



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the Parish Council are summoned to attend a meeting on
Tuesday 9th November 2021 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

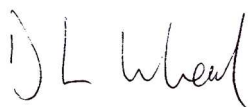
AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Parish Council meeting held on 14 September 2021
 - *Local Government Act 1972, Sch. 12, para 41*
3. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
4. Reports from Committees, Working Groups, Officers and Councillors
 - *The Council receives reports and will note any resolutions, and vote on any recommendations that are presented. All resolutions and recommendations are published in the document pack.*
5. To discuss the budget for 2022-23
 - *Local Government Act 1972, Section 137*
6. To discuss the creation of an award recognising outstanding contributions to the Parish
 - *Local Government Act 1972, Section 249 (5)*
7. To decide whether to accept the “hybrid design” for Bishopstoke Memorial Hall
 - *Local Government Act 1972, Section 133*
8. To approve and adopt the audited annual return for the year to 31 March 2021
 - *Accounts and Audit Regulations 2015*
9. To discuss, amend and adopt the Council’s Mission Statement and Aims
10. To discuss existing measures at Council open space to prevent illegal encampments and make decisions
 - *Open Spaces Act 1906 subsection 10*
11. To make decisions on Travel Token funding for the year 2022-23
 - *Local Government and Rating Act 1997, Section 28*
12. To approve membership of and contributions to external bodies
 - *Bishopstoke Parish Council Financial Regulations Para 6.5*

Members: Cllrs Dean R. (Chair), Francis (Vice Chair), Candy, Daly, Dean A, Hillier-Wheal, Lynch, Lyon, McKeone C, McKeone D, Moore, Parker-Jones, Thornton, Tidridge and Winstanley
FULL_2122_A07

13. To consider content for the press release
 - Local Government Act 1982, Section 142
14. To agree the date, time and place for the next meetings
 - *January 11th 2022, 7:30pm, Bishopstoke Methodist Church (Local Government Act 1972, Sch. 12, Part II, Para 8)*
15. Motion for confidential business
 - *Bishopstoke Parish Council Standing Orders Section 22*
16. Staff appraisal and salary
 - *Bishopstoke Parish Council Financial Regulations Section 7*



D L Wheal
Clerk to Bishopstoke Parish Council
3rd November 2021

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 14 September 2021**

Present: Councillor Dave Francis (Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Louise Hillier-Wheal
Councillor Sue Lynch
Councillor Martin Lyon (from para 62.1)
Councillor Louise Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

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

Public Session 1 member of the public was present.

FULL_2122_M06/

Public Session

A resident had come to ask the Council for assistance regarding a dispute with a neighbour over disposal of animal waste and bedding. The resident was concerned for both public health and for his property. The Borough Council had previously been contacted but the situation, which has been going on for a number of years, has not improved.

Cllr Tidridge offered to take the matter to Environmental Health and it was agreed that the resident would pass their evidence to Cllr Tidridge to enable this to happen.

Action: Cllr Tidridge

The resident left the meeting at this point.

62 Apologies for Absence

62.1 Apologies had been received and were accepted from Cllrs A Dean, R Dean, C McKeone, D McKeone and A Moore.

Cllr Lyon arrived at this point.

63 To adopt and sign Minutes of the Parish Council meeting held on 13 July 2021

63.1 Proposed Cllr Lynch, Seconded Cllr Thornton, **RESOLVED** with Cllrs Francis, Hillier-Wheal, Lyon, Tidridge and Winstanley abstaining as they were not present, that the minutes of the meeting held on 13 July be adopted.

64 Declarations of Interest and Requests for Dispensations

64.1 Cllrs Francis and Hillier-Wheal declared an interest in item 4 on the agenda as they are both allotment plot holders. Cllr Francis also declared an interest in item 16 as he has previously worked with the consultant.

