.2 It was agreed that as all Cllrs present were also Borough Councillors little would be gained by further discussion of the CIP list. The Clerk suggested he arrange a session for Cllrs with the Local Area Manager to help them gain an understanding of what the CIP is and how it can be used. The Committee agreed this would be useful.

Action: Clerk

19 To recommend amendments to the Financial Regulations

19.1 The proposed amendments had been included with the document pack for the meeting. Additionally, the Clerk requested that existing paragraph 4.3 be amended to replace "Assistant Clerk" with "Acting Clerk", and the proposed paragraph 4.8 be amended to state that "the Clerk, or other appointed officer will have delegated authority".

19.2 The Committee also felt that the emergency spending limit of £2,500 in paragraph 4.3 was too low. It was agreed to amend this to be "a limit of £5,000, or £10,000 in consultation with the Chair, per emergency".

19.3 Proposed Cllr Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council approve the changes to financial regulations, as amended in 19.1 and 19.2.

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20 To recommend adoption of the Reserves Policy

20.1 The draft Reserves Policy had been included with the document pack for the meeting.

20.2 The Committee agreed that the minimum limit for general reserves of 10% set in paragraph 3.3 should be raised to 15%. The Committee also to change the order of paragraph 3.3 to read “Accordingly, Bishopstoke Parish Council will aim for general reserves between 25% and 40% of the precept and will at all times maintain general reserves of at least 15% of the precept.”

20.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Reserves Policy, as amended in 20.2, be adopted by the Council.

21 Date, time, place and agenda items for next meeting

21.1 The next meeting of the Finance Committee will take place at 7:00pm on Tuesday 12th October at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:09pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Assets Committee
held at Bishopstoke Methodist Church
commencing at 7:35pm on 27 July 2021**

Present: Cllrs Dean R, Francis, McKeone D, Tidridge and Winstanley (from item 6)

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

ASSETS_2122_M01/

Public Session

1 Election of Chair

1.1 Proposed Cllr Dave Francis, Seconded Cllr Ray Dean, **RESOLVED** unanimously that Cllr Gin Tidridge be elected Chair of the Assets Committee for the 2021 – 22 session of the Council.

2 Election of Vice Chair

2.1 Proposed Cllr Dave Francis, Seconded Cllr Gin Tidridge, **RESOLVED** unanimously that Cllr Ray Dean be elected Vice Chair of the Assets Committee for the 2021 – 22 session of the Council.

3 Apologies for Absence

3.1 No apologies had been received.

4 To adopt as a true record, and sign, the Minutes of the Building Committee meeting held on 6 April 2021

4.1 The Minutes of the above meeting had been circulated prior to the meeting.

4.2 Proposed Cllr Andrew Daly, Seconded Cllr Dave Francis, **RESOLVED** that the minutes of the Buildings Committee meeting held on 6 April 2021 be adopted as a true record.

5 Declarations of Interest and Requests for Dispensations

5.1 Cllr Francis declared an interest in item 7 as he is an allotment tenant.

6 To recommend the adoption of the Assets Committee Terms of Reference

6.1 The ToR had been circulated to Councillors prior to the meeting.

6.2 Cllr Dean requested changing the wording in item 6.1.8 to read “ Council owned AND MANAGED buildings”

6.3 Cllr Francis requested changing the wording in item 6.1.10 to read “Council OWNED street furniture”.

6.4 Cllr Winstanley requested changing the wording in item 8.1.7 to read “Council owned AND MANAGED buildings”.

6.5. Proposed Cllr Ray Dean, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to recommend to Full Council the adoption of the Assets Committee Terms of Reference, subject to the above changes.

7 To make recommendations regarding allotment rent

7.1 The Clerk had circulated 2 proposed recommendations regarding allotment rent prior to the meeting. The Councillors were happy to accept recommendation 1 and not increase the rent for 1st October 2021 onwards.

7.2 Cllr Francis asked for clarification on the current rent. The RFO confirmed that tenants on older-style tenancy agreements prior to 2015 were eligible for the discount at age 65, whereas newer tenants were eligible at age 70.

7.3 Cllr McKeone suggested that once all the plots were measured in square metres, that a spreadsheet is produced to compare the rent due under square rods versus under square metres to highlight the number of tenants negatively impacted by this change.

7.4 Cllr Winstanley suggested that once this information is available, those particular tenants could be written to in advance to explain the reasons behind the change in pricing structure.

7.4 Cllr Dean is concerned over potential complaints by tenants. Cllr Dean also offered to help the Clerk and RFO carry out the measuring in person.

7.5 Proposed Cllr Anne Winstanley, seconded Cllr Ray Dean, **RESOLVED** with abstention by Cllr Francis, that the allotment rents for October 2021 remain fixed at £8 per rod, with a concessionary rate of £5 per rod for qualifying plot holders

7.6 Proposed Cllr Dermot McKeone, seconded Cllr Gin Tidridge, **RESOLVED** with abstention by Cllr Francis, that the Council adopts a metric billing system for allotments for the 2 new allotments sites, but defers the decision to move a metric billing system for Underwood Road and Jockey Lane sites until a spreadsheet is produced highlighting the potential extent of the problem. This would be brought back to a future meeting of the Assets Committee, in time for a review of rent charges for October 2022.

8 To approve the Open Space Specification for tender

8.1 The amended specification was distributed to Councillors in advance of the meeting for comments.

8.2 The RFO explained that one area Green Smile had asked the Council to consider is the need to take all grass cuttings away from each area. Cllr Dean stated that if the Council move forward with their proposals for more wildflower areas in the village, the cuttings WILL need to be collected so the Council will not be removing that requirement from the specification. There are options available such as mulching mowers. The grass cuttings could also be offered to current allotment holders if they proved helpful with their composting.

8.3 Cllr Winstanley felt it was important to let prospective companies tendering know that the waste will potentially contain dog faeces, and also asked why the grass cutting around the Memorial Hall was not included. The RFO confirmed that as the footprint of the building may potentially cover the area that needs regular mowing, it would be easier to keep this area out of the specification and it will be invoiced separately during the summer months.

8.4 Cllr Francis requested clarification from the RFO over the current contract value. The contract is approximately £40,000 per year. The RFO confirmed that as part of the Council’s Standing orders,

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attempts should be made to obtain at least 3 quotes for comparison, and the tender will also be placed on the contracts finder website.

8.5 Cllr Francis suggested further information should be added regarding the use of weedkillers on page 2 of the document. It was agreed to add the following wording to the bullet point “Bishopstoke Parish Council is in the catchment of the River Itchen, a Special Area of Conservation, and we have a duty to use chemicals responsibly. Further chemicals may be restricted at a later date”.

8.6 Cllr Dean requested the current level of Public Liability Insurance should be added into the document.

Action – RFO/Clerk to investigate the current requirements of the insurance underwriters.

8.7 Cllr Dean had numerous other changes to make to the specification. Due to time constraints, and the Clerk being absent from the Committee meeting, it was felt that it would be best to delegate to the Clerk and Chair to work together on these proposed amendments.

8.8 Proposed Cllr Gin Tidridge, seconded Cllr Ray Dean, **RESOLVED** unanimously to delegate to the Clerk and Chair to make further amendments to the specification, before it is taken to the next meeting of the Full Council for approval.

9 To make recommendations regarding the refurbishment of railings by the War Memorial

9.1 A report on the proposed refurbishments of the War Memorial railings was circulated in advance of the meeting.

9.2 Proposed Cllr Gin Tidridge, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to accept the recommendations regarding the refurbishment of the War Memorial railings.

10 To recommend approval of the Stoke Common Cemetery project brief

10.1 A report on the proposed project brief was prepared by the Clerk and Cemeteries Officer and circulated in advance of the meeting.

10.2 Cemeteries Officer Wilkie was present to briefly introduce the item. She confirmed that there has been a definite shift from plot burials to ashes burials. Bishopstoke Cemetery should therefore not run out of room for burials in the next 12 months.

10.3 Cllr Francis had provided the template for the project brief that had been prepared, and felt such a document would be useful for all projects being managed by the Council. Cllr Francis also felt that the brief needed a detailed programme added to it with timelines. There is potentially software available to use which will be explored further, but in this instance, the Cemeteries Officer should be able to use excel.

10.4 Cllr Dean informed everyone that an email has been sent from Eastleigh Borough Council’s Asset Committee requesting that Bishopstoke Parish Council takes ownership of the Sewall Drive allotments, Sewall Drive open space and the Stoke Common Cemetery without them going through their 12 months monitoring. It would mean the developers contributions would be paid immediately and this could be spent to do the necessary work to all 3 sites to bring them into suitable state to be used.

Action – Clerk to confirm receipt of this email and distribute to Committee.

10.5 Cllr Francis recommended the Council hires an expert to draw a potential layout of Stoke Common Cemetery.

Action – Cemeteries Officer to request information from ICCM for suitable companies

10.6 Cllr Tidridge explained that as one of the Council’s new aims is regarding the environment, she would like to see an area of the new Cemetery developed into a natural burial ground. This means no headstones or markers are placed, and the area is gradually rewilded. The Institute for Natural Burial

Grounds is based in Twyford. They have informed Cllr Tidridge there are only 2 other natural burial grounds in Hampshire, based in East Meon and Andover. The Councillors could arrange to visit these 2 sites in person to see how they look in practice.

Action – Cllr Tidridge to liaise with Cemeteries Officer and Clerk to ensure natural burial ground is included in the project brief, and also in the survey to be prepared for residents.

10.7 Proposed Cllr Dave Francis, seconded Cllr Anne Winstanley, **RESOLVED** unanimously to approve the Stoke Common Cemetery brief, subject to the above changes.

11 To receive a report on all areas delegated to the Committee

11.1 The report on all areas delegated to the Committee had been circulated with the supporting documents and was noted by the Committee.

11.2 The RFO commented that the only update was a resident had complained about overhanging branches at Sayers Road play area and would investigate this in the Clerk's absence.

Action - RFO

11.3 Cllr Dean was concerned about the shrinking matting around the play equipment at Brookfield play area and felt that it was an urgent issue. Cllr Dean requested the play area inspection reports are brought to the Assets Committee as a regular agenda item, with updates on any progress of necessary equipment repairs.

Action – Clerk

11.4 Cllr Tidridge commented that she would like to see regular inclusion on the Assets Committee agenda regarding an action log for every Council owned asset, and will liaise with the Clerk about how this should look.

11.5 Cllr Daly expressed concerns over potential drug material found in one of the pieces of equipment at Sayers Road. RFO to check at same time as checking overhanging branches from play area.

Action – RFO

11.6 Cllr Daly also asked when the Council will be taking on ownership of Bow Lake Gardens play area. The trampoline needs cleaning underneath. Cllr Tidridge offered to take this on in her position as a Borough Councillor.

Action – Cllr Tidridge.

12 Date, time, place and agenda items for next meeting

12.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 28th September at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:56pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held at Bishopstoke Methodist Church
commencing at 7:00pm on 13 July 2021**

Present: Cllrs Candy, Daly, Dean A, and McKeone C

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr R Dean (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PLAN_2122_M03/

Public Session

22 Election of Chair

22.1 Cllr Ray Dean, in his capacity of Chair of Bishopstoke Parish Council, welcomed everyone to the first Planning Committee meeting of the new Council and invited nominations for Chair of the Committee.

22.2 Proposed Cllr Anne Dean, Seconded Cllr Daly, **RESOLVED** unanimously that Cllr Anne Dean be elected Chair of the Planning Committee for the 2021 – 22 session of the Council.

