



Bishopstoke Parish Council

**Members of the Parish Council are summoned to attend a meeting to be held at the
Parish Office, Riverside, Bishopstoke on Tuesday 25 June 2019 at 7.30pm
This Meeting is Open to the Public (7.30pm – Question Time)**

AGENDA

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 28 May 2019
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 28 May and 11 June 2019 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 11 June 2019 – to note Resolutions and to determine Recommendations
8. To receive reports from Working Groups and other bodies
9. To receive the RFO's Report and approve the May 2019 Statement of Accounts
10. To receive reports from County, Borough and Parish Councillors on matters of interest
11. To receive the Clerk's Monthly Report
12. To consider content for the June 2019 Press Release
13. Date, time, place and agenda items for next meeting – Tuesday 23 July 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke

D L Wheal
Clerk to Bishopstoke Parish Council
18th June 2019

Members: Cllrs Toher (Chair), Harris (Vice Chair), Brown, Daly, Dean, Francis, Greenwood, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley

**Minutes of a Meeting of the Bishopstoke Parish Council
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 28 May 2019**

Present: Councillor Peter Brown
Councillor Andrew Daly
Councillor Anne Dean
Councillor Johanna Francis
Councillor Chris Greenwood (until para. 20)
Councillor Geoff Harris
Councillor Trevor Mignot
Councillor Louise Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Sue Toher
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Cllr Ray Dean (Eastleigh Borough Council)

Public Session 0 members of the public were present.

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Public Session

Cllr Toher stepped aside from Chairing the meeting and Cllr Dean as Vice Chair presided over the next agenda item.

17 Election of Chair

17.1 Cllr Parker-Jones nominated Cllr Toher to be Chair of Bishopstoke Parish Council for the year 2019-20. This nomination was seconded by Cllr Harris.

17.2 There being no further nominations a vote was taken on Cllr Toher's nomination for Chair.

17.3 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RESOLVED** that Cllr Toher be elected Chair of Bishopstoke Parish Council for the year 2019-20.

Cllr Dean stepped down and Cllr Toher presided over the remainder of the meeting.

18 Election of Vice Chair

18.1 Cllr Brown nominated Cllr Harris to be Vice Chair of Bishopstoke Parish Council for the year 2019-20. This nomination was seconded by Cllr Mignot.

18.2 There being no further nominations a vote was taken on Cllr Harris's nomination for Vice Chair.

18.3 Proposed Cllr Brown, Seconded Cllr Mignot, **RESOLVED** that Cllr Harris be elected Vice Chair of Bishopstoke Parish Council for the year 2019-20.

19 Apologies for Absence

19.1 Apologies had been received and were accepted from Cllrs Moore and Roling.

Cllr Greenwood left the meeting at this point.

20 Councillors' Questions

20.1 Cllr Harris asked whether there had been any progress on Brookfield, and whether there was a date for talking over the Memorial Hall. The Clerk informed the Council that Brookfield remained with the Borough Council and would do so until such time as the legal issue is sorted out. In the meantime, the Parish Council will continue to maintain the open space as it precepts for that. The Clerk also reported that the Council has been assured by the Borough that should the Borough eventually retain Brookfield then the Parish Council contractors would continue to be used to maintain the open space for the duration of their contract. Cllr Toher reported that the next step is for the Treasurer of the Memorial Hall to apply to the Charity Commission to alter the Charity documents to show the Parish Council as trustee. It is believed that this is the final step before takeover.

20.2 Cllr Tidridge asked if there was a handover date for the allotments at The Chase, and whether the Borough Council had responded following Cllr Toher attending the Local Area Committee meeting to express the Parish's displeasure at the various planning applications that have not come to the Parish when they should. The Clerk advised that site visits had shown that the allotments were not in a fit state yet and so the Borough would not be permitting the 12-month maintenance period to start. The Clerk noted that the response from the Borough to the LAC meeting had been to check the clerk's email address was correct.

21 To adopt and sign Minutes of the Parish Council meeting held on 23 April 2019

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

21.2 Proposed Cllr Harris, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 23 April 2019 be adopted as a true record.