65 Reports from Committees, Working Groups, Officers and Councillors

65.1 Reports from Committees, Working Groups and Officers had been included in the document pack for the meeting. Cllr Parker-Jones report was distributed to Cllrs prior to the meeting and will be included in the minutes.

65.2 The Council agreed to note the resolutions of the Finance Committee, the Assets Committee and the Planning Committee.

65.3 Proposed Cllr Parker-Jones, Seconded Cllr Daly, **RESOLVED** that the Council award a grant of £2,000 to Bishopstoke Guides.

65.4 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** that the Council approve the recommended amendments to financial regulations.

65.5 Proposed Cllr Winstanley, Seconded Cllr Lynch, **RESOLVED** that the Council adopt the Reserves Policy.

65.6 Proposed Cllr Candy, Seconded Cllr Winstanley, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the allotment rents remain fixed at £8 per rod, with a concessionary rate of £5 per rod for the coming year.

65.7 Proposed Cllr Winstanley, Seconded Cllr Lynch, **RESOLVED** with Cllrs Francis and Hillier-Wheal abstaining that the Council introduce metric billing for allotment sites, with the change for existing sites being delayed pending a report detailing potential impacts on plot holders.

65.8 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** 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.

65.9 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RESOLVED** that the Council approve the Stoke Common Cemetery project brief.

65.10 The Council agreed to note the reports from the Committees.

65.11 Proposed Cllr Thornton, Seconded Cllr Lyon, **RESOLVED** that the Council adopt the terms of reference for the Communications Working Group, the Finance Committee, the Glebe Meadow Working Group, the Assets Committee, the Planning Committee and the Carnival Working Group.

65.12 Cllr Tidridge presented a report from the Glebe Meadow Working Group. Thanks were given to the entire working group, the Clerk and the RFO for the amount of work that has been done in a short time. Cllr Tidridge noted that the land that the Hall, parish office and storage shed sits on is currently in three separate deeds and that the Council is aiming to have those combined into a single piece of land registered to the charity. Cllr Thornton requested that the War Memorial not be moved to the Cemetery. The Council agreed to note the report.

Initial: _____ Date: _____

65.13 The Clerk presented brief reports from the Communications Working Group and the Carnival Working Group. The Council agreed to note those reports.

65.14 In addition to the report that had been circulated, the Clerk noted that there has been some recent fly tipping on Glebe Meadow. Also, the quotes for the latest repairs for play areas have been received and are being considered. The Assets Committee will be considering a quote for a timber trail at Otter Close. A complaint had been received from a resident regarding the overgrown condition of the open space at Bow Lake Gardens – this had been passed to the Borough to deal with. Developer contributions have been received from the Borough Council for improvements to the play areas at Blackberry Drive, Templecombe Road and Church Road. Finally, the online survey regarding a new community building had been published on the website, Facebook and via the Council's mailing list. Cllr Lyon asked for a summary of the transfer of the Blackberry Drive estate. The process was begun in 2013 but has repeatedly stalled. The Council will be considering at its next meeting whether it wishes to continue with the transfer or not. The Council agreed to note the report.

65.15 Cllr Parker-Jones highlighted consultations on cycling routes and bus lanes, both of which are being run by the County Council. Cllr Parker-Jones also noted that Youth Options had won the contract to provide youth services for Eastleigh, Bishopstoke and Fair Oak. It was requested that the cycling route consultation be discussed at the next Planning Committee meeting. The Council agreed to note the report.

Action: Clerk

Cllr Thornton informed the Council that the Boyatt Wood vaccine centre was offering walk-in appointments from Monday to Friday.

66 To approve changes to budget management

66.1 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** that the Council approve the amalgamation for spending purposes of the tree budgets; the play area equipment budgets and the additional grounds maintenance budgets.

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

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

68 To approve the open space specification and timetable

68.1 Cllrs asked whether it would be possible to adjust the specification during the contract to potentially remove certain areas or have fewer mows. The Clerk confirmed this was possible.