At this point Cllr Ray Dean stepped down from chairing the meeting and Cllr Anne Dean took over as Chair.

23 Election of Vice Chair

23.1 Proposed Cllr Anne Dean, Seconded Cllr Candy, **RESOLVED** unanimously that Cllr Francis be elected Vice Chair of the Planning Committee for the 2021 – 22 session of the Council.

24 Apologies for Absence

24.1 Apologies had been received and accepted from Cllrs Francis, Hillier-Wheal and Moore.

25 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 27 April 2021

25.1 The Minutes of the above meeting had been circulated prior to the meeting.

25.2 Proposed Cllr Anne Dean, Seconded Cllr Daly, **RESOLVED** that the minutes of the Planning Committee meeting held on 27 April 2021 be adopted as a true record.

26 Declarations of Interest and Requests for Dispensations

26.1 There were no declarations or requests.

27 Consideration of Planning Applications

27.1 H/21/90607 – 27 Orchard Avenue – Remove tiles on side elevations and side dormers and reclad and alterations to bathroom window on first floor side elevation – The Committee agreed to raise no objection to the application.

27.2 H/21/90715 – 114 Church Road – Removal of existing conservatory and garage: erection of two storey side and rear extensions (including loft room), single storey rear extension – The Committee agreed to raise no objection to the application but wished to comment that the proposal increases the number of bedrooms without increasing the parking on site.

27.3 T/21/90783 – Orchard Gardens Care Home, 1 Garnier Drive – 1 no. Sycamore (T3 on the map) - Fell to ground level; 1 no. Sycamore (T4 on the map) - Reduce two western stems by 6-8m in height and remove deadwood; 1 no. Sycamore (T5 on the map) - Fell to ground level – The Committee agreed to raise no objection to the application.

27.4 F/21/90799 – Land to the rear of 30 Spring Lane – Erection of 1no. dwelling with associated parking – The Committee agreed to object to the application on the grounds that it was overdevelopment, would adversely affect parking in the area, and would lead to the neighbouring property being overshadowed.

27.5 H/21/90801 – 26 Horton Way – Single storey rear extension – The Committee agreed to raise no objection to the application.

27.6 T/21/90853 – 10 Stoke Park Road – Group of mixed species Sycamore Horse Chestnut (TG1) - Crown lift to 5m over the garden to the boundary line of 1 West Drive, Eastleigh SO50 6FN – The Committee agreed to raise no objection to the application.

27.7 T/21/90936 – The Posy, 86 Edward Avenue – 7 no. Lawson Cypress (T3)-Fell; 1 no. Witch-hazel (T2) -Fell; 1 no. Prunus (T1) -Fell – The Committee agreed to raise no objection to the application.

27.8 No further applications had arrived following the publication of this agenda.

28 To receive the Clerk's report on recent planning decisions and other matters

28.1 The report on recent planning decisions and other matters had been circulated with the supporting documents and was noted by the Committee.

29 To recommend the adoption of the Planning Committee Terms of Reference

29.1 The current and recommended Terms of Reference for the Planning Committee were included in the supporting documents for the meeting.

29.2 Proposed Cllr Anne Dean, Seconded Cllr Daly, **RECOMMENDED** unanimously that the Council adopt the new Planning Committee Terms of Reference.

30 To discuss a Councillor Call-In System for Planning meetings and make decisions

30.1 A memo outlining the proposed changes had been included in the supporting documents for the meeting.

30.2 Proposed Cllr McKeone, Seconded Cllr Candy, **RESOLVED** unanimously that the Committee run the new system alongside the old for a 6 month trial period.

31 Date, time, place and agenda items for next meeting

31.1 The next meeting of the Planning Committee will take place at 7:00pm on Tuesday 27th July at the Bishopstoke Methodist Church.

At this point, due to the time, the remaining business on the agenda was deferred until the following meeting.

There being no further business, the Chair closed the meeting at 7:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held at Bishopstoke Methodist Church
commencing at 7:00pm on 27 July 2021**

Present: Cllrs Francis (Chair), Daly, Hillier-Wheal, McKeone C, and Moore

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)
Cllr R Dean (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PLAN_2122_M04/

Public Session

32 Apologies for Absence

32.1 Apologies had been received and accepted from Cllr A Dean.

33 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 13 July 2021

33.1 The Minutes of the above meeting had been circulated prior to the meeting.

33.2 Proposed Cllr Andrew Daly, Seconded Cllr Chris McKeone, **RESOLVED** that the minutes of the Planning Committee meeting held on 13 July 2021 be adopted as a true record.

34 Declarations of Interest and Requests for Dispensations

34.1 There were no declarations or requests.

35 Consideration of Planning Applications

35.1 H/21/90947 – 72 Haig Road – Front dormer in association with enlarged first floor living accommodation, enlarged rear dormer incorporating accessible stair and single storey rear extension following demolition of existing conservatory – Proposed Cllr Dave Francis, Seconded Cllr Andy Moore, **RESOLVED** unanimously, the Committee agreed to raise no objection to the application.

35.2 H/21/90965 – 42 St Margaret’s Road – Single Storey Rear Extension - amendment to approved planning permission H/20/88965 – Proposed Cllr Dave Francis, Seconded Cllr Andrew Daly, **RESOLVED** unanimously, the Committee agreed to raise no objection to this application.

35.3 T/21/91008 – Oakbank, Oakbank Road – 1 no. ash no.26 on plan - infected with dieback (1239 in report) - Remove all branches leaving trunk at 8-10 m; 2 no. ash 23 & 24 on plan - infected with dieback (12336/37 in report) – Fell; 1 no. Chestnut - dead (14 on plan, 1227 in report) - Fell – Proposed Cllr Dave Francis, Seconded Cllr Andy Moore, **RESOLVED** unanimously, the Committee had no objection to the application but wished to request that conditions be added to follow the suggested environmental enhancements contained in section seven of the report, including the mounting of bird/bat boxes and replanting of extra trees to replace those being felled.

35.4 H/21/90903 – 60 Edward Avenue – Two storey and first floor side extension, single storey rear extension following demolition of existing conservatory – Proposed Cllr Andy Moore, Seconded Cllr Christine McKeone, **RESOLVED** with Cllr Louise Hillier-Wheel against, and abstention by Cllr Dave Francis, the Committee agreed to object to the application on the grounds that it would unbalance the pair of houses and have a negative impact on and not be in keeping with the street scene.

35.5 H/21/91088 – 37 Church Road – Replacement out building with home office above – Proposed Cllr Dave Francis, Seconded Cllr Andy Moore, **RESOLVED** with Cllr Louise Hillier-Wheel and Cllr Andrew Daly against, the Committee agreed to raise no objection to the application.

35.6 H/21/91030 – 283 Fair Oak Road – Single storey rear extension and part garage conversion – Proposed Cllr Dave Francis, Seconded Cllr Andrew Daly, **RESOLVED** unanimously, the Committee agreed to raise no objection to the application.

35.7 No further applications had arrived following the publication of this agenda.

36 To receive the Clerk’s report on recent planning decisions and other matters

36.1 The report on recent planning decisions and other matters had been circulated with the supporting documents and was noted by the Committee.

37 Date, time, place and agenda items for next meeting

37.1 The next meeting of the Planning Committee will take place at 7:00pm on Tuesday 10th August at the Bishopstoke Methodist Church.

38 Motion for Confidential Business

38.1 Proposed Cllr Dave Francis, Seconded Cllr Andy Moore, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

39 Reported Breaches of Development Control (Confidential business)

39.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

There being no further business, the Chair closed the meeting at 7:35pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held at Bishopstoke Methodist Church
commencing at 7:00pm on 10 August 2021**

Present: Cllrs Dean (Chair), Francis, Candy, Daly, Hillier-Wheal, and McKeone C

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr R Dean (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PLAN_2122_M05/

Public Session

40 Apologies for Absence

40.1 Apologies had been received and accepted from Cllr Moore.

41 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 27 July 2021

41.1 The Minutes of the above meeting had been circulated prior to the meeting.

41.2 After discussion it was agreed that minute 35.3 would be amended to read “the Committee had no objection to the application but wished to request that conditions be added to follow the suggested environmental enhancements contained in section seven of the report, including the mounting of bird/bat boxes and replanting of extra trees to replace those being felled.”

41.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Francis, **RESOLVED** that the minutes of the Planning Committee meeting held on 27 July 2021, as amended in 41.2, be adopted as a true record.

42 Declarations of Interest and Requests for Dispensations

42.1 There were no declarations or requests.

43 Consideration of Planning Applications

43.1 H/21/91084 – 9 Burrow Hill Place – Proposed single storey side extension and alteration to window on rear elevation – The Committee agreed to raise no objection to the application.

43.2 H/21/91101 – 3 Blackberry Drive – Retention of front boundary gate (Retrospective application) – The Committee agreed to raise no objection to the application.

43.3 T/21/91103 – 2A West Drive – 1 no. Lucombe oak (T1) - Localised crown reduction over garden of limbs growing towards property by no more than 2.5m back to growth points with a maximum pruning cut no greater than 80mm – The Committee agreed to raise no objection to the application, but wished to comment that lack of information had made it impossible to identify the tree for which the work was being proposed.

43.4 H/21/91113 – 1, The Spinney – Two-storey rear extension with alterations to the fenestration – The Committee agreed to raise no objection to the application.

43.5 H/21/91126 – 5 Oakgrove Road – Raising in association with loft conversion to provide first floor living accommodation and two storey rear extension with juliet balcony – The Committee agreed to raise no objection to the application.

43.6 No further applications had arrived following the publication of this agenda.

44 To receive the Clerk's report on recent planning decisions and other matters

44.1 The report on recent planning decisions and other matters had been circulated with the supporting documents and was noted by the Committee.

45 Date, time, place and agenda items for next meeting

45.1 The next meeting of the Planning Committee will take place at 7:00pm on Tuesday 24th August at the Bishopstoke Methodist Church.

46 Motion for Confidential Business

46.1 Proposed Cllr A Dean, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

47 Reported Breaches of Development Control (Confidential business)

47.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee. Two additional alleged breaches were also noted.

There being no further business, the Chair closed the meeting at 7:23pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

TERMS OF REFERENCE FOR THE COMMUNICATIONS WORKING GROUP

1 Membership

- 1.1 The Working Group membership shall include up to five Councillor members, appointed at the Parish Council AGM in May. Non council members may be appointed to the group as needed.

2 Lead Member

- 2.1 The Lead Member of the Working Group will be appointed at its first meeting following the Parish Council AGM in May. If the Lead Member is absent for a meeting, then a Lead Member for the meeting will be appointed at that meeting.

3 Quorum

- 3.1 A quorum will consist of three members of the Working Group.

4 Meetings

- 4.1 The Working Group will meet in the third week of July, October, January and April, with other meetings taken as necessary.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting. Where possible this will be at least three clear working days in advance of the meeting, but meetings can be called at short notice if necessary.
- 4.3 The appointed officer for the Working Group will take notes which will then sent to the Lead Member of the Working Group for approval before being circulated to other members no later than the publication of the agenda for the following meeting.

5 Reporting

- 5.1 The Lead Member or other nominated member of the Working Group, shall present a report at each meeting of the Parish Council on the activities of the Working Group since the last meeting. Alternatively, this may be achieved by the circulation of the relevant notes with other agenda papers before the meeting.

6 Decisions

- 6.1 The Working Group will have no power to make decisions on behalf of the Council except to:
 - 6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Working Group, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 The content of the Council newsletter.