22 To consider Matters Arising from the above Minutes

22.1 The Clerk reported that all actions from the previous minutes have been completed.

23 Declarations of Interest and Requests for Dispensations

23.1 No declarations or requests made.

24 Report on Planning Committee Meeting of 23 April 2019 – to note Resolutions and to determine Recommendations

24.1 The Planning Committee Minutes from 23 April 2019 had been circulated prior to this meeting.

24.2 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 23 April 2019.

25 Report on Finance and General Purposes Committee Meeting of 14 May 2019 – to note Resolutions and to determine Recommendations

Initial: _____ Date: _____

25.1 The Finance and General Purposes Committee Minutes from 14 May 2019 had been circulated prior to this meeting.

25.2 Proposed Cllr Harris, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 14 May 2019 be noted.

25.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Council grant £200 to Victim Support.

25.4 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council grant £750 to Challengers

25.5 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that all Working Groups should report to Full Council.

25.6 The Clerk noted that the remaining two recommendations from the Finance & General Purposes Committee appeared as separate items later on this agenda.

26 To receive the RFO's Report and approve the April 2019 Statement of Accounts

26.1 The Clerk informed the Council that the facility to submit VAT online has now been restored and Q1, 2 and 3 for 2018-19 have now been completed. Q4 is expected to be completed in the next few weeks. The 1st half of the precept has now been paid, as has the reduced Council Tax Support Grant.

26.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to receive the RFO's report and approve the April 2019 Statement of Accounts.

27 Appointments to Committees

27.1 Appointments to the Finance & General Purposes Committee were confirmed as Cllrs Dean, Harris, Parker-Jones, Thornton, Tidridge, Toher and Winstanley.

27.2 Appointments to the Planning Committee were confirmed as Cllrs Brown, Dean, Francis, Greenwood and Toher.

27.3 No Councillor volunteered for the Policy and Procedures Committee.

27.4 Appointments to the Buildings Committee were confirmed as Cllrs Dean, Greenwood, Harris, Toher and Winstanley.

28 Appointments to Working Groups

28.1 No further volunteers for Carnival came forward. Cllrs Brown, Harris and Winstanley confirmed they were happy to continue serving on the Working Group.

28.2 Appointments to the Cemeteries Working Group were confirmed as Cllrs Brown, Dean, Parker-Jones and Toher.

28.3 Appointments to the Communications & Engagement Working Group were confirmed as Cllrs Francis and Winstanley.

Initial: _____ Date: _____

28.4 Appointments to the Travel Tokens Working Group were confirmed as Cllrs Dean, Parker-Jones, Thornton and Toher. The Clerk was requested to contact Cllr Moore to see if he wished to continue serving on the Working Group.

Action: Clerk

28.5 Appointments to the Standing Orders Working Group were confirmed as Cllrs Greenwood, Parker-Jones, Thornton and Winstanley.

28.6 The Human Resources Working Group was confirmed as consisting of the Chair, Vice Chair and the Chairs of the Committees.

29 Appointments to External Bodies

29.1 Cllrs Dean, Harris, Tidridge and Toher were confirmed as being appointed to the Neighbourhood Plan Steering Group. It was noted that this group is open to all residents and any Cllr can go along to any of the meetings.

29.2 The Chair and Vice Chair were confirmed as representatives for the Borough Council / Parish Council Liaison meetings.

29.3 Further appointments were made as follows:

Road Safety and Transport Cllr Thornton

Eastleigh and District Association of Local Councils Cllrs Toher and Winstanley

Bishopstoke Memorial Hall Cllr Dean

Bishopstoke Community Centre Cllr Thornton

Airport Consultative Committee Cllr Harris and Cllr Moore or Winstanley

The Clerk was requested to contact Cllr Moore to see if he wished to continue as Parish representative to the ACC. If he did not, Cllr Winstanley offered to step in.

Parochial Charities Cllr Winstanley

CPRE Cllrs Dean and Tidridge

Public Art (Cemetery) Lead Member of the Cemeteries Working Group

Action: Clerk

30 To adopt the Annual Governance Statement for the year ending 31 March 2019

30.1 The Clerk informed the Council that the RFO, Clerk, Internal Auditor and Finance & General Purposes Committee all recommended that the Council complete the Annual Governance Statement as shown in the supporting papers.