68.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** that the Council approve the open space specification and the timetable for tendering.

69 To approve the creation of the Chair's Working Group

69.1 After some discussion it was agreed to defer this item so that more detail could be provided on the purpose of the working group.

Initial: _____ Date: _____

70 To discuss the need for and location of the Parish Office and, if appropriate, make decisions

70.1 After discussion the Council agreed this was actually two separate decisions – one on whether to have a parish office designed into the new community building, and one on whether to have a parish office in the meantime.

70.2 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** that the design for the new community building include space for a parish office.

70.3 Proposed Cllr Tidridge, Seconded Cllr Francis, **RESOLVED** that the Assets Committee be tasked with discussing whether to have a parish office in the short term and bringing their recommendation to the next Full Council meeting.

Action: Clerk

71 To discuss and amend the Bishopstoke section of the Borough Council Community Infrastructure list

71.1 The Clerk thanked Andy Thompson, the Local Area Manager from the Borough Council, for giving Cllrs a briefing on the CIP list. The Clerk noted that the list is aspirational, not a guarantee, and can be amended at any time. Cllr Parker-Jones also noted that the list is not confined to large projects, but can include small projects too, such as dropped kerbs or new bins.

71.2 The Council agreed there was no current need to change the list.

72 To approve the Parish Council Co-Option Policy

72.1 Proposed Cllr Lyon, Seconded Cllr Winstanley, **RESOLVED** that the Council adopt the Co-Option Policy.

73 To consider content for the monthly press release

73.1 It was agreed that the press release would include: the grant to the Bishopstoke Guides; the moving of benches by the Y-Zone; the objections to the Blackberry Drive alterations; Carnival 2022; the allotment fees and the Memorial Hall survey.

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

74.1 The next meeting will be on Tuesday 9 November 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 1 November.

75 Motion for confidential business

75.1 Proposed Cllr Francis, Seconded Cllr Winstanley, **RESOLVED** that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

Initial: _____ Date: _____

76 To approve engaging a consultant to assist with appropriate Parish Council projects

76.1 Cllrs asked whether a consultant was necessary, and whether the Parish Council should manage these projects themselves. The Clerk noted that there are a large number of projects ongoing at the moment, including some of very significant size, and that in order to get improvements made to the play areas at Blackberry Drive, Templecombe Road and Church Road in a timely manner it was recommended that a consultant be appointed to manage these three projects. It was also noted that the majority of play area work has been done either by the Borough, or by using the Borough Council as a consultant, with Bishopstoke only having completed Sayers Road play area under its own auspices. Concerns were also raised regarding CDM regulations, and whether these would be taken into account.

76.2 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED**, with 7 in favour and 2 against, to appoint Dave Bowen Consultancy to project manage improvements to the play areas at Blackberry Drive, Templecombe Road and Church Road, subject to discussions regarding CDM regulations.

There being no further business, the Chair closed the meeting at 9:30pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Full Council
Recommendations and Resolutions
9th November 2021**

Committee Resolutions – to note

Finance

12th October – FIN_2122_M02

- Item 23.3 That the minutes of the Finance Committee meeting from 10 August be adopted as a true record.
- Item 25.2 That the reports on Council finances be approved.
- Item 27.2 That the list of direct debit payees be approved.
- Item 28.3 That the Chair of the Council should write to the local MP to raise the issue of a delayed response from the external auditors with the MP responsible for MHLG within Government.