7 **Budget**

7.1 The Working Group will have no power to commit to expenditure on behalf of the Council.

7.2 Any expenditure the Working Group wishes to undertake must be ~~sent to the Parish Council for approval~~ from existing budget heads that are within its delegated areas of responsibility and must be approved by the Clerk or other appointed officer.

8 **Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To oversee the Parish Council newsletter.

8.1.2 To oversee the Parish Council website.

8.1.3 To oversee the Council's use of social media, including making recommendations on which platforms to use.

8.1.3 To identify potential new methods of communicating with residents and make recommendations on how best to use them

8.1.4 To make recommendations on all communications policies.

8.1.5 To make recommendations on the number and placement of Council notice and information boards.

TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

1 Membership

1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

2 Chair

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

3 Quorum

3.1 A quorum will consist of three members of the Committee.

4 Meetings

4.1 Meetings of the Committee shall be held on the second Tuesday of every other month beginning in June unless otherwise decided at a previous meeting of either the Finance Committee or the Full Council.

4.2 If the Chair and appointed officer agree that there is no substantive business, meetings can be cancelled. Conversely, if it is agreed that there is a need, an emergency meeting can be called following the procedures outlined in standing orders.”

4.3 The appointed officer shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.

4.4 The appointed officer or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated, and no later than two working weeks following the meeting.

5 Reporting

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

6.1 The Committee will have no power to make decisions on behalf of the Council except to:

6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Committee, within the overall training budget specified by the Full Council.

- 6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
- 6.1.4 Decide upon relevant matters that do not commit directly to expenditure.
- 6.1.5 Approve expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by up to £500.
- 6.1.6 Payments made to staff including mileage and reimbursement of out-of-pocket expenses.
- 6.1.7 Any Grant aid applications brought before the Committee.
- 6.1.8 Any financial policies with the exception of the Council Financial Regulations.

7 Budget

- 7.1 In addition to the budgetary decision-making powers outlined in section 6, the Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its other decision-making or delegated powers providing it is within a relevant budget assigned to the Committee by the Parish Council. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for that expenditure, or it exceeds the agreed budget by over £500).
- 7.2 Any other expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Other Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 Monitoring the Council's finances.
 - 8.1.2 Overseeing the draft budget.
 - 8.1.3 Overseeing the audit process.
 - 8.1.4 Overseeing all contracts entered into by the Council.
 - 8.1.5 Producing policies relating to financial matters.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 Expenditure exceeding £5,000 or exceeding annual budgets by more than £500.
 - 8.2.2 Changes to the published budget, including virement of sums from reserves.
 - 8.2.3 The draft budget presented to Full Council in January.
 - 8.2.4 Reports related to the audit process.
 - 8.2.5 All consultations addressed to the Parish Council with the exception of those specified by the Terms of Reference of other Committees and Working Groups.
 - 8.2.6 Amendments to the Financial Regulations.

TERMS OF REFERENCE FOR THE GLEBE MEADOW WORKING GROUP

1 Membership

1.1 The Working Group membership shall include up to seven Councillor members, appointed at the Parish Council AGM in May. Non council members may be appointed to the group as needed.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting following the Parish Council AGM in May. If the Lead Member is absent for a meeting, then a Lead Member for the meeting will be appointed at that meeting.

3 Quorum

3.1 A quorum will consist of three members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary.

4.2 The Clerk shall produce and circulate an agenda for the meeting. Where possible this will be at least three clear working days in advance of the meeting, but meetings can be called at short notice if necessary.

4.3 The Clerk or other duly appointed person shall take notes of the meeting and take any follow-up action as directed. Draft notes will be provided to the Lead Member as soon as possible and then circulated to the other members no later than the publication of the agenda for the next meeting.

5 Reporting

5.1 The Lead Member or other nominated member of the Working Group, shall present a report at each meeting of the Parish Council on the activities of the Working Group since the last meeting. Alternatively, this may be achieved by the circulation of the relevant notes with other agenda papers before the meeting.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except to:

6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Working Group, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

7 Budget

7.1 The Working Group will have no power to commit to expenditure on behalf of the Council.

7.2 Any expenditure the Working Group wishes to undertake must be ~~sent to the Parish Council for approval~~ from existing budget heads that are within its delegated areas of responsibility and must be approved by the Clerk or other appointed officer.

8 Areas of Responsibility

8.1 To oversee the programme of improvements agreed by the Council for Glebe Meadow, including existing projects and any new projects agreed during the lifetime of the Working Group.

8.2 To make recommendations regarding all of the projects affecting Glebe Meadow. As a minimum these recommendations will include location, footprint, size, scope and budget.

8.3 To oversee the creation of an overall master plan of the Meadow, showing the location of all current assets and the changes that would be made under the Working Group's recommendations.

8.4 To make recommendations to the Parish Council on the management of these projects.

8.5 To undertake any surveys and consultations thought necessary to ensure that the Glebe Meadow programme meets the requirements of local residents.

8.6 To make recommendations on potential projects for Glebe Meadow.

9 Initial project list:

9.1 New Bishopstoke Memorial Hall.

9.2 Relocation of the War Memorial.

9.3 Relocation and updating the play area.

9.4 Relocation and updating the sensory garden.

9.5 Replacement of the skate park.

9.6 Moving the entrance gates at Portal Road.

9.7 Any necessary changes to paths, bins and benches.

9.8 Applications for any necessary tree work, including maintenance, felling and planting.

TERMS OF REFERENCE FOR THE ASSETS COMMITTEE

1 Membership

1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

2 Chair

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

3 Quorum

3.1 A quorum will consist of three members of the Committee.

4 Meetings

4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.

4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.

4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

5 Reporting

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

7 Budget

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 To oversee the running of Council allotments.
 - 8.1.2 To oversee the management of burial matters.
 - 8.1.3 To oversee the management of Council play and leisure areas.
 - 8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.
 - 8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.
 - 8.1.6 To oversee any work done under the Assets of Community Value programme.
 - 8.1.7 To oversee the maintenance of Council-owned and managed buildings.
 - 8.1.8 Use and maintenance of Council CCTV equipment.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 The takeover and management of any assets provided by developers.
 - 8.2.2 Any brand new or complete replacement play areas.
 - 8.2.3 The creation of any new open spaces.
 - 8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.
 - 8.2.5 CCTV policy.

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

1 Membership

1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

2 Chair

2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

3 Quorum

3.1 A quorum will consist of three members of the Committee.

4 Meetings

4.1 Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting of either the Planning Committee or the Full Council, or if no applications are tabled for consideration.

4.2 The Clerk shall produce and circulate an agenda for the meeting, including the relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.

4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

5 Reporting

5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

6.1 The Committee will have no power to make decisions on behalf of the Council except to:

6.1.1 Decide the date, time and place of its meetings.

6.1.2 Identify and fill the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issue invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 Decide the Parish Council response to planning applications.

6.1.5 Respond, on behalf of Bishopstoke Parish Council, to any Traffic Regulation Orders proposed within the parish.

7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within a relevant budget assigned to the Committee by the Parish Council. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for that expenditure, or it exceeds the agreed budget by over £500).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Planning Applications

- 8.1 The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 8.2 The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 8.3 The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting. This includes applications that arrived after the publication of the agenda, but prior to the meeting.
- 8.4 The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 8.5 Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.

9 Other Responsibilities

- 9.1 The Committee will monitor, receive reports on and make recommendations on any development of 10 dwellings or more within the Parish. The Chair, or nominated representative, will endeavour to attend any relevant meetings concerning such developments.
- 9.2 The Committee will monitor, receive reports on and recommend responses to the progress of the Local Plan and any subsequent Strategic Growth Option within the Parish.
- 9.3 The Committee will make recommendations regarding any road names required by development within the Parish.
- 9.4 The Committee will monitor, and consider the impact on Bishopstoke of, major developments in nearby parishes.
- 9.5 The Committee will make recommendations to the Parish Council on any Planning Consultation.

TERMS OF REFERENCE FOR THE CARNIVAL WORKING GROUP

1 Membership

1.1 The Working Group membership will be a mixture of Councillors and non-Councillors, along with the Clerk. All members shall have equal rights and powers.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at the first meeting of each Carnival cycle, which will usually take place in November of each year.

3 Quorum

3.1 A quorum will consist of four members of the Working Group.

4 Meetings

4.1 The Working Group will meet as required, initially monthly following the first meeting, but if necessary may meet more often, especially as Carnival approaches.

4.2 The Clerk or other appointed officer will circulate an agenda for each meeting. Where possible this will be at least three clear working days in advance of the meeting, but meetings can be called at short notice if necessary.

4.3 The appointed officer for the Working Group will take notes which will then sent to the Lead Member of the Working Group for approval before being circulated to other members no later than the publication of the agenda for the following meeting.

~~Notes will be taken by the Clerk to Bishopstoke Parish Council or other appointed officer, which will then be circulated to members, following approval by the Lead Member of the Working Group.~~

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Full Council following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place. Alternatively, this may be achieved by the circulation of the relevant notes with other agenda papers before the meeting.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 Deciding all matters pertaining to the organising of the Bishopstoke Carnival, subject to the budget set by Council each year.

7 Budget

7.1 The Working Group will have its overall budget set each year by Council. Individual members will have no powers to commit to any expenditure except where authorisation has been sought from and given by the Clerk.

7.2 Where it is necessary to handle cash, this should be banked as soon as practical, and a receipt should be issued detailing the value, and from whom it was received. Exceptionally, the Clerk may approve expenditure by another member of the Group, and will arrange reimbursement on the production of a valid receipt.

7.3 The Parish Council recognises that it is likely that in mounting the Carnival, costs may exceed income. The Council is prepared to underwrite these costs, and set the overall budget accordingly.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To sign, on behalf of Bishopstoke Parish Council, all necessary documents relating to the running of the Carnival, and include said documents in the reports to the Finance & General Purposes Committee

8.1.2 To encourage external sponsorship to minimise reliance on Parish Council costs

8.1.3 To prepare final accounts before the October Parish Council meeting each year, and to consider all grant requests made of the Carnival Group, whether from the Street Collection or from any surplus

8.1.4 To maintain a list of all current members of the Group, with contact details, to be noted by the Full Council

8.1.5 To maintain a list of all Carnival assets, and their location, to be verified annually by the Working Group and passed to the Clerk for insurance purposes.

8.1.6 To ensure all necessary legislation is complied with regarding the Carnival, including obtaining licenses, and to seek help or clarification on these matters when necessary

8.1.7 To make recommendations to the Full Council regarding the Working Group's areas of responsibility

Glebe Meadow Working Group Report September 2021

This working group is researching and exploring what should be going into the revised brief for the architects at the beginning of November.

The objective is to make the Glebe Meadow area (including the Memorial Hall) a significant asset for our community, enabling people to come together, to enjoy the environment and to take part in activities safely.

The Working Group has been meeting weekly to keep momentum going on this project.

Visits have been made to the new community centre at Stoneham (RD, AD, ST, AW, CM), Pavilion on the Park (RD & AD only) and community centres at West End and Hedge End (AW only). More visits are planned to collect ideas.

Clerks from Fair Oak and Colden Common have been consulted as well as the manager of the new community centre at Stoneham. Advice has included ensuring that the new Hall is appropriate for many uses, not constrained by being designed around a single hirer's needs, surfaces for acoustics and including renewable energy generation.