30.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to complete and adopt the Annual Governance Statement for the year ending 31 March 2019.

31 To approve the Accounting Statements for the year ending 31 March 2019

Initial: _____ Date: _____

31.1 The figures for the Accounting Statements had been circulated with the supporting papers for this meeting.

31.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Accounting Statements for the year ending 31 March 2019.

32 To approve the response to the Internal Auditor's report

32.1 The Clerk detailed the recommendations from the Internal Auditor's report, which had been circulated with the supporting papers.

32.2 Cllr Parker-Jones indicated that she believed there is no valid reason to ask Councillors to submit written reports in advance of meetings. The Cllr requested the Clerk ask the Internal Auditor to provide clarification of why this is needed and evidence of other Council's that follow this procedure. Cllr Parker-Jones also stated that the reason for having admin support and secretarial support at meetings is to take notes.

Action: Clerk

32.3 Following discussion, Council agreed to not accept the recommendation of the Internal Auditor that all reports not requiring the Council to make a decision be submitted in writing for distribution with the supporting papers. Instead, Council agreed the reports would continue to be transcribed at meetings but would be attached to the minutes as an appendix, not included directly in the minutes.

32.4 The Clerk was asked whether there were any potential issues arising from the Council not following the recommendations of the Internal Auditor. The Clerk informed the Council that the report, and the Council's response to it, form part of the paperwork required to be submitted to the external auditor. The Clerk believed that Councils are usually expected to follow the recommendations of their auditor so it is possible the external auditor would not consider the Council's response appropriate. However, the Clerk noted that this recommendation related not to the financial running of the Council but to best practice in meetings and so it may not be noted as a problem.

32.5 Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously that the response to the Internal Auditor's report, as amended in 32.3, be approved.

33 To receive reports from County, Borough and Parish Councillors on matters of interest

33.1 Cllr Dean reported that she had attended a recent Memorial Hall meeting as well as the CPRE AGM which had featured an interesting talk. The Cllr had also attended a Neighbourhood Plan meeting with the consultants, Plan-et, and Richard Eastham of Feria Urbanism, who are consulting on behalf of the Borough with regard to the Masterplan for the Strategic Growth Option north of Bishopstoke.

33.2 Cllr Parker-Jones reported on the recent re-election of Cllr Ray Dean as Borough Councillor of Bishopstoke. The Cllr had attended various events including Mayor Making; a meeting between the Borough, the Parish and Kendall Kingscott regarding the Memorial Hall; the Borough Council AGM; a Local Area Committee meeting at which all proposed Traffic Regulation Orders had been approved with the exception of the junction between Stoke Park and Sedgwick; planning training; a TRO inspection of Underwood Road; and a site visit to The Chase. Cllr Parker-Jones stated that the Cemetery extension is ready to begin the inspection period despite the footpath needing rolling as that is the responsibility of Hampshire County Council, not the Borough or Parish. The Cllr informed the Council that the new Chair and Vice Chair of the LAC are Cllrs Couldrey and Rushton respectively. The Cllr also noted that she had, with Cllr Dean, performed a number of Travel Token visits recently.

Initial: _____ Date: _____

33.3 Cllr Daly reported that the newly tarmacked area by the gate to Sayers Road play area has already been vandalised. The Cllr also asked whether there could be a “Hail and Ride” scheme as operates in Richmond. Cllr Thornton advised this was likely to be up to the bus companies in the area but that he would contact Rob Humby to make enquiries.

Action: Cllr Thornton

33.4 Cllr Thornton reported that he had recently attended a Hampshire County Council meeting as well as a meeting of the Health & Adult Social Care committee.

33.5 Cllr Tidridge reported that the recent LAC meeting had agreed to set aside funds for low level lighting on the foot and cycle path by Alan Drayton Way. The new list for Speed Limit reminder locations is being prepared so if any Cllr had any recommended locations please pass them to one of the Borough Councillors.