Assets

28th September – ASSETS_2122_M02

- Item 14.2 That the minutes of the Assets Committee meeting held on 27 July be adopted as a true record.
- Item 16.3 That the amended Tree Policy be adopted.
- Item 19.3 That Cemetery regulations be amended to the effect that single fees would now apply to anyone passing within 6 months of moving away from Bishopstoke, and for anyone who had resided in Bishopstoke for 50 years or more, no matter how long ago they had moved away.
- Item 20.2 That the Environment Agency be approached for permission to continue with double depth burials in the affected area, and should that permission not be forthcoming, to begin discussions with the affected families as to possible alternatives.
- Item 21.3 That the brief for the new Cemetery gates should include having both entrances designed together, to initially have the Bishopstoke Cemetery one built and installed, to enquire whether the funding attached more generally to Stoke Common Cemetery could be used for the second entrance and to determine whether the Council is constrained by Borough Council rules on public art.
- Item 22.3 That the second handrail at the Cemetery be installed.
- Item 23.3 That the Council should endeavour to provide a temporary office for use until the new Memorial Hall is opened.
- Item 23.5 That the Clerk be requested to investigate costs and difficulties associated with having a temporary office on Glebe Meadow, at the Bishopstoke Community Centre and at Sewall Drive allotments.
- Item 28.1 That, in light of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

Human Resources

26th October – FIN_2122_M02

- Item 3.2 That the item on staffing levels be moved to confidential business.
- Item 6.4 That the Council adopt the updated and amended Training and Development Policy.
- Item 8.1 Confidential business.

Planning

14th September – PLAN_2122_M06

Item 49.2 That the minutes of the Planning Committee meeting held on 10 August be adopted as a true record.

28th September – PLAN_2122_M07

Item 57.2 That the minutes of the Planning Committee meeting held on 14 September be adopted as a true record.

12th October – PLAN_2122_M08

Item 67.2 That the minutes of the Planning Committee meeting held on 28 September be adopted as a true record

26th October – PLAN_2122_M09

Item 76.3 That the minutes of the Planning Committee meeting held on 12 October be adopted, as amended, as a true record

Item 82.1 Confidential business.

Committee Recommendations – to vote upon

Finance

12th October – FIN_2122_M02

Item 28.4 This recommendation is on the Full Council agenda.

Assets

28th September – ASSETS_2122_M02

Item 18.2 This recommendation is on the Full Council agenda.

Item 24.3 That subject to public consultation, the timber trail be installed at Otter Close, to be funded, if possible, by developer contributions with the remaining funding coming from reserves.

Item 25.3 That the decision on the location of the War Memorial be delegated to the Glebe Meadow Working Group, that the possibility of a new War Memorial be explored, and that funding be requested from the Borough Community Investment Programme for this as a public art project.

Item 29.1 This recommendation is in the confidential business section of the Full Council agenda.

Human Resources

26th October – FIN_2122_M02

Item 3.3 That the Council adopt the Human Resources Committee Terms of Reference.

Item 5.2 This recommendation is on the Full Council agenda.

Item 10.2 This recommendation is in the confidential business section of the Full Council agenda

Planning

No recommendations

Working Group Recommendations

No recommendations

Full Council - Clerk's report 9th November 2021

Clerk's Report

Actions from previous meetings

FULL_2122_M06/Item 65.15 Regarding the cycling route consultation
This was discussed at a subsequent Planning Committee meeting.

FULL_2122_M06/Item 70.3 Regarding a Parish Office
The Assets Committee discussed this at their next meeting and their recommendation is on the Full Council agenda.

Other Items

Allotments – Skips have been booked for the two allotment sites as we do every year. Rent letters have gone out and payments are being processed. There are a number of plots with outstanding problems which the officers are working to resolve during the winter season.

Office – Early indications are that moving the current office elsewhere will be difficult and expensive. The use of the BCA car park may be possible for a storage container but is unlikely to work as an office due to the presence of the pre-school. However, the use of the building at Sewall Drive allotments may prove easier than first thought as change of use permission is no longer thought to be needed given that part of the building was to be used as an allotment office and we would only need this space.

Carnival – recent meetings have focussed on the parade route and the event planned for the Platinum Jubilee. There will be a Jubilee Walk which will take in the footpath around the Strawberry Mead estate. There is a suggestion that this could tie neatly in with the Council's desire to have an item or items, like with the Clocks, to mark the Jubilee. The footpath could feature Jubilee benches or public art which could be unveiled on the day itself as the Jubilee Walk passes by.