An [online survey](#) has been prepared and is being distributed to past hirers, local community groups and to people who have enquired about using the Hall. Meetings with Bishopstoke Players are taking place this week. The returns will be added to the body of knowledge already collated (including initial survey and requests from hirers).

Components of the project:

1. New Memorial Hall
2. Outdoor area linking Hall to meadow
3. Small number of parking spaces for the Hall (to be minimised)
4. Cycle parking for the Hall.
5. War Memorial (although this may be moved to another location).
6. Play Area with buggy/scooter park
7. Area aimed at young people:
 - a. Skate/BMX ramp – ideally 2 with one aimed at novice riders.
 - b. Football goal & basketball hoop.
 - c. Seating and lighting.
8. Picnic Area
9. Benches
10. Specimen trees providing shade
11. Habitats: wildflowers, hedges
12. Pathways – including a new path linking Church Road with Portal Road.

Note on the Sensory Garden

The garden has become very overgrown and is effectively separated from the meadow. Other locations should be explored for the garden – ideally in a quieter location where the sensory aspects can be appreciated more. However, the Working Group would like to encourage local residents to sit and enjoy the meadow, so benches and creating shade/tranquil areas is important to the project.

Locations of Components

Before designs are drawn up for the Hall, the Working Group would like a landscape plan to be drawn up, showing each component in positions which will work for their function but also create a cohesive design. Landscape should be considered first, not treated as “space left over after planning”.

Factors & Considerations for Locations

Size of the Meadow

Due to hedges becoming overgrown, considerable space has been lost in the meadow. The plan is to reclaim some of this space. The project aims to be hedge & tree positive – with new planting in the Meadow and the parish at a level greater than any loss in the meadow area.

Trees

A tree expert has assessed the trees in the meadow and is confident that the only tree already identified as being of merit (the sycamore by Portal Road) can be preserved during construction with crown lifting and some work on the ground surface. The Portal Road entrance is the only practical route for construction vehicles to access the Memorial Hall site.

The trees by the current football goal can be crown lifted to enable the proposed new path across the Meadow.

The trees along the west side of the Memorial Hall that have grown up in the overgrown hedge may be lost.

Planting new specimen trees is being considered as a way to introduce shade and to reference Bishopstoke’s heritage of plant collections.

Covenants & Other Land Use Considerations

The area has two distinct areas regarding ownership:

- The main meadow belongs to the Parish Council and has a restriction on the amount of land that can be built on.
- The current built area occupied by the Memorial Hall, Parish Office, War Memorial and storage sheds belongs to the charity managing the Memorial Hall (with parish council as trustee).

Designing the new hall building so that it only occupies the current built area will be pragmatic. It should be designed to link to the main meadow with an outdoor hard surfaced area.

Spring in northeast corner

This area is unlikely to be suitable for many components. A wildflower area has been discussed.

Play Area

This should be further from the new Hall than its current location.

Area aimed at young people with skate/BMX ramp(s) and other activities.

Safety is a major consideration for this area – it should be clearly visible and have lighting. Practical considerations should determine location of features (e.g. not having a basketball hoop close to the skate ramp) and should be designed to be robust.

Pathways and Access

The path from Riverside to Portal Road may need to be re-routed depending on revised layout of the Meadow but should still join Riverside (opposite Bishy Beach) with Portal Road.

A new right of way should be established from Church Road to Portal Road with a hard surface appropriate for mobility scooters and bicycles. This will enable better access from Church Road to Riverside shops and the bus stop. It should have lighting. This will link to the Village trails project.

Accesses to the Memorial Hall should include an entrance connecting to Portal Road (where the parking is likely to be. An entrance to Riverside should also be considered but must be accessible to all. Doors opening onto the Meadow's outdoor area are also key.

War Memorial

It is important for this project that an appropriate location for the War Memorial is found. It has not yet been decided whether this will be within the Glebe Meadow area.

It would not be straightforward to move the Memorial to the closed graveyard (Old St Mary's) because it needs to remain a non-denominational, secular place. The new Cemetery could be an option, but we might prefer to keep the Memorial in the heart of the village.

The Memorial could be designed so that it is positioned on the outside of the new Memorial Hall or in a stand-alone position in the meadow.

Parish Office Location

A separate item for this meeting covers this issue.

Memorial Hall Features

The [new online survey](#), previous survey, visits to other halls and information already submitted by stakeholders (including Bishopstoke Players) are informing this list.

Possibilities being explored include:

- Main Hall to be appropriate for dramatic performance (e.g. with [proscenium arch](#), designed for appropriate sound and lighting, and with a green room accessible from behind the stage). Should also be usable for exercise classes and other activities (e.g. indoor bowls).
- Kitchen for use with Main Hall.
- Second hall (could also multitask as the green room) with a kitchen facility. This could be hired for smaller scale events and activities, including Parish Council committee meetings.
- Café.
- Parish Office.
- Cleaner Store.
- Storage for hirers.
- Toilets to include a Changing Places facility.
- Renewable energy generation, high level of insulation and active ventilation.
- Connection to the meadow.
- Multi-level design.



Full Council – 14th September 2021

Item 4 – Communications Working Group Report

The first newsletter of the new Council went to print, slightly late, in the first week of September. A new company offering both printing and distribution is being trialled. Delivery is hoped to be in mid-September.

CLlr McKeone completed his initial audit of the internal view of Parish Council communications, which is included with the document pack. The next step is to conduct a wider survey of how residents feel about Council communications. It is expected that these results will be brought back to Council in November.

This will also include recommendations from the Group about a future communication strategy for the Council to adopt.

For the next newsletter the Committee Chairs will be asked to write a small piece about the work their committee is doing. The Chair of the Council will also be asked to write a Chair's Report to be included.

Bishopstoke Parish Council

Communications Audit – August 2021

Draft Interim Report

Introduction

The Parish Council's Communications Group decided at its meeting on Thursday 22nd July 2021 to carry out a thorough audit of the Council's external communications.

It was agreed that this would best be carried out by a series of in-depth interviews with key officers* and councillors in order to determine:

- the audiences that we as a Council should be communicating with,
- the messages we feel it is important to deliver to them,
- the media and other means of communication which we should use.

Once this has been established, with the agreement of the Council, we should consider carrying out an external audit of the audiences we have defined and establish from them the most efficient and acceptable way for them to receive news about the Council and its work.

Objectives

1. To determine the Parish Council's key audiences, messages and communications media
2. To provide the foundations of an improved communications strategy for the Council

What outcomes are we seeking?

Respondents were asked at the end of each interview what outcomes they were seeking from the Parish Council's communications activities, and they listed a total of 22 outcomes.

The table below lists the top desired outcomes where more than one respondent mentioned a single outcome.

Top desired outcomes	Number of respondents
More engagement by residents	7
More knowledge (of Council's activities & responsibilities) by residents	4
More community pride in the village	3
Less litter	2

Who are we trying to reach?

Clearly, the Bishopstoke community is the Council's primary audience, but there are a number of different ways of categorising this and the Council will wish to send different messages to various sub-groups. There are also people and organisations outside Bishopstoke (such as Eastleigh Borough Council) who the Council will need to inform, influence and persuade.

Respondents were asked to think about different age groups within the community and the messages they feel we should be sending to them.

Respondents were then asked to look at individuals associated with a particular activity (eg dogwalkers, road users), groups within the community (eg clubs, theatre groups) and organisations (eg shops, businesses, churches). We also asked respondents to write down messages associated with forthcoming events and external issues.

What messages should we be attempting to deliver?

In the tables that follow, I have divided the desired messages into three types.

- Information messages (eg **We are building a new Parish Hall**) in blue
- Action messages (eg **Clean up your dog's mess**) in red,
- Corporate messages (eg **Bishopstoke Parish Council is environmentally responsible**) in green

Messages by age

Again, respondents gave many different suggestions on what messages needed to be communicated to each age group, so I have listed the top messages that were put forward by more than one respondent. A full list of suggested messages can be provided if required.

Top messages to ages 0-12

Play areas are there for you

Look after your environment

Top messages to ages 36-50 **Get**

locally involved!

The Parish Council is working for you

Top messages to ages 13-18

There is a lot here for you to do (eg Y-Zone, Skateboard ramp)

Look after your environment

Top messages to ages 51-64

Travel tokens are available

Get locally involved!

Top messages to ages 19-35 **Get**

locally involved!

The Parish Council is working for you

Top messages to ages 65+

Travel tokens are available

The Parish Council can help you

Messages by group

A number of different groups were suggested by respondents. We have again selected groups and messages identified by more than one respondent and as above, a full list of respondents' groups and messages to those groups can be provided if required. The priority groups selected were neighbouring Councils, road users, householders, people left behind by IT and public space users.

Neighbouring councils incl. EBC, HCC

We can work together

Keep us well informed

People left behind by IT

Print versions of our communications are available

Road users (drivers, cyclists, e-scooter users)

Act considerately!

Public space users, dog walkers

Look after your environment

Householders

The Parish Council is working for you

Messages and events

The respondents felt that the most important events in the coming years would be the building of the new village hall and the changes to Glebe Meadow. The Carnival, postponed until 2022, would also need to be a focus point for our communications programme.

Two of the stated desired outcomes, greater community involvement and pride in the village emerged strongly in respondents' choice of messages.

Top events and messages	
New village hall	New village hall is coming
	Tell us how you want to use it
	This is why we need a new hall
	This is why the old Memorial Hall had to close
	BPC is creating something you can be proud of
	Communicate dates and planned activities
Glebe Meadow project	Glebe Meadow changes are coming soon
	Tell us what you want from it
Carnival 2022	Carnival is coming next year
	Updates on progress

Messages and issues

Climate change and environmental concerns were the issues that were most prominent in responses.

A number of respondents also mentioned forthcoming local authority devolution, with more importance becoming associated with Parish Councils in the future. The EBC local Plan also featured.

Surprisingly, only one respondent mentioned Covid.

Top issues and messages	
Climate change	Cycling and walking are good for you
	Leaving car at home saves money
	Get involved
Local authority devolution	Have your say!
	BPC is becoming more important
EBC Local plan	There will be a review soon
	Take part in EBC's consultation
	This is what's happening (in Bishopstoke)
	Here is where you get info re local plan

How can we reach these audiences?

There were strongly divergent views on which media we should use to deliver our chosen messages to the audiences we have identified. In the table below I have taken the average score for each medium given by each respondent and rearranged them in the order of perceived importance.

All respondents, however, felt that we should be making better use of social media. Local print media such as the Daily Echo were given very low scores.

Media by perceived importance	
(0 = zero importance; 10 = very important)	
Social media in general	8.29
Social media in Bishopstoke	8.29
Printed newsletters	7.86
BPC website and FB page	7.43
Notice boards	7.00
Email newsletters	6.79
Web pages (eg BBC News online)	4.64
Parish Assembly / open days	4.64
Local broadcast media (eg Radio Solent)	4.36
Local Print media (eg Daily Echo)	2.43

Other communication methods suggested by respondents

I include below a full list of other media not included in the list above, which respondents suggested we should consider.

The Communications group should certainly consider using Twitter, Instagram and other social media as they arrive on the scene. The idea of having a phone app especially for the Parish Council and its activities is an interesting one deserving serious consideration!

- Bishopstoke Parish Council phone app
- Posters
- Other social media (Twitter, Instagram etc) (2)
- Weekly email to subscribers
- Digital notice board on BPC website
- A stall at the carnival (2)
- Signs near play areas
- More emphasis on allotment notice boards

Some other ideas

Asked if they had other ideas to support the communications programme, three respondents pleaded simply for solid, regular communications from the Parish Council. There were requests for a Mission or Vision Statement (already under consideration by the group). Perhaps the most intriguing suggestion was the formation of a Youth Council for the village. If agreed to look further into this idea, perhaps it should be considered at full council rather than the Communications Group.