33.6 Cllr Brown reported that the Cemetery Working Group had met to discuss the route for a water supply to the new cemetery. The Parish responsibilities regarding closed churchyards were also discussed and the Cllr noted that the necessary repairs to the churchyard wall would be expensive.

33.7 Cllr Harris reported that he had taken a Planning training course as a refresher. Those attending had been brought up to date and there had been an explanation of permitted development. The Cllr had also accompanied Assistant Clerk Thorogood on site visits in his capacity as tree warden.

33.8 Cllr Toher reported attending the Parish meeting with Richard Eastham of FERIA Urbanism which had seen an open and frank discussion and had been worthwhile. The Cllr had also attended meetings including the Memorial Hall Committee; the Borough / Parish / Kendall Kingscott meeting; the recent Neighbourhood Plan meeting, the Cemetery Working Group meeting, the site meeting at The Chase and a Travel Token visit. The Memorial Hall project will soon be undertaking a public consultation to determine which of the various potential plans for the future are preferred by residents of Bishopstoke. The Neighbourhood Plan meeting had gone well and there is now a position statement and a skeleton draft plan. The evidence gathering phase has now begun and there will be a meeting to review this on June 20th. Cllr Toher had also attended the recent LAC meeting on behalf of the Parish to note the Council’s displeasure with regard to missing planning applications that should come before it for discussion. A response had been promised at that meeting but as yet nothing substantive has happened.

34 To receive the Clerk’s Monthly Report

34.1 The Clerk reported that, in addition to meetings already mentioned by Cllrs, he had attended a site visit to Nine Acres. The developer there states that they are close to being finished. The work remaining is the play area and the allotment / orchard site, which are the two areas of main interest for the Parish.

34.2 The Clerk noted that the temporary extension of permitted development in regards to planning applications has now been made permanent, which will have an impact on what comes to the Planning committee. The Clerk also noted that the work to St Marys churchyard wall has been anticipated and there is a substantial sum in the budget for this. The Clerk informed the Council that the office would be closed the following morning.

34.3 The Clerk noted that there had recently been a break in at the Memorial Hall. This was being dealt with by the police and so nothing further would be said except that it appeared there had been minimal damage. Glebe Meadow continues to be a problem, with increasing amounts of litter being abandoned and damage being done. As a result of this, the Chair has asked the Clerk to add the removal of the seating and shelter at the skate park to the next Finance & General Purposes agenda.

Initial: _____ Date: _____

34.4 The Clerk reminded Cllrs that the Parish Assembly is taking place on Friday 31st May at 7:30pm in the Bishopstoke Community Centre, with refreshments available afterwards. The Clerk reported that he had been asked, in light of recent changes to legislation no longer requiring candidates to have their address on ballot papers, whether it was necessary to include addresses on the pack given to Parish Assembly attendees. The Clerk noted that the Borough Council still publishes the addresses of its Councillors but that he would be happy to go along with the Council's wishes whatever they be. All Councillors present indicated they were happy for their addresses to be published.

34.5 The Clerk informed the Council that he had been invited to be a guest speaker at the next conference of the Society of Local Council Clerks on the subject of travel tokens.

34.6 Finally the Clerk reported receiving an email from a local resident regarding the possibility of encouraging local children and community groups to plant wildflowers where possible to encourage pollenating insects to flourish. The Clerk offered to work with the resident to bring forward a proposal for the Council to consider and the Council accepted.

35 To consider content for the May 2019 Press Release

35.1 It was agreed that the press release would include the election of the Chair and Vice Chair, the grants to Victim Support and Challengers, the completed audit return, the consultation on the future of the Memorial Hall and news on the Carnival.

Action: Clerk

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

16.1 The next meeting will be on Tuesday 25 June 2019, at 7:30pm in the Parish Office.

16.2 Agenda items for the meeting to the Clerk by Monday 17 June 2019 please.

There being no further business, the Chair closed the meeting at 8.50pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 28 May 2019**

Present: Cllrs Brown (Chair), Dean, Francis, Greenwood, Harris, Mignot and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Ray Dean (Eastleigh Borough Council)

Public Attendance: 0 members of the public were present

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21 Apologies for Absence

21.1 All Councillors were present.

22 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 23 April 2019

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

22.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Planning Committee meeting held on 23 April 2019 be accepted as a true record.