Communications – the Winter newsletter is expected to be delivered in December.

Burial Matters – To date there have been 20 interments and 1 ashes scattering this financial year. The interments consist of 6 new burials, 2 re-openings, 8 new ashes plots and 4 re-openings. The recommended changes to cemetery regulations should help with the few cases where someone is charged the higher rate for interment despite having only just left the area, or having lived in Bishopstoke for many years.

Armistice Day – Thursday's service will commence at around 10:45 with Cllr Francis laying the wreath on behalf of the Parish Council. All are welcome to attend.

Other matters of interest – I assisted Fair Oak in identifying a soldier listed on our war memorial for one of their residents. The Council has been contacted by the local churches to ask for our help again with this year’s Christmas Tree Trail, and also to potentially hold an event (weather permitting) on Glebe Meadow in the run up to Christmas. I have had other meetings recently with Dave Bowen, who has begun the work on improvements to three of our play areas, and with Andy Brennan and Sarah Moore regarding potential help the Borough Council could provide in regard to climate and environmental improvements.

Finally, there have been complications with the rollout of the Council Ipads due to a mysterious disappearing Apple ID. An alternate set up is being devised which should avoid this problem and I will be contacting individual Councillors to make appointments to set up and hand over the devices. Unfortunately this does mean that each appointment will be longer than previously expected.



MEMO

Budget notes

Potential extra costs for the coming year.

Additional staff costs	£20,000 per year
Election reserve	£2,000 per year
Grant pot boost for Jubilee	From £6,000 to £15,000
Play area maintenance contract	£3,000 per year
Play area reserve	£10,000 per year (to be increased)
Glebe Meadow reserve	£15,000 per year (to be increased)
Grounds contract	Increased from £25,220 to £27,742
Underwood Road Projects	£6,000
Jockey Lane Projects	£2,000

This assumes all costs associated with Sewall Drive and Bow Lake assets are covered by the transfer of developer contributions as described in the relevant S106 documents.

Any underspend on current budget can be added to earmarked reserves for Glebe Meadow or play areas, rather than just swallowed up in next year's funding.

Based on these figures the projected spend for this year is £337k and next year is £374k.

Expected income for this year is £358k, but this includes £85k that is earmarked for play area improvements and so this figure is artificially high. Without DCs and grants the income for the year would be £260k.

Expected income for the following year is £272k without any grants or DCs.

Without raising the income of the Council there will be serious financial problems within 18 months.

We will work to provide as accurate a final projection as possible for the expenditure in the current year, as well as projected costs for items the Council MUST fund and items the Council would LIKE TO fund in the coming year, but it is likely that the Council will have to consider raising the precept by between 5% and 15% for the coming year, dependent on how many projects are to be undertaken, and how much the Council feels it needs to set aside for future funding of play areas and the Glebe Meadow project.

As a frame of reference, last year only Chandler's Ford had a smaller Parish Council Tax element than Bishopstoke, at £52.69 compared to our £65.32. There were eight other Parishes with higher rates, including Fair Oak at £103.11 and going up to Hound at £141.42. A 10% rise in our Tax this year would add £6.53 to the yearly bill for a Band D household. This is cheaper than 3 medium latte's, or 9 Mars Bars, or a standard bottle of wine. It works out to be 54p per month.

The experience of other Clerks locally is that provided people can see the worth of what their Council Tax is paying for, they are usually happy to accept the increase.