Next steps

The Parish Council should now consider a complementary phase of the audit, in the form of a questionnaire or an online survey, in which we address the audiences we have identified and ask them what kind of information they want from us and how they would like to receive it. This would also be a good opportunity for us to ask their opinion of the Parish Council and its activities.

The immediate future will be dominated by forthcoming events, notably the planning and construction of the new Village Hall, the Cemetery extension and the new allotments. Thus, much of our communication activity will need to be event-driven, but in our written and verbal communications we should be guided by our respondents' suggestions on messages listed above.

Further in the future, the probability of local Government devolution will present new challenges with the Parish Council having significantly increased responsibilities.

Dermot McKeone 30th August 2021

Full Council – 14th September 2021

Item 4 – Carnival Working Group Report

Plans are coming together for a number of events to be held in 2022, beginning with a “street party” event on the Blackberry Drive open space for the Platinum Jubilee on Friday 3rd June. This will be followed by two quizzes in each of June and July, and the Carnival itself is set to be over 3 days from Friday 9th to Sunday 11th September.

The Borough Council branch of Unison have offered to sponsor an eco-themed scavenger hunt in August, which is very welcome.

There will be no new Carnival court in 2022, but the group are exploring the possibility of introducing “Carnival Ambassadors” the following year. Further discussions will take place to identify the potential role these ambassadors might play.

Full Council - Clerk's report 14th September 2021

Clerk's Report

Actions from previous meetings

FULL_2122_M05/Item 51.1 Regarding Armistice Day
The Clerk has been in touch with Rev Wise to inform him of the changes.

FULL_2122_M05/Item 55.4 Regarding The Memorial Hall
The Clerk has been in touch with Eastleigh Borough Council to inform them of the pause.

Other Items

Play Areas

Quotes have been requested for the latest repair work identified in the inspections. Developer contributions have been requested from the Borough Council for Blackberry Drive, Templecombe Road and Church Road play areas.

Trees

Following requests from various residents both this year and in previous years I will be asking the Assets Committee to consider a parish policy on cosmetic work on Parish trees that overhang into residential properties.

Asset Transfer

We are still waiting for any firm news on the assets at Sewall Drive and Bow Lake Gardens being transferred to the Parish Council.

Blackberry Drive

We are expecting to have the benches moved from next to the Y-Zone to behind the car park before the end of September. Once the developer contributions arrive we will then proceed with plans for the picnic area between the play area and the mini-BMX track. Plans will also be considered for the upgrade of the play area itself. Further improvements including "easy rise" benches along the footpaths and the marking out of some running distances are also potentially being planned. Hedge trimming to both Blackberry Drive and Glebe Meadow is expected on September 10th.

With the transfer of Blackberry Drive still no closer and the unexpected plans to completely alter where Blackberry Drive meets Fair Oak Road causing anger and confusion, the Chair has asked me to prepare information for the Council to help in a discussion at the next meeting on whether to consider withdrawing from the transfer process for the Brookfield Estate. This will be brought forward for November.

Full Council – 14th September 2021

Item 5 – Budget Management

The Council is requested to consider amalgamating certain budget heads to allow for more efficient use of Council funds.

As an example the Council has a separate budget for tree work for each area with trees. This means there are occasions when the tree money for St Mary's church may be spent, but the tree budget for Sayers Road play area is untouched, and officers need to request Council permission to vire funds from one tree budget to another. The amalgamation of all tree budgets would prevent this delay.

It should be noted that the process of determining the appropriate budget would still consider each area individually with regard to tree work, as would the budget monitoring process, however the published budget would contain a single figure for trees. This would mean the Council maintains a detailed overview of spending, but the published budget, and the work of the officers, is simplified.

Similarly, this request would apply to the maintenance and purchase of play area equipment, and additional grounds maintenance.

The Council is requested to approve the amalgamation for spending purposes of the tree budgets; the play area equipment budgets and the additional grounds maintenance budgets.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

POLICY FOR GRANTING HONORARY CITIZEN STATUS

DRAFT

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
POLICY FOR GRANTING HONORARY CITIZEN STATUS
Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

POLICY FOR GRANTING HONORARY CITIZEN STATUS

1 Introduction

- 1.1** This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for Honorary Citizens and the Granting of Freedom of the Parish to individuals.

2 Granting Honorary Citizen Status

- 2.1** Granting Honorary Citizen status is the highest honour that the Parish Council can bestow. Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of Honorary Citizen or other agreed title.
- 2.2** As this is the highest honour that the Parish Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

3 Criteria

- 3.1** There is no statutory guidance that sets out any criteria for the appointment of Honorary Citizens. As this is awarded in recognition of exceptional service to the Parish, it would be inappropriate to set out strict judging criteria. Instead, guidance on the attributes that successful candidates would be expected to have demonstrated is outlined within this policy.

4 Cost

- 4.1** Section 249 (9) of Local Government Act 1972 allows Councils to spend “such reasonable sum as it thinks fit” on presenting an address to an Honorary Citizen. A commemorative ‘scroll’ or certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

5 Legislation

- 5.1** Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:
- a. Persons of distinction, and
 - b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.
- 5.2** A resolution must be passed:
- a. At a meeting of the Parish Council that has been convened especially for the purpose and where notice of the object of the meeting to pass a motion relating to the granting of the award has been given; and
 - b. By not less than two-thirds of the members of the Council who vote on it.

6 Procedure for Granting Honorary Citizen Status

- 6.1** Any Parish Councillor may nominate to the Council individuals, who in their opinion, have rendered eminent services to the Parish and who should be considered to be granted the Freedom of the Parish.
- 6.2** A member of the public may petition any Parish Councillor to nominate an individual to the Council individuals for consideration.
- 6.3** Individuals who have profited from their service would not normally be eligible, however this is subject to the discretion of the Council.
- 6.4** The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed in private, and the public and press will be excluded. The name(s) of the individual(s) must not appear in the agenda or minutes of the meeting. The following procedure shall be adopted:
 - 6.4.1** The Chair shall open the agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.
 - 6.4.2** The Chair shall invite the Member(s) ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
 - 6.4.3** The Chair shall invite all Members to discuss and debate the merits of the nomination.
 - 6.4.4** The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.
- 6.5** The Chair (or another nominated Councillor) shall prior to the issuing of the meeting calling notice for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:
 - 6.5.1** whether or not they are prepared to accept such an award.
 - 6.5.2** whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the parish or the Parish Council into disrepute.
- 6.6** The Parish Council will convene a meeting of the Council especially for the purpose, and where notice of the object of the meeting to pass a motion relating to the granting of the award to a specific individual(s) has been given. The following procedure shall be adopted:
 - 6.6.1** The Chair shall open the meeting and remind the Members of this Policy Document which gives guidance on the criteria for suitable nominations.
 - 6.6.2** The Chair shall invite the Member ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
 - 6.6.3** The Chair shall invite any members of the public who wish to speak in relation to the nomination to speak, subject to the following criteria:

Council Standing Orders shall be followed

each member of the public may speak for a maximum of 5 minutes, and may speak only once during the meeting

members of Council may ask questions (with the agreement of the Chair), to the member of the public who is speaking, however, questions to the member of the public who is speaking, from other members of the public are not permitted.

The public and any press shall then be excluded from the meeting.

The Chair shall invite all Councillors present to discuss and debate the merits of the nomination.

The public and any press shall then be invited to return for the remainder of the meeting.

The Chair shall then invite the Council to pass a resolution granting the award, which should recite the particular grounds and details of the public services rendered by the potential recipient.

If the Council passes the resolution by no less than a 2/3rds majority then the resolution shall be recorded in the Council Minutes in the usual way.

- 6.7** If the motion is passed, the Chair in consultation with the Parish Clerk shall then make arrangements for the formal presentation which will be marked by the giving of a framed certificate, in line with the following:
- 6.7.1** Albeit that the bestowing of Honorary Citizen Status actually occurs at the point the Parish Council resolves to grant it, the presentation ceremony marks the occasion in a public and dignified way.
 - 6.7.2** It is expected that the occasion for the presentation ceremony shall be sufficiently prominent and visible to members of the public, for example at the annual Parish assembly, Carnival or another public event.
 - 6.7.3** The presentation would usually be made by the Parish Council Chair with other Councillors present.
 - 6.7.4** Following the presentation, an opportunity should be provided for the recipient to reply.
 - 6.7.5** After the formal proceedings come to an end it will be usual to adjourn for a reception. This gives an opportunity for the public and invited guests to offer their congratulations to the newly appointed Honorary Citizen.
 - 6.7.6** Photographs should be taken to record both events and placed on the Parish Council website and within the Council's archive.
- 6.8** The roll of Honorary Citizens shall be maintained by the Parish Clerk and shall be publicly displayed.

Open Spaces Specification

Contact starts April 1st 2022
3 year term

Companies are invited to tender for a 3 year contract, beginning 1st April 2022. The contract is to maintain Bishopstoke Parish Council's open spaces, including play areas, the Cemetery, allotments and general open space. During the course of the 3 years, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract.

From time to time there may be specific, one-off jobs, such as clearing small fallen trees in the Cemetery, and it is anticipated that those would also be undertaken by the winning company and charged individually as they are completed at the same rates as those that form the initial contract.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

A breakdown of costs is required, including: cost per grass cutting visit at each site; hourly rate for leaf clearance; cost per weedkilling visit at each site and cost per litter picking visit at each site. Associated costs such as disposal of grass, leaves or litter should also be provided.

It should be noted that all areas covered by the contract receive significant use by residents, in particular, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

I will, of course, be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted.

David Wheal
Clerk to Bishopstoke Parish Council
8th September 2021

Further details and requirements

The contract is initially for a 3 year period but, subject to possible legal limits, may be extended with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken, at the same rates as those that form the initial contract.

Prices should be quoted exclusive of VAT.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request. The requirements of the risk assessments must be followed at all times. All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected. Failure to do so may result in termination of the contract.

Only suitably competent staff will use machinery to carry out any work for the Parish Council. For example, anyone using a chainsaw must have successfully completed relevant training. The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw certificate.

The contractor is required to have a minimum of £5 million of Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st April 2022, and every year upon renewal of the insurance.

Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a relevant staff list, a relevant equipment list, company details and account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company. The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

Preference will be given to local companies employing local people. Preference will also be given to companies who are already using rechargeable electric equipment, or who are transitioning towards it.

Please note that Bishopstoke Parish Council does not allow the use of glyphosate based weedkillers. Bishopstoke Parish Council is in the catchment of the River Itchen, a Special Area of Conservation, and we have a duty to use chemicals responsibly. Further chemicals may be restricted at a later date.

List of items to be provided by applicants

- A letter introducing the company.
- Cost per year to the Parish Council of the contract as a whole excluding VAT, for each of the three initial years of the contract, and an indication of future costs should the contract be extended.
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for each type of work.
- Copies of all relevant and necessary licences and certificates.
- Copies of all necessary insurance documents, including the value of Public Liability insurance held.
- Current relevant staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded.
- A current relevant equipment list indicating any equipment that would be purchased should the contract be awarded. Particular attention should be paid to highlighting any rechargeable electric equipment.
- Company details – including but not limited to how long the company has been in operation.
- Account details.
- Examples of current and previous work, including contact details for at least two references to be taken up.
- An indication of willingness to take on the potential additions to the contract.
- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.
- Any further information the company feels would be relevant to the bid.