23 To consider Matters Arising from the above Minutes

23.1 There were no matters arising from the above minutes.

24 Declarations of Interest and Requests for Dispensations

24.1 There were no declarations of interest or requests for dispensation.

25 Consideration of Planning Applications

25.1 H/19/85522 – 36 Orchard Avenue – Garage Conversion with roof alterations to provide Carer Accommodation – The Committee agreed to raise no objection to the application.

25.2 H/19/85538 – 61 Itchen Avenue – Two storey side extension and garage conversion – The Committee agreed to raise no objection to the application.

25.3 H/19/85540 – 61 Fair Oak Road – Single storey rear extension – The Committee agreed to raise no objection to the application.

25.4 H/19/85647 – 2 Whalesmead Close – Two storey rear and first floor extensions – The Committee agreed to raise no objection to the application.

26 Report on recent planning decisions

26.1 H/19/85137 – 63 Fair Oak Road – Single storey rear and side extensions – The Planning Committee agreed to Raise No Objection to this application – The Borough Council permitted this application.

26.2 H/19/85142 – 22 Bishops Court – Application for works under tree preservation orders – The Planning Committee agreed to Raise No Objection to the application but wished to note that they were pleased there is a plan to plant two new trees in replacement – The Borough Council consented to this tree application.

26.3 H/19/85203 – 68 Church Road – Two and single storey side extensions and existing detached garage incorporated to form integral garage – The Committee considered this to be overdevelopment and not in keeping with the street scene of the surrounding area and therefore to object on those grounds – The Borough Council permitted this application.

26.4 X/19/85180 – Land to the rear of 58-60 Stoke Common Road – Variation of Condition 1 of planning permission F/18/84120 (amendment to garden and site width) for the construction of 4 no. three bedroom semi-detached dwellings with associated amenity space and off-road parking accessed from Wilmot Close, following demolition of existing garages, to allow the substitution of layout and house type plans – The Committee noted that the original application did not come before the Parish Council Planning Committee due to errors by the Borough Council and so they had not had an opportunity to consider the whole plan on its merits. As condition 1 states it is to ensure everything is done “in the interests of proper planning”, the Committee wondered how that could be varied. The Committee were also concerned about the landlocked nature of the gardens to the new dwellings, and there being no viable access to the remaining strip of garden from the rear of 58 and 60 Stoke Common Road. The Committee wished to object on all those grounds – The Borough Council permitted this application.

26.5 NC/19/85132 – 16 Church Road – Notification of proposed works to trees in conservation areas – The Committee noted that the application form incorrectly stated that the work was for a TPO tree and was NOT in the conservation area. Cllr Harris had asked the Planning Officer about this and had been told that the Officer had corrected the wording for the application type but left the form as it was. The Committee agreed that as the tree was healthy and not in danger of causing damage to any property there was no good reason to fell it. The Committee also wished to request a TPO be placed upon the tree to give it further protection – The Borough Council raised no objection to the notification.

26.6 T/19/85323 – St Mary’s Church – Application for works under tree preservation orders: 1 self-seeded holly(T1) – fell; 1 Beech (T2) – potential root pruning to facilitate building works to wall and 1 Sycamore (T3) – potential root pruning to facilitate building works to wall – The tree warden informed the Committee that if roots above a certain size were discovered during the proposed works then, according to the tree officer of the Borough, there would need to be a change in the design of the planned wall repairs. As this application came from the Parish Council, the Committee agreed to make no formal response to the Borough – The Borough Council consented to this tree application.

26.7 L/19/84935 – Itchen House – Erection of five buttresses to existing boundary wall – The Committee agreed to raise no objection to the application and wished to fully support the comments of the Heritage Consultant – the Borough Council granted consent to this listed building application.