	2020/21 Actual	2021/22 Budget	2021/22 Actual to date	2021/22 Forecasted	2021/22 TOTAL (Actual + Forecast)	2022/23 Budget
Total Admin	£240,094.24	£246,899.37	£232,190.86	£15,200.00	£247,390.86	£246,899.37
Total Community	£0.00	£3,500.00	£0.00	£0.00	£0.00	£3,500.00
Total Play Area & Open Space	£0.00	£0.00	£84,472.41	£0.00	£84,472.41	£0.00
Total Burial Ground	£39,547.97	£18,150.00	£9,390.00	£12,940.00	£22,330.00	£18,150.00
Total Allotments	£5,034.16	£7,000.00	-£73.34	£5,000.00	£4,926.66	£7,000.00
Total Income	£284,676.37	£275,549.37	£325,979.93	£33,140.00	£359,119.93	£275,549.37
Total Admin	£85,697.48	£87,803.00	£50,498.24	£52,140.44	£102,638.68	£126,380.00
Total Council	£8,482.69	£20,750.00	£4,170.58	£17,516.33	£21,686.91	£14,050.00
Total Buildings	£9,069.52	£5,200.00	£3,018.05	£3,384.09	£6,402.14	£7,350.00
Total Communications	£1,873.16	£16,500.00	£1,213.94	£17,124.70	£18,338.64	£8,500.00
Total Community	£59,111.55	£61,300.00	£2,064.18	£50,033.34	£52,097.52	£59,700.00
Total Street Furniture	£6,749.13	£7,600.00	£349.48	£10,250.52	£10,600.00	£5,600.00
Total Play Area & Open Space	£39,106.94	£57,620.00	£23,441.33	£45,356.74	£67,198.07	£84,642.00
Total Burial Ground	£40,335.13	£39,400.00	£12,787.49	£31,467.56	£44,255.05	£45,080.00
Total Allotments	£6,722.56	£14,360.00	£5,345.37	£9,102.35	£14,447.72	£22,676.00
Total Expenditure	£257,148.16	£310,533.00	£102,888.66	£236,376.07	£337,664.73	£373,978.00
Surplus/Deficit	£27,528.21	-£34,983.63	£223,091.27	-£203,236.07	£21,455.20	-£98,428.63

Assets – 28th September 2021

Item 6 – Burial Board Fees

Last year, Bishopstoke Parish Council recognised the economic impact of the pandemic and chose not to raise Council Tax, allotment rents or Burial Board fees. This economic damage is still being felt by many residents and therefore the Council may wish to continue to help where it can by leaving Burial Board fees unchanged (see table below for current fees).

Currently, the fees charged for the transfer of the exclusive right of burial (a burial grant) are the same as those for processing an application to alter or replace an existing memorial. However, the work in transferring the burial grant is considerably greater and so it is recommended that the fee for this be increased from £30 to £35.

Recommendation – That the Committee resolve to keep burial board fees fixed for a further year with the exception of the burial grant transfer fee which will increase from £30 to £35 from 1st April 2022

INTERMENTS (Interment form required)		£
A child up to 18 years of age		Free
A person 18 years and over	– single depth	325
	– double depth	375
Ashes burial within grave		175
Scattering of ashes where grave turf is removed		100
Scattering of ashes around perimeter of Cemetery		Free (by prior arrangement only)
EXCLUSIVE RIGHT OF BURIAL GRANTS	£	£
	(for 30 years)	(for 60 years)
Adult plot	400	800
Child plot ##	400	800
Ashes plot	300	600
Transfer of Exclusive Right of Burial **		30

where the child is under 18 years of age in most cases this fee, and the memorial application fee, are both payable from the Children's Funeral Fund and not directly by parents.

HEADSTONES & MEMORIAL INSCRIPTIONS (application form required)	£
Headstone (new)	175
Vase, or flat memorial with a maximum height of 13cm/5 inches (new)	125
Applications to alter or replace an existing memorial, or to add a further memorial **	30



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
----------------------	--------------------------	----------------

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.

Full Council – 9th November 2021

Item 8 – New Memorial Hall

At the point that the Parish Council opted to pause the New Memorial Hall project there was an accepted design for the new building known as the “hybrid” design. It was called this because it combined what were thought to be the best features of several earlier designs, and was assessed to do the best job of meeting the requirements of local residents and groups that might be using the Hall. However, there were concerns raised about the size, cost and deliverability of the project, which led to the Parish Council stepping back and reassessing the project.