Standard Play Area Specification

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning no later than March and going through until November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weedkilling and edging: The paths through each bounded area, and the enclosed play areas to be weedkilled and edged as necessary through the mowing period.

Litter picking: All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off site. As the number of bins is variable and subject to change, please quote a price per bin. Currently there are approximately 20 bins across all the various sites.

Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council is moving to an app-based inspection system for which full training will be provided, however it currently has an inspection sheet which can be provided upon request. At present, the Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

The number of bins in each play area is subject to change. Please quote a price per bin for emptying and disposing of the waste

Otter Close Play Area – SO50 8NF

Additions / Modifications to standard play area specification

None

Templecombe Road Play Area – SO50 8QJ

Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

Church Road Play Area – SO50 6DT

Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Although there is no enclosed play area, The grass cuttings are to be collected, removed from site and disposed of responsibly.

Sayers Road Play Area – SO50 6GW

Additions / Modifications to standard play area specification

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Although there is no enclosed play area, the grass cuttings are to be collected, removed from site and disposed of responsibly.

Glebe Meadow inc. Play Area - SO50 6LQ

Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 4 times per year between September and end of February, with all trimmings to be collected and disposed of responsibly off site. Hedge trimming to include the road side of the hedges.

Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Brookfield Estate and Play Area - SO50 8RB

Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

There are banks and gullies along Blackberry Drive that have been allowed to grow wildflowers. These banks and gullies are only to be trimmed when directed by the Council. Care must be taken to preserve the wildflower growth.

Anything overhanging the pathways within the marked areas should be trimmed back.

Old St Mary's Churchyard – SO50 6HF

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: 2 visits in November and 2 in December to collect and clear leaves. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

St Mary's Church – SO50 6DR

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 16 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly. Care should be taken to avoid disturbing weddings, funerals, or other important church services.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling and edging: The paths through each bounded area, and the enclosed play areas to be weedkilled and edged as necessary through the mowing period.

The Holly and The Ivy: Checks to be carried out monthly for ivy and holly growth. Any ivy rooted in church property to be cut at the base and removed if possible. Any ivy overhanging into church property to be cut back and removed. Holly bushes to be cut back except for specified bushes which should be kept at agreed heights (details to be determined in consultation with Parochial Church Council).

Bishopstoke Cemetery – SO50 6DX

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All mown grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed twice per year: September and end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling and edging: The paths through the Cemetery, and old kerbsets around graves, to have weedkiller applied, and be edged, as necessary.

Once per year, in March, to assist in the clearance of Christmas items around the graves.

Clearance of storm damage and fallen branches as necessary throughout the year.

Care should be taken to avoid working when funerals are taking place. The Parish Council will inform the company in advance of any such times.

Jockey Lane Allotments - SO50 6DX

Grounds Maintenance: There is an area no longer used for allotment plots which will require maintaining to avoid weed growth. This is currently approximately 250 square metres.

There is a bridleway cutting down the middle of the allotment area. The section of bridleway adjacent to the allotments will need to be strimmed regularly to keep growth from intruding onto the bridleway. This should be done fortnightly between March and November.

Manor Farm Allotments – SO50 6FZ (off Underwood Road)

Hedge trimming: Should be done in September and February each year. Area to be covered is northern end of the area, along the bridleway as it splits the allotment area.

Shears Mill - SO50 6LD

Litter Picking: Bin emptying and litter picking once per week throughout the year.

Grounds maintenance: Strimming the ground, including between railings, as necessary to maintain a good appearance. Leaf clearance three times per year, in November, December and January.

Possible additions to the contract

Currently within both allotments the site reps and the plot holders have responsibility for strimming lawn paths in between plots and mowing larger grass areas. Should that situation change, the open space contractor would be expected to provide the same service. Please provide an hourly rate for basic strimming and mowing.

The Parish Council will be taking over an extension to the Cemetery, two further sets of allotment plots, a section of open grassland (landscaped), an extra play area and a community orchard. The Council would expect all those areas to be added to the contract with a similar specification to that already provided. In order to allow the Council to fully cost the contract, please supply an hourly rate for basic mowing and strimming, leaf clearance, litter picking and bin emptying, detailing all associated costs such as disposal of rubbish.

Extra bins may be added to the litter picking / bin emptying requirement.

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Examples of possible ad hoc jobs

Removing bin bags of rubbish after Bishopstoke Carnival in September.

Removal of fallen tree branches.

Levelling, top soiling and seeding graves.

Replacing damaged or vandalised trees.

Pressure washing paths and play areas.

Cleaning of graffiti from play areas and bus shelters.

Snow clearance.

Full Council – 14th September 2021

Item 7 – Open Space timetable

Following the amending of the open space specification the Council is requested to approve the following timetable:

September 15 th	Notice of tender process published on Council website and Facebook Specification published on government Contracts Finder website Tender window opens
December 8 th	Deadline for receipt of tenders
December 9 th	Chair, Chair of Assets, Chair of Finance, Clerk and RFO meet to open tenders and agree formal recommendation to Council
December 14 th	Finance Committee meets to consider final draft budget. Value of recommended tender included in discussions
January 11 th 2022	Formal Council approval of winning tender
January 12 th	Notification given to applicants
April 1 st	New grounds contract commences



Full Council – 13th July 2021

Item 8 – Chair’s Working Group

The Chair has requested that the Council approve a Chair’s Working Group. This group would consist of the same members as the Human Resources Committee but would meet as needed to discuss items that the leaders of the Council and its Committees felt would be worthwhile to bring to the Council’s attention.

Motion for full Parish Council

Proposal: to agree a course of action with regards to the Parish Office

Background

The current Parish Office portacabin can no longer be used as it is dependent on the Memorial Hall for water and toilet access. A course of action needs to be agreed. 6 options are outlined here with a separate report showing the advantages and disadvantages of each.

Options

Option 1: cease to have a Parish Office. Officers would work from home. Secure storage space would be required for paperwork. All meetings will require meeting space to be hired. The public and members would not be able to meet officers without an appointment. If this option is agreed, there will be no need to provide a Parish office in the new Memorial Hall Building.

Option 2: not have a Parish Office whilst the Memorial Hall is being built. As per Option 1, but making the assumption that an office will be required in 3 to 5 years time. Members should consider whether the office will be needed then, but not in the interim.

Option 3: as per option 1 but rent space in an existing community facility on a weekly basis to enable public access. If this option is agreed, an additional decision needs to be taken on whether there should be a Parish office in the new Memorial Hall Building or whether this should be a permanent arrangement.

Option 4: convert the Allotment Building at Sewall Road to provide office space, including secure storage space. Small meetings could take place on site. The public and members would be able to meet officers without an appointment at advertised times. If this option is agreed, an additional decision needs to be taken on whether there should be a Parish office in the new Memorial Hall Building or whether this should be a permanent move.

Option 5: place a temporary office building on Parish Council land close to a Parish Council managed toilet facility. Sewall Road Allotments, The Y Zone or Bow Lake Gardens Allotments could be used (there may be other options). If this option is agreed, an additional decision needs to be taken on whether there should be a Parish office in the new Memorial Hall Building.

Option 6: .

- **First proposal: to agree a course of action from the options presented for the Parish Office in the short and medium term.**
- **Second proposal: if option 2, 3 or 4 are selected, whether the Parish office should be located within the new Memorial Hall in the long term.**

Factors (not in any order of priority):

1. Functioning as an effective and engaged Parish Council:
 - a. Desk based activities
 - b. Public access

- c. Document storage
- 2. Wellbeing of employees
- 3. Diversity and inclusion
- 4. Costs
- 5. Climate change.

Option 1: cease to have a Parish Office

1. Functioning as an effective and engaged Parish Council:
 - a. Desk based activities
 - i. Employees would need to be supplied with equipment and be expected to have an appropriate space available.
 - ii. Conclusion: **[Neutral]**
 - b. Public access
 - i. No public access except by appointment when meeting on site or in rented space.
 - ii. Conclusion: **[Negative]**
 - c. Document storage
 - i. Separate facility that will require travel which may impact productivity.
 - ii. Conclusion: **[Negative]**
2. Wellbeing of employees
 - a. Working from home has varied impact on employees, some positive and some negative.
 - b. Conclusion: **[Neutral]**
3. Diversity and inclusion
 - a. Although working from home is often described as flexible, by not offering the current hybrid system, the outcome could be perceived as less flexible.
 - b. Only having working from home may dissuade candidates from applying who do not have access to a good home working environment.
 - c. Conclusion: **[Negative]**
4. Costs
 - a. Equipment for employees.
 - b. Room hire for Parish Council Meetings and for additional officer meetings.
 - c. Storage facility for documents.
 - d. Conclusion: **[Positive]**
5. Climate change.
 - a. Working from home tends to result in higher carbon emissions due to home heating. When employees have short commutes, this is the most significant factor.
Reference: [EcoAct Homeworking emissions whitepaper](#)
 - b. Although the Parish Council would be reporting lower scope 1 and 2 carbon emissions if there is no office, there would be higher scope 3 carbon emissions.
 - c. Conclusion: **[Negative]**

Option 2: cease to have a Parish Office now, but reinstate in 4 to 5 years time.

1. Functioning as an effective and engaged Parish Council:
 - a. Desk based activities
 - i. Employees would need to be supplied with equipment and be expected to have an appropriate space available for 3-5 years.
 - ii. Conclusion: **[Neutral]**
 - b. Public access
 - i. No public access except by appointment when meeting on site or in rented space for 3-5 years.
 - ii. Conclusion: **[Negative]**
 - c. Document storage
 - i. Separate facility that will require travel which may impact productivity for 3-5 years.
 - ii. Conclusion: **[Negative]**
2. Wellbeing of employees
 - a. Working from home has varied impact on employees, some positive and some negative.
 - b. Conclusion: **[Neutral]**
3. Diversity and inclusion
 - a. Although working from home is often described as flexible, by not offering the current hybrid system, the outcome could be perceived as less flexible.
 - b. Only having working from home may dissuade candidates from applying who do not have access to a good home working environment.
 - c. Conclusion: **[Negative]**
4. Costs
 - a. Equipment for employees over next 3-5 years.
 - b. Room hire for Parish Council Meetings and for additional officer meetings.
 - c. Storage facility for documents.
 - d. Cost of adding Parish Office to new Memorial Hall.
 - e. Conclusion: **[Negative]**
5. Climate change.
 - a. Working from home tends to result in higher carbon emissions due to home heating. When employees have short commutes, this is the most significant factor.
Reference: [EcoAct Homeworking emissions whitepaper](#)
 - b. Although the Parish Council would be reporting lower scope 1 and 2 carbon emissions if there is no office, there would be higher scope 3 carbon emissions for next 3-5 years.
 - c. Conclusion: **[Negative]**

Option 3: cease to have a Parish Office but rent space in an existing community facility on a weekly basis to enable public access.