26.8 T/19/85355 – Itchen Grange – Application for works under tree preservation orders: 1 Holm Oak (T1) – reduce by up to 1m; 1 Willow (T2) – remove 4 low limbs and prune back south east side of canopy by 1m; 2 Willow (T3 and T4) – repollard and (T5) – reduce and reshape by 1m – the tree warden informed the Committee that this appeared to be sensible tree management. The Committee agreed to raise no objection to the application – The Borough Council consented to this tree application.

26.9 H/19/85129 – 9 Escombe Road – Replacement detached garage to the rear of the dwelling – The Committee agreed to raise no objection to the application – the Borough Council permitted this planning application.

26.10 H/19/85276 – 13 Hartley Road – Two storey side extension including an integral garage – The Committee noted that a similar application for this property had been refused in 2018. The Committee consider this application would be overdevelopment and incongruous. The Committee also believe that the first two reasons given for the refusal of the previous application still apply. The Committee wished to object on all those grounds – the Borough Council refused this planning application.

27 Clerk's Report

27.1 The Clerk reported that following recent site visits to The Chase it is apparent that the vast majority of the sites intended to be passed to the Parish Council are not yet ready. The Borough Council agrees with this and therefore is not yet willing to enter the 12-month maintenance period necessary before the Parish Council needs to make a decision. The developer is being informed by the Borough Council of the necessary work still to be completed and the Parish Council has also informed the Borough of certain conditions that would need to be satisfied on its behalf. The Cemetery extension – Stoke Common Cemetery – is closest to being ready to switch to the monitoring period and the Parish has begun to identify how it would set up the site and where the first interments would be situated.

27.2 The Clerk also reported that a visit to Nine Acres for a progress check indicated that the developer is expecting to be off site in the next couple of months. Work is about to begin on the play area and the allotment and orchard site which are the key areas of interest for the Parish Council. The problem with the new allotment building has been rectified.

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

28.1 The next meeting will be on Tuesday 11th June 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

28.2 Any agenda items should be submitted in writing to the Clerk by Monday 3rd June 2019.

29 Motion for Confidential Business

29.1 Proposed Cllr Brown, Seconded Cllr Toher, **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.

30 Reported Breaches of Development Control (Confidential Business)

30.1 The Clerk reported four alleged breaches of Development Control.

30.2 The Clerk reported six concluded breaches of Development Control.

30.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.16pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 11 June 2019**

Present: Cllrs Brown, Dean (from para 36), Francis and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Geoff Harris (Bishopstoke Parish Council)
Cllr Lou Parker-Jones (Bishopstoke Parish Council)
Cllr Ray Dean (Eastleigh Borough Council)

Public Attendance: 0 members of the public were present

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Cllr Brown having ended his term as Chair of Planning, and Cllr Greenwood as Vice Chair being absent, Cllr Toher as Chair of the Parish Council assumed the responsibilities of Chair for the first agenda item.

31 Election of Chair

31.1 Proposed Cllr Toher, Seconded Cllr Francis, **RESOLVED** unanimously that Cllr Brown be elected Chair of Planning for the year 2019-20.

Cllr Toher stood down from Chairing the meeting and Cllr Brown assumed his role of Chair of Planning.

32 Election of Vice Chair

32.1 Cllr Toher informed the Committee that Cllr Greenwood had contacted her to indicate he would be willing, if needed, to stand as Vice Chair of Planning for the year 2019-20.

32.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that Cllr Greenwood be elected Vice Chair of Planning for the year 2019-20.

33 Apologies for Absence

33.1 Apologies had been received and were accepted from Cllr Greenwood.

34 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 28 May 2019

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

34.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28 May 2019 be accepted as a true record.

35 To consider Matters Arising from the above Minutes

35.1 There were no matters arising from the above minutes.

Cllr Dean arrived at this point.

36 Declarations of Interest and Requests for Dispensations

36.1 There were no declarations of interest or requests for dispensation.

37 Consideration of Planning Applications

37.1 H/19/85243 – 5 Shears Road – Retention of raised timber decking – The Committee agreed to raise no objection to the application.

37.2 H/19/85298 – 227 Fair Oak Road – Proposed replacement porch – The Committee agreed to raise no objection to the application.