There were also potential other projects to make improvements elsewhere on Glebe Meadow – with agreed items such as moving the gates at Portal Road, and updating the skate park. It was decided that the Council would gather all these disparate projects together under one working group, so that a coherent plan for the whole of the Meadow could be formed, not just individual pieces trying their best to fit together.

The Working Group has been assessing the current assets on Glebe Meadow to aid in deciding whether they warrant retaining, and has also been considering other assets that are not currently present. The progress so far was presented in a briefing on Wednesday 3rd November, and the slides from that briefing have been sent to all Cllrs.

The initial decision facing the Council, now that the pause period is up, is to decide whether to resume work on the hybrid design, or whether to start the Memorial Hall part of the project with a fresh design. Whilst it is true that a lot of time and effort has been put into the hybrid design there are good reasons to believe that it would not be the best design for the Meadow.

First and foremost there are the legal problems that have been identified not just in the covenants that currently apply to the land, but more simply in the fact that part of the land the hybrid design would sit on is owned by the Charity, and part is owned by the Parish Council. The Council solicitor has advised that these are significant complications which would take time and money to overcome, even assuming that is possible.

Secondly there is the sheer size of the building footprint. It would expand across a much larger section of the Meadow than the current Hall does, limiting the available space for other users.

Finally there is the fact that the design has not been able to take into account the thoughts of the Council for any other part of the Meadow, and so there is a significant risk that the building will stand out in a negative way from the rest of the Meadow.

For these reasons the Glebe Meadow working group recommends rejecting the hybrid design.

The architects are still employed by the Borough Council for the initial stages of the Hall project, and it has been agreed that they can spend some time working with the Parish Council to produce a project brief for the whole Glebe Meadow project, at which point their active involvement would stop.

From then, the Parish Council would be free to engage its own project manager, architect, play area design consultant and so on, or the decision could be made to hand the project brief over to the Borough Council to go through another tender process and have the Borough Council manage the project on Bishopstoke's behalf.

The decision on who would manage the project once the full brief is complete is not a decision for this meeting, but will be brought before Council once the brief is finished.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Bishopstoke Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/21

and recorded as minute reference:

FULL-2122-M02/34-2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



www.bishopstokepc.org

Section 2 – Accounting Statements 2020/21 for

Bishopstoke Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	158,534	196,480	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	219,890	230,904	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	61,010	55,682	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	71,126	82,802	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	171,828	180,741	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	196,480	219,524	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	174,551	220,216	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	308,649	316,743	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SE Hoagood

Date

22/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/21

as recorded in minute reference:

FULL - 2122 - M04/45-2

Signed by Chairman of the meeting where the Accounting Statements were approved

R. G. D...

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Bishopstoke Parish Council - HA0027**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2021; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

An invoice for the statutory annual review fee (and chaser letter charges where they apply) has been issued with this interim certificate. This interim invoice may be settled prior to us certifying completion and issuing our final report and certificate. Should we receive challenge correspondence before we have certified completion, any additional fees arising from additional work required as a result of that correspondence will be invoiced with the certificate of completion; where no additional fees apply a zero invoice will be issued on completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2020/21

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021

We do not certify completion because:

we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Final External Auditor Report and Certificate 2020/21 in respect of Bishopstoke Parish Council HA0027

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2020/21

On 29 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

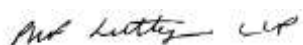
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.



PKF Littlejohn LLP
30/09/2021

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.



Human Resources Committee Minutes

26th October 2021

Appendix A

Mission Statement and Objectives

MISSION

To enhance Bishopstoke as a great place to live, work and visit.