1. Functioning as an effective and engaged Parish Council:
 - a. Desk based activities
 - i. As per option 1 but equipment will need to include a mobile wifi router device.
 - ii. Conclusion: **[Neutral]**
 - b. Public access
 - i. Schedule regular sessions (e.g. 3 half days a week) in an existing community facility. Options include Guide Hut, Y Zone, St Pauls and BCC.
 - ii. Conclusion: **[Positive]**
 - c. Document storage
 - i. As per option 1.
 - ii. Conclusion: **[Negative]**
2. Wellbeing of employees
 - a. As per option 1, however, by having regular sessions in-person, the working environment could move to a hybrid model.
 - b. The schedule would need to ensure that employees are not alone in the regular sessions from a safety perspective. This could also improve collaboration and prevent a sense of isolation.
 - c. Conclusion: **[Positive]**
3. Diversity and inclusion
 - a. Moving closer to a hybrid model could address some of the issues of 100% home working.
 - b. As per option 1 - only having working from home may still dissuade candidates from applying who do not have access to a good home working environment.
 - c. Conclusion: **[Negative]**
4. Costs
 - a. Equipment for employees - as per option 1.
 - b. Room hire for Parish Council Meetings and for additional officer meetings.
 - c. Storage facility for documents - as per option 1.
 - d. Conclusion: greater than 100% working from home, but still likely to be less than options 3 and 4 **[Positive]**
5. Climate change.
 - a. As per option 1 as working from home will remain the dominant working format.
 - b. Carbon emissions for hired spaces will be scope 1 or 2 for the venue's operator.
 - c. Conclusion: **[Negative]**

Option 4: convert the Allotment Building at Sewall Road to provide office space, including secure storage space.

1. Functioning as an effective and engaged Parish Council:
 - a. It needs to be established whether the building's status as an allotment facility (including allotment office) means that it can be used as a parish office.
 - b. Desk based activities
 - i. Conversion would include wifi, phones & desks for all clerks.
 - ii. Informal small meetings (for example with contractors) could take place in the building.
 - iii. Conclusion: **[Positive]**
 - c. Public access
 - i. Within the parish:
 1. Positive for allotment holders and cemetery queries (the site is closer to all of these facilities than the current office).
 2. Further from Riverside, south and east areas of Bishopstoke.
 3. Further from bus routes.
 - ii. Conclusion: **[Positive] overall.**
 - d. Document storage
 - i. Within the building.
 - ii. Conclusion: **[Positive]**
2. Wellbeing of employees
 - a. A hybrid model would still be possible for clerks if required.
 - b. Working together would be facilitated.
 - c. The location of the office means that some security measures will be needed (but possibly no more so than at Riverside). For example, ensuring that schedules are designed to prevent lone working and CCTV.
 - d. Water and heating will be available inside the building.
 - e. Conclusion: **[Positive]**
3. Diversity and inclusion
 - a. A hybrid model would deliver a greater level of flexibility, and clerks would be able to opt for more office working if that works for them.
 - b. Working from home would not be a necessity for all hours.
 - c. Conclusion: **[Positive]**
4. Costs
 - a. Conversion costs are still being sought but are likely to include:
 - i. Fire exit
 - ii. Phone connection
 - iii. Additional sockets
 - iv. Flooring.
 - b. If the move is temporary and the office is relocated to The Memorial Hall when that is complete, the office could become an allotment/cemetery satellite office or even leased to a third party (depending on Section 106 & other restrictions).
 - c. Conclusion: **[Negative]**

5. Climate change.
 - a. By reducing the amount of working from home, carbon emissions should be less overall.
 - b. Conclusion: **[Positive]**

Option 5: place a temporary office building on Parish Council land close to a Parish Council managed toilet facility.

1. Functioning as an effective and engaged Parish Council:
 - a. As per option 4.
 - b. Using land for a temporary structure may be easier within current S106 and other restrictions.
 - c. Conclusion: **[Positive]**
2. Wellbeing of employees
 - a. As per option 4.
 - b. Security is likely to be more of an issue than for a permanent building. The parish office has operated within a temporary structure for many years.
 - c. Water is unlikely to be available inside the building. Although heating has improved for temporary buildings, this could be a problem.
 - d. Conclusion: **[Positive]**
3. Diversity and inclusion
 - a. Similar for Option 4.
 - b. Conclusion: **[Positive]**
4. Costs
 - a. Similar for Option 4.
 - b. Because the structure would be temporary, all costs should be assessed within the period that the Memorial Hall is expected to take to become operational.
 - c. Conclusion: **[Negative]**
5. Climate change.
 - a. By reducing the amount of working from home, carbon emissions should be less overall.
 - b. Conclusion: **[Positive]**

Option 6: place a temporary toilet facility where the current Memorial Hall sits.

1. Functioning as an effective and engaged Parish Council:
 - a. As per option 4.
 - b. There is a risk that by attempting to operate on the same site as the new Memorial Hall that costs of construction may increase due to having to work around a working office. Safety of the public and members also needs to be considered (see next section ref safety of officers).
 - c. Conclusion: **[Negative]**

2. Wellbeing of employees
 - a. As per option 4.
 - b. The portacabin has been deemed to be inappropriate as a workplace during periods of hot or cold weather, being poorly insulated.
 - c. Security is likely more of an issue than for a permanent building. The parish office has operated within a temporary structure for many years.
 - d. Safety of officers if site is to be shared with construction.
 - e. Water will continue to be unavailable inside the portacabin, necessitating walking outside to access toilets and water.
 - f. Conclusion: **[Negative]**

3. Diversity and inclusion
 - a. Similar for Option 4.
 - b. Conclusion: **[Positive]**

4. Costs
 - a. Similar for Option 4, requiring new toilet facilities. These can be hired.
 - b. Because the structure would be temporary, all costs should be assessed within the period that the Memorial Hall is expected to take to become operational.
 - c. Conclusion: **[Negative]**

5. Climate change.
 - a. By reducing the amount of working from home, carbon emissions should be less overall.
 - b. Although the portacabin is poorly insulated, energy consumption is currently low.
 - c. Conclusion: **[Positive]**

Full Council – 13th July 2021

Item 9 – Parish Office

CLlr Tidridge has identified a number of options for the Council to consider when making decisions about the Parish Office. This is rightly split into two main parts – whether and where to have an office before the new Hall is built, and whether to have an office within the new Hall once it is completed.

Bishopstoke Parish Council is larger than it has ever been. It has more councillors, more officers and more responsibilities than at any time in its past. In its early years it operated without an office but eventually the need for a central point for the public to visit if needed, for meetings to be held and for the officers to work led to the installation of the current temporary building. It was hoped that a permanent office would be found and it has long been assumed that this would be in the new Memorial Hall.

During the pandemic, initially due to break-ins at the portacabin and subsequently due to the closure of the Hall, the parish office has been either unusable, and later not legally usable as a workplace. Whilst it is perfectly possible to continue using the cabin as document storage and a place where meetings by appointment can take place, it is not ideal, and the Parish Council loses something in not being directly visible to local residents.

Other possible locations for an office for the next few years include renting space in community facilities in Bishopstoke or Eastleigh, renting space from the Borough Council at Eastleigh House or converting the new building at Sewall Drive allotments. Whilst all these options present challenges, some are more challenging than others. Sewall Drive is the most problematic of these. Whilst it is true that the building is planned to come across to the Parish Council, there is still no firm timeline on this from the Borough. Additionally, the building is designed and intended for use by allotment holders, and therefore will require conversion to use as an office, and possibly some work to release legal covenants too. Finally, the building is isolated, about as far from the heart of Bishopstoke as it can be, in an area known to be a centre for vandalism, anti-social behaviour and drug and alcohol abuse. **I recommend the Council reject the Sewall Drive allotment building as an option.**

Turning to the question of office space in the Memorial Hall I believe this is a simple decision. As the Council increases its scope, the need for a Parish Office grows with it. There is a desire within the Council to increase the transparency of the Council, and improve engagement within the local community. It is more difficult to do this with no central location. As Bishopstoke has evolved into an odd figure eight shape the “centre” of Bishopstoke is actually the narrowest part and has no real feasible locations for an office. However, the new Memorial Hall is intended to be a fantastic community asset, drawing in new classes and groups to enhance the life of the residents. It is close to a bus route and local shops. It should become the heart of the community. Bishopstoke Parish Council wants to be at the heart of its community. **I recommend that the Council plan for an office within the new Memorial Hall.**

Project/location	Proposal	Priority (L-M-H)	When (S-M-L)	Size (S-M-L)	Feasibility / Cost exercise Total Project Cost	Allocated DCs	Short-term allocation required (estimate if no Feasibility)	Long-term allocation required (estimate if no Feasibility)	Justification/comment
CS Objective – Green Borough – Developing green infrastructure									
Open space									
Community trails/Way finding	To enable residents to enjoy exploring Bishopstoke, improving their health through activity and mental wellbeing through connecting to nature. Targeting all ages and fitness levels. Enable residents to get a sense of achievement through exercise. Promoting a sense of place, highlighting the heritage of the village. Futureproof: modular approach so more trails can be added, existing trails adapted.	H	S/M	S	No			20,000	In surveys for the Neighbourhood Plan, Bishopstoke residents have said that they value the woods, river and other green spaces. However, many find it difficult to work out where to walk – even people who have lived in the area for some time. The Parish Council did have a village trail, but this is now out of date as pubs have closed and new paths have opened. Bishopstoke History Society has a wealth of knowledge about the village and have been running a trail-style series of posts over the summer. Residents are often surprised to discover that they can see so much nature and wildlife in Bishopstoke – bluebell glades in spring, deer in the woods, bats and kingfishers over
Brookfield open space play area	Replacement and upgrade of play equipment.	M	M	M	No			65,000	Encourage outdoor play and healthy lifestyle.
Brookfield MUGA	Replacement of MUGA.	M	M	M	No			70,000	Recommended replacement 2019-2024. Health and wellbeing, community safety
Church Road Play Area	Replace gates to make facility more welcoming	H	S	S	No		5,000-10,000		Fence end of useful life and becoming dangerous
Enhance public access to and use of Stoke Park Woods	Enhancing and upgrading facilities including trails, wildlife management, benches, bins, noticeboards, play facilities.	M	M	S-M	No			5,000-99,000	Projects arise from discussions between land owners (Forestry Commission), Friends of Stoke Park Woods, some parish councilors and the local area committee. Woodlands provide important recreation for residents from all 3 villages.
Glebe Meadow skate ramp and zone - enhancement	Replace and upgrade equipment.	H	S	M	85,000	85,000			Funded, ready to start consultation on design. Need to reflect changes in equipment and interests of age group
Sewall Drive allotments.	Provision of allotments.	H	S	M-L	Developer delivered	Developer delivered			UNDERWAY - Delivered by developer as part of 106. There are waiting lists at local allotments. Fulfil health and wellbeing, environmental and economic priorities.
Breach Lane allotments	Provision of public allotments.	H	S	M-L	Developer delivered	Developer delivered			UNDERWAY - Delivered by developer as part of 106. Waiting lists at local allotments. Schemes meet health, wellbeing, economic and environmental priorities.
Stoke Common Road cemetery	Extension of cemetery.	H	S	M-L	Developer delivered	Developer delivered			UNDERWAY - Delivered by developer as part of 106. Current cemetery has limited space. Ability to bury deceased loved ones locally is of high importance to residents.
Bird/bat boxes	Fix bird/bat boxes in key locations across the villages	M	S	S	No			5,000	To mitigate the adverse effect of development on local ecology and biodiversity.
Walk signs	All weather markers indicating residents walking time to key routes/attractions in the villages	L	S	S				10,000	To promote health and wellbeing of residents, encourage walking, reduce use of vehicles on the roads, increase awareness of key attractions/points of interest in the villages.
Solar panels	solar panels on community centres and community owned buildings (where cost effective)	M	L	M	No			100,000	To ensure the future sustainability of the centres which are of value to the wider community. Reduce carbon footprint.
LAP Objective – Green Borough – community facilities/community development									
Memorial Hall	Memorial Hall to be either majorly refurbished or rebuilt, pending findings of surveys.	H	S	L	No		500,000 - 1,500,000		Parish Council in discussions with the Memorial Hall Committee (MHC) to take over the running of the facility. March 2018 EBC LAC request for funds to undertake formal feasibility, establishing exactly what is required and the likely cost implications. Proposals expected by end of summer 2018.
Parish Council Office	Provide a <i>permanent</i> office in the village with public access to officers and room for parish meetings to take place.	H	S	L	No		200,000 - 1,000,000		Discussions are in progress with the Memorial Hall committee as there may be scope for a joint scheme.
St Paul's Church	Community building space for Bishopstoke, Whalesmead side of the village	H	S	L	900,000 (2016)	66,000	250,000 - 900,000		Feasibility has been produced and was presented to Members on 27/02/2019. Consultation with local residents to take place in spring 2019, with planning application to follow.
The Peter Dibden Memorial Scout Hut (12th Eastleigh Scouts)	Refurbish/extend/Improve the existing scout hall	M	M	L	No			250,000	The 12th Eastleigh Scouts based on West Drive in Bishopstoke, reside in a hut that has come to the end of its useful life. The hall is in desperate need of significant renovation or a complete new build. The scouts provide a fantastic community offer and are integral to the village.
Y Zone Youth Centre	Replacement/Improvement/Extension of equipment and facilities.	M	M	S-M	No			10,000 - 100,000	Replacement/ Improvement/Extension of equipment and facilities. Recommended programme to commence from 2016. Increased housing puts pressure on this facility which serves all 3 villages.