37.3 H/19/85564 – 14 Portal Road – Single storey rear extension – The Committee agreed to raise no objection to the application.

37.4 Cllr Parker-Jones informed the Committee that an application for replacing the sluice gates near Manor House has been made. As this is being considered by the Environment Agency and not the Borough Council, the Parish has not been consulted. Cllr Parker-Jones suggested that the Parish contact the Environment Agency to ask to be included in future applications that would affect Bishopstoke. The closing date for responses to the consultation is 21st June. The Clerk was asked to make contact with the Environment Agency.

Action: Clerk

37.5 Cllr Parker-Jones indicated that she had responded to the consultation with a number of concerns and offered to send a copy of her concerns to the Clerk. This will be included in the minutes as Appendix A.

Action: Cllr Parker-Jones

38 Report on recent planning decisions

38.1 H/19/84901 – 4 West Horton Lane – Retention of temporary wooden shed in rear garden – The Committee agreed to raise no objection to the application – The Borough Council permitted this application.

39 To recommend additions to the Planning Committee Terms of Reference

39.1 A memo containing suggested additions to the terms of reference had been circulated prior to the meeting.

39.2 The Clerk suggested two further additions to the terms of reference, those being “The Chair or nominated representative will be invited to relevant meetings concerning developments of 10 dwellings or more within the Parish” and “The Committee will monitor, and consider the impact on Bishopstoke of, major developments in nearby parishes”.

39.3 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that all three additions contained in the circulated memo, plus the two additions contained in item 39.2, be added to the Planning Committee terms of reference.

40 Clerk’s Report

40.1 The Clerk reported that there was nothing further to report.

40.2 Cllr Toher reported that she had attended the Bishopstoke, Fair Oak and Horton Heath Local Area Committee meeting as requested to outline the concerns that Bishopstoke Parish Council has with regard to missing planning applications. Having confirmed that they have the Clerk’s email correct the Borough has now, through the Local Area Manager Andy Thompson, forwarded an email detailing the mistakes that were made in each of the missing applications.

40.3 Cllr Toher indicated that the Borough had promised a formal response, which she expected to come in the form of a letter. The Clerk was requested to reply to the Borough indicating that a formal response is still expected, and that Bishopstoke Parish Council expects this to include steps to be taken to ensure this does not happen again.

Action: Clerk

40.4 Cllr Brown, as Chair, wished to put on record the Committee's thanks to Cllr Toher for attending the LAC meeting on the Committee's behalf.

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

41.1 The next meeting will be on Tuesday 25th June 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

41.2 Any agenda items should be submitted in writing to the Clerk by Monday 17th June 2019.

42 Motion for Confidential Business

42.1 Proposed Cllr Brown, Seconded Cllr Toher, **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.

43 Reported Breaches of Development Control (Confidential Business)

43.1 The Clerk reported no alleged breaches of Development Control.

43.2 The Clerk reported one concluded breach of Development Control.

43.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 11 June 2019**

Present: Cllrs Dean, Harris, Parker-Jones, Thornton, Tidridge, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Andrew Day (Bishopstoke Parish Council)
Cllr Ray Dean (Eastleigh Borough Council)

Public Session 0 members of the public were present

FGP_1920_M03/

Public Session

Cllr Harris, having completed his time as Chair of Finance and General Purposes, stood down and Cllr Winstanley, as Vice Chair of the Committee, assumed the role of Chair for the first agenda item.

23 Election of Chair

23.1 Proposed Cllr Parker-Jones, Seconded Cllr Dean, that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

23.2 Proposed Cllr Harris, Seconded Cllr Winstanley, that Cllr Thornton be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

23.3 A vote was taken with Cllr Tidridge receiving 4 votes and Cllr Thornton 3.

23.4 Proposed Cllr Parker-Jones, Seconded Cllr Dean, **RESOLVED** that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

Cllr Winstanley stood down and Cllr Tidridge assumed her role as Chair of Finance & General Purposes for the year 2019-20.

