

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 9 September 2014

Present: Cllrs Cossey (Chairman), Harris, Toher and Winstanley
Cllr Brown in attendance for Carnival report

In Attendance: Mr P J Storey (Clerk to the Parish Council)
Mrs C Taylor (Assistant Clerk)

Public Session

No members of the public were present.

111. Apologies

111.1 Cllr Lyon not present.

112. To Agree the Minutes of the Meeting on 8 July 2014

112.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the meeting held on 8 July 2014 be accepted as a true record.

113. Matters Arising from the above Minutes

113.1 There were no matters arising not dealt with elsewhere in these minutes.

114. Declarations of Interest and requests for Dispensations

114.1 None declared or sought.

115. Carnival Working Group's report

115.1 Cllr Brown, in his capacity as Chairman of the Carnival Working Group, reported on a very successful Carnival with £541 being collected along the procession route. There would be a wash up meeting on the event on Monday 15 September in the Parish Office at 7.30pm at which this year's arrangements would be discussed and the remaining assets to be transferred to BPC identified. He thanked the members of the Carnival Working Group for their hard work and enthusiasm which had made this year's event so successful. Cllr Cossey, in his capacity as Chairman of the F&GP Committee, added his thanks and those of the Committee to the Carnival Working Group for all their hard work.

116. To recommend distribution of the Carnival street collection proceeds

116.1 Given there was still time for eligible organisations to submit their grant requests, it was agreed to defer decisions on distribution of the street collection to the next full Council meeting.

117. RFO's Report, Budget Monitoring and Payments

117.1 A budget monitoring report had been circulated with the agenda papers and was noted.

117.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the non-confidential payments tabled for July and August 2014 and invoices received to date be noted.

118. Asset Management Report

- 118.1 Cemetery and Churchyards. Eight interments had taken place in the year to date.
- 118.2 Allotments. The remaining improvements to the Manor Farm toilet block had been completed.
- 118.3 Play areas. Transfer documentation was still awaited re the Brookfield site from EBC. The recent quarterly safety inspection report had identified a few minor repairs necessary, all assessed as low risk, which the Clerk was actioning. Unfortunately, the Otter Close childrens' trampoline was now out of action due, it was thought, to teenagers and parents with young children using it. The Clerk would investigate the provision of a more substantial trampoline given the attraction of this particular apparatus. First Wessex Housing credit leisure scheme volunteers had completed repainting the top surface of the skate ramp in Glebe Meadow with anti-graffiti paint. However, because graffiti was an on-going problem, thought would be given to leaving one half of the underside unpainted to facilitate some graffiti in the hope that further scratching of the top surface in lieu of graffiti marking would cease.
- 118.4 Open spaces. Some restorative justice had been undertaken by the Eastleigh Community Safety Partnership Restorative Justice Project Team with those youngsters identified as having set fire to the litter bin adjacent to the youth shelter on Glebe Meadow earlier in the year. One youngster, who was too young to enter the programme formally, had written a letter of apology to the Council which the Clerk would circulate. The Project team leader would be visiting the Parish Office on Wednesday 8 October at 11.30am should any Member wish to attend.

Action: All

119. January 2015 meeting dates

- 119.1 Due to the selected dates in January 2015 for councillor training clashing with the usual 2nd and 4th Tuesdays in the month for Council meetings, it was agreed that the first Planning and F&GP Committee meetings should be held on Tuesday 6 January and the second Planning and full Council meetings held on 20 January 2015. The Clerk would table dates for the remainder of 2015 in due course.

Action: All

120. Policy for Council owned trees

- 120.1 A draft policy for Council owned trees had been circulated with the agenda papers. In discussion, the Clerk briefed on the lack of past information on the trees transferred from EBC and the need for information to enable a planned maintenance programme. Cllr Cossey informed all present that FOHH PC had just engaged a professional tree survey report and he thought it reasonable that BPC could do likewise. The Clerk would obtain details and costs.

Action: Clerk

- 120.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** that, with the addition of two more trees to the list of those trees planted and paid for by the Parish, the draft be adopted.

121. Glebe Meadow path extension

- 121.1 It had been suggested that the hard surface path from Portal Road across part of Glebe Meadow be extended to the exit onto Church Road. However, it was agreed that such action would effectively cut the Meadow in half and urbanise this area of open space.

122. Clerk's report

- 122.1 Wild flower areas. The wild flower areas in Glebe Meadow and the Churchyard would be cut back to discourage weed growth before planting in the Spring.
- 122.2 Riverside lights. New lanterns had been installed on the heritage columns on Riverside as part of the on-going improvement programme.

- 122.3 Strawberry Mead fence repairs. Residents of Strawberry Mead opposite the open space would be consulted on whether to repair the rotting low level fencing or remove it.
- 122.4 Brookfield waste bins. The waste bins on Brookfield were emptied in some areas by BPC and in others by EBC at different times which caused confusion to some local residents although no complaints on overflowing had been received. However, the Clerk was investigating the costs of contracting the emptying of BPC bins to EBC Direct Services so all bins in the open space would be emptied at the same time.
- 122.5 Tree work. Dead branches on the trees in Old St Mary's Churchyard and on the Otter Close open space would be removed before the onset of Winter to minimise the risk of injury to passers by.
- 122.6 Street Pastors' AGM. The Clerk had e-mailed an invitation to Members to attend the Street Pastors' AGM on 2 October at 7.30pm in the Fair Oak Gospel Hall. Cllr Parkinson-MacLachlan had volunteered to attend.
- 122.7 HALC AGM. The HALC AGM would be held on Saturday 4 October at 09.00am in the Victoria Hall, Hartley Wintney. Cllr Toher had volunteered to attend. The Clerk hoped to table the AGM papers at the next full Council meeting.
- 122.8 PACT (Police and Communities Together) meeting. An initiative by the Safer Neighbourhood Policing Team to meet the public to discuss matters of local concern or interest held on 31 July in the BCA failed to attract large numbers. In follow-up discussions, it was thought more appropriate if the Police were seen at more locally organised meetings held by groups and organisations around the Parish and they took this idea away for further evaluation.
- 122.9 Parish office floor. Part of the floor in the office had moved due to shrinkage of the ground beneath the supporting cross members and the installer had been on-site to repair under the guarantee.

123. Date, time and place of next meeting

- 123.1 The next meeting will be on Tuesday 7 October 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

124. Motion for Confidential Business

- 124.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

125. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for July and August 2014 (Confidential Business)

- 125.1 Members noted the report tabled by the RFO which is attached to these minutes.
- 125.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the July and August 2014 payments be noted as tabled.

There being no further business, the Chairman closed the Meeting at 8.40.

Summary of Recommendations for consideration by Full Parish Council

120.2 that the draft tree policy be adopted.

Summary of Resolutions Passed to be noted by the Full Parish Council

112.1 that the minutes of the meeting held on 8 July 2014 be accepted as a true record.

117.2 that the non-confidential payments tabled for July and August 2014 and invoices received to date be noted.

124.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

125.2 that the July and August 2014 payments be noted as tabled.

Payments in July and August 2014 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries and expenses	1786.07
HMRC	Tax/NIC	627.98
HCC	LGPS	524.43
Green Smile Ltd	Grounds maintenance (July)	3396.53
Green Smile Ltd	Grounds maintenance (August)	3246.53
J Bruno Construction	Allotment fence repairs	726.00
J Bruno Construction	Play area repairs	1722.00