AIMS

- * To improve, and protect, our environment for residents and wildlife
- * To promote better health & well-being outcomes for all
- * To strengthen a sense of place for a thriving community

Objectives will form the next steps in how to achieve the Aims

Full Council – 9th November 2021

Item 11 – Open Space Protection

The Parish Council is responsible for open space at Blackberry Drive, Otter Close and Glebe Meadow, with additional open areas Templecombe Road and at the Underwood Road and Jockey Lane allotment sites. The Council also maintains Old St Mary's.

In the coming months there will be additional sites at Sewall Drive and Bow Lake Gardens.

Blackberry Drive is by far the largest and most easily accessed site. It is protected for most of its exposed side by a bund. Where that bund disappears, there are dragon's teeth for the remainder of that side. There are two footpath entrances to the open space which are protected by bollards. Additionally, alongside the southern part of the footpath there is a shallow ditch.

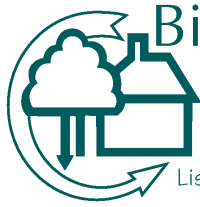
Recently a number of caravans gained entry to the site via the southern footpath entrance. The bollard there was removed and then a four wheel drive vehicle was used to transfer a number of caravans across the ditch.

The police were swiftly on the scene and the situation was resolved calmly and quickly to everyone's satisfaction.

One of the attending officers commented that although the bund was still doing a good job, it had clearly settled over the years and would benefit from having the internal slope scooped back up to produce a steeper bund. It was also suggested that the ditch should be made deeper and steeper. An alternative would be to extend the bund further around the site thus removing the need for the protection of the ditch (although I am told that the ditch is also there for flood control so it should not be removed).

It was also noted that there are other green patches on Blackberry Drive that are not similarly protected and which could easily fit three or four caravans.

Work will be undertaken over the coming weeks to improve the security at Blackberry Drive and specialist advice will be sought over whether and what actions may be necessary at other Parish Council sites. Any work deemed necessary will be funded from the Safety, Security and Crime Prevention budget heading.



TRAVEL TOKEN REPORT

There were 36 registered users of the scheme this year. For the standard operation of the scheme that means that nearly 3,800 tokens were handed out. Some residents use all of their tokens and have been grateful in recent years for the offer of a top up. Others often have tokens left each year that they can carry forward to the following year.

The Council has been trying a scheme in recent years where it tops up residents halfway through the year with an extra batch of tokens amounting to half their original allocation. This scheme is more difficult to administer than the simple annual allocation, and risks either missing people out who need tokens, or giving extra tokens to people who do not need them.

I recommend scrapping the top-up scheme.

However, since the Parish Council began the Travel Token scheme in 2011 (with 12 applicants receiving 48 tokens each), the number of allocated tokens has increased by 12 every two years (with one exception). The standard level has been at 96 for two years now.

I recommend that this year the allocation be increased by 24, not 12, to help offset any perceived shortfall from the scrapping of the top up scheme.

This would bring the number of tokens handed out to 120 per applicant, with an extra 24 if the applicant can only travel with the support of a companion. In order to achieve this, the Council would need almost 5,000 tokens available at the start of the year. The additional tokens necessary are relatively cheap to procure, but 5,000 tokens in circulation means that the Council could be asked to refund £5,000 to those accepting the tokens. However there is usually a gap between tokens handed out and tokens used. To enable sufficient extra tokens to be bought and cover the cost of refunding the taxi companies and the Good Neighbours:

I recommend that this year the budget for Travel Tokens be set at £4,000.

Full Council

Membership of external bodies

Current list

The Council is currently a member of and / or pays subscription fees to the following external bodies:

NALC (National Association of Local Councils)

HALC (Hampshire Association of Local Councils)

SLCC (Society of Local Council Clerks)

Hampshire Playing Fields Association

ICCM (Institute of Cemetery and Crematoria Management)

National Allotment Society

ICO Data Protection Registration

It is recommended that the Council approves the continued membership of all bodies on the list.