Outside games tables	Fixed outside games tables in NCP & NP - table tennis additional provision for older children in the village.	M	S	S	No			10,000	Play equipment in both villages is predominately geared for younger children. The only offer for older children is the skate park. Need to enhance provision for older children. Improve the health and wellbeing.
Outside book of remembrance	Provision of outside book of remembrance	L	M	S	No			10,000	vandal proof book of remembrance near the memorial and vandal proof containing details of service men who have died.
CS Objective – Prosperous Place – Increase provision of housing and more diverse mix									
	Development of Local Plan sites and exception sites	H	S-M-L						Development of a range of sites
CS Objective – Prosperous Place – Ensuring appropriate infrastructure inc. employment land									
	Delivery of local Plan	H	S-M-L						
CS Objective – Prosperous Place – Enabling the right skills and employment mix									
	To be developed through the Prosperous Places Strategy	H	S-M-L						
CS Objective – Prosperous Place – Reinvigorating town and local centres									
Whalesmead Shopping Area	Improvements to paved area and drainage around Whalesmead shopping zone	M-L	M	M	No			50,000	Prevent flooding and improve paving so area is more attractive and easier for those with mobility issues. Economic development needed to ensure viability of the area.
Electric Vehicle Charging points	Electric vehicle charging points in both villages at an appropriate location.	H	M	L	No			50,000	Assist EBC in its targets of becoming carbon neutral, reduce CO2 emissions and improve air quality. See recent report considered by NFDC Cabinet to introduce this in the New
Digital notice boards/Public art	Digital notice board (various Locations), could be linked to public art to communicate better with our residents	H	S-M	S	No			50,000	Enhance the experience of those visiting the area, providing information to residents quickly - no paper therefore promoting the environment
Replacement Bin/street furniture project	Update, replace and keep fresh bins and street furniture around bishopstoke	H	S	S	Yes	10,000			As the area grows, so does the need for more bins and dual use bins to accommodate dog waste. Other small pieces of street furniture fall into this category.
Village WIFI	A centralised WiFi for the village	L	L	M	No			55,000	Like Eastleigh Town Central to provide free WiFi in the village centre
Charging points at bus shelters	Bus shelters with charging points for phones etc, to enable people to charge electronic devices and sit outside.	H	M	S	No			20,000	Modern facility - keeping up with bus and rail travel who offer free charging points (could be powered by solar panels on roof of the shelters)
Digital notice boards/Public art	Digital notice board (various Locations), could be linked to public art to communicate better with our residents	H	S-M	S	No			50,000	Enhance the experience of those visiting the area, providing information to residents quickly - no paper therefore promoting the environment
Sensory Garden	Provide a sensory garden within the Bishopstoke area	M	M	M	No			50,000	Enhance the experience of local people, providing a tranquil place to rest promoting the environment
Defibrilators	Provide defibrilators at key places around the village	H	S	S	No			10000	Defibrilators have been proved to save lives and if located at key places, could be a key community asset for all
Community development worker(s)	Community development workers employed for three-six years	H	S-M			100,000			Provision of staff to enable the engagement and integration of new with existing residents and create sustainable communities and create activities and facilities that enhance Health and wellbeing. To help launch, market and manage the new community centres and ensure each community facility speaks to the other.
Bottle filling stations/drinking fountains	Install bottle filling stations/water fountains at key locations across the villages such as at the playing fields & Knowle Park.	H	S	L	No	20,000			Encourage reduction of plastic usage, provide a basic need facility - provision of water for residents. Promote health, whilst also reducing use of plastics.
Sheltered Restbite benches	Provide covered seating for residents to rest.	M	M	S	No			5000	The village spans a big area. For those without access to cars, it can be quite a walk from public transport. It is proposed to provide covered restbite seats along some of the longer walks through the village.
Bulb planting	To mitigate the adverse impact of developments - enhance verges near to these and introduce bulb planting.	H	S	S				5,000	Bulb planting near new developments to improve visual aesthetics of the roads sides/verges which have been damaged due to building work.
Community food garden	community food garden, similar to the community orchard already in place.	M	M	S	no			40,000	To enhance open spaces for the wellbeing of the community, particularly those with limited income. Also promotes healthier lifestyles, improves mental health and wellbeing.
Community Cinema	Purchase of key cinematic and audio equipment, licenses etc to enable Horton Heath Community Centre to host community cinema events.	L	M	L	No			100,000	Nearest cinema in Eastleigh - can be costly for those on lower incomes, less traffic on the roads, better for environment. Also reaches out to those most vulnerable and isolated.
CS Objective –Tackling Congestion/Footway Improvements/Local First									
Verge Parking Protection Various	Various measures to prevent verge and nuisance parking	H	S	S-M-L	No			2,000 - 100,000	Recent issue at Escombe Road, becoming more of a problem as car ownership increases. Each location needs to be assessed on its own merit, though wider piece of work required to ensure parity (or prioritisation) of one area over another.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

CO-OPTION POLICY

**This draft Policy will be tabled
at the Council meeting on 14 September 2021**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

CO-OPTION POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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CO-OPTION POLICY

1 Introduction

- 1.1 Although the process for co-option to vacancies of local councils is not prescribed in law, NALC's Legal Briefing L15-08 (Original date of issue: 23 July 2008 Re- issued: 7 May 2015) provides guidance.
- 1.2 Of paramount importance is that all applicants are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Bishopstoke Parish Council when co-option is under consideration.
- 1.3 Whenever the need for co-option arises, Bishopstoke Parish Council will seek and encourage applications from anyone who is eligible to stand as a Parish Councillor (see section 3). Councillors and parishioners can legally approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- 1.4 The Parish Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- 1.5 Any candidate(s) found to be offering inducements or any kind of undue pressure will be disqualified.
- 1.6 However, it is not desirable that electors of the Parish be left partially or unrepresented for a significant length of time; neither does it contribute to the effective and efficient working of the Parish Council if there are insufficient Councillors to share the workload equitably, provide a broad cross-section of skills and interests, or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times. However, this must not be used as an excuse to co-opt and the vacancy will remain an agenda item until filled.
- 1.7 Councillors elected by co-option are full members of the Parish Council.

2 Co-Option Process

- 2.1 In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor, the Clerk will immediately inform the Monitoring Officer at Eastleigh Borough Council (EBC), and supply them with a copy of the requisite Notice of Vacancy for posting.
- 2.2 Should the requisite 10 electors of the Parish have not called for a poll (by-election) within the legally specified time period (currently 14 days) following the publication of the Notice of Vacancy, the Parish Clerk is notified by EBC that the vacancy(ies) may be filled by co-option. The Parish Council may then proceed to co-opt within 28 days or wait for a period of up to 6 months before proceeding.

- 2.3** On receipt of written notification from the Monitoring Officer at EBC that a casual vacancy can be filled by means of co-option, the Clerk will place a notice announcing that the vacancy(ies) can be filled by co-option and invite expressions of interest. The notice will be placed on the Noticeboards and on the Parish Councils website, and will include:
- 2.3.1** A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor.
 - 2.3.2** Contact details to where expressions of interest should be made (usually the Clerk, via email or hard copy).

3 Qualifications / Disqualifications

- 3.1** To qualify a prospective candidate should:
- 3.1.1** Be an elector for the Parish; or
 - 3.1.2** Have resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
 - 3.1.3** Had their principal place of work in the parish; or
 - 3.1.4** Lives within three miles (direct) of the Parish.
- 3.2** Part 5 s.80 of the Local Government Act 1972 lists reasons why a candidate may be disqualified. The main reasons are:
- 3.2.1** Holding a paid office under the authority; or
 - 3.2.2** Bankruptcy; or
 - 3.2.3** Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; or
 - 3.2.4** Being disqualified under any enactment relating to corrupt or illegal practices.

4 Application Process

- 4.1** When expressions of interest are received, the Clerk will provide all applicants with full instructions on how to apply. All necessary information and forms will also be available to download from the Parish Council's website.
- 4.2** The Clerk will then consider completed forms to check that the individual(s) meets with the qualification requirements.
- 4.3** All candidates are asked to complete the forms and redacted copies will be circulated to all Parish Councillors with the agenda packs prior to a full meeting of the Council where the co-option is to be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

- 4.4** Co-option Candidates will be informed of the date of the meeting at which the Parish Council will make its decision based on the application form submitted. Notice of the Intention to consider Co-option will be included on the agenda as a separate item at a Parish Council meeting.
- 4.5** Candidates will be invited to the meeting to introduce themselves and speak in support of their application. It will also provide Councillors with the opportunity to seek, through the Chair, clarification on submissions within the application form that they are not sure of, or the Council may decide to rely on the written submissions alone.
- 4.6** Only Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
- 4.7** If a candidate is a relative of a Councillor or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting. Under any of these circumstances a vote by the Councillor concerned is not allowed.
- 4.8** The Parish Council will appoint co-opted members by voting according to Standing Orders
- 4.9** If there are exactly as many as, or fewer candidates than vacancies, the Parish Council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted. If there are more candidates than vacancies, it will be necessary for existing Councillors present at the meeting to vote.
- 4.10** If there are more candidates than vacancies, Arnold Baker's "Local Council Administration" recommends that:
- 4.10.1** Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.
- 4.10.2** Where the council is considering the co-option of a councillor to fill a vacancy under s.89 of the Local Government Act 1972, it shall be under no obligation to accept any candidate.
- 4.11** Any Candidates that are not present at the meeting, will be notified of the results by the Clerk, as soon as is reasonably possible (usually within 24 hours).
- 4.12** Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member. However, they may not participate in the remainder of the meeting at which they were elected. They must sign the Declaration of Acceptance of Office, Registration of Interests Form and all other documentation required by the Council at their first meeting, or within 28 calendar days of election whichever is the sooner.
- 4.13** Successful candidates will serve until the next quadrennial elections for the Parish Council.