24 Election of Vice Chair

24.1 Proposed Cllr Harris, Seconded Cllr Winstanley, that Cllr Harris be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

24.2 Proposed Cllr Tidridge, Seconded Cllr Dean, that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

24.3 A vote was taken with Cllr Parker-Jones receiving 4 votes and Cllr Harris 3.

24.4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

25 Apologies for Absence

25.1 All Councillors were present.

26 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 May 2019

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

26.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 May 2019 be accepted as a true record.

27 To consider Matters Arising from the above Minutes

27.1 Minute 15.1 Cllr Winstanley reported that she had not yet been able to provide an email address for the photographer.

27.2 Minute 16.1 The Clerk noted that the full internal audit report had come before May's Full Council meeting.

28 Declarations of Interest and Requests for Dispensation

28.1 Cllr Thornton declared an interest in item 8 on the agenda – the grant for Eastleigh Mela.

29 To receive the RFO's report and approve the Budget Monitoring and Payments reports for May 2019

29.1 The Clerk provided the Committee with the RFO's report. The RFO reports that although it's another large month for payments, this is mainly Neighbourhood Plan costs, legal fees regarding the transfer of the Memorial Hall, legionella risk assessment costs, emergency and non-emergency tree work to cemetery and 1 play area, and the HALC annual subscription costs. The query over claiming VAT and changes to HMRC website have been resolved, and the 4 quarters of 2018-19 have now been claimed. Quarters 1-3 reclaims were received during May, Q4 received on 3rd June. The VAT is now fully up to date and will be kept so going forward. Bank balance is very healthy as a result of the VAT reclaims so no transfers have taken place from the Eastleigh Loan Account.

29.2 The Budget Monitoring and Payments reports for May 2019 had been circulated with the supporting documents for this meeting.

29.3 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for May 2019.

Cllr Thornton left the meeting at this point.

30 To make recommendations on the grant request from Eastleigh Mela

30.1 The grant request form had been circulated in the document pack for the meeting.

30.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** that the Council grant £500 to Eastleigh Mela.

Cllr Thornton returned to the meeting at this point.

31 To discuss possible locations for textile recycling banks

31.1 Following discussion the Committee agreed to request the Clerk respond to the request from Scope for potential locations noting that the Parish itself did not own any suitable land. The Clerk was

Initial: _____ Date: _____

asked to further suggest that it may be worth contacting local businesses such as the Bishopstoke Community Centre (contact Hampshire County Council for this), the River Inn and the Welcome Inn.

Action: Clerk

32 To make recommendations from the report on Parish software

32.1 A report on acquiring software for the Parish had been circulated prior to the meeting.

32.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the recommendations contained in the report on Parish software be followed.

33 To discuss issues around Glebe Meadow and make recommendations

33.1 A report detailing the current issues in Glebe Meadow had been circulated prior to the meeting.

33.2 A lengthy discussion followed in which possibilities ranging from making no changes through to removing the entire teen area on Glebe Meadow prior to the new area being constructed as part of the Glebe Meadow Project. Cllr Toher noted that the Borough had confirmed there was an amount of around £67,000 for equipment for a new teen area and £20,000 for the maintenance and upkeep of that area which needed to be used before 2023. Cllr Daly noted that the whole seating area was rusting through and may be a health and safety issue.

33.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that the Council temporarily remove the sheltered area and benches at the Glebe Meadow teen area, monitor any resulting impact, and publicise the police non-emergency number to encourage residents to report anti-social behaviour.

33.4 The Clerk was requested to check that the quote provided for removal of the shelter would leave the shelter sound enough to be reinstalled and if not, to get quotes that would serve that purpose.

Action: Clerk

34 To receive the Clerk's report, including an update on Parish Assets

34.1 Allotments – The Clerk reported that the Assistant Clerk continues to focus on Underwood Road, working on writing to tenants whose plots are not adhering to the cultivation policy, as well as non-maintenance of paths, greenhouses near paths without safety film, and now seed/weed nuisance plots. Slow worms have been sighted on top half of Underwood Road, the first time this has been reported to the Council. Rats have been spotted near the toilet block; there was some rubbish placed up alongside the building which the tenant has now cleared. The site reps will be asked to trim down the grass around it and hopefully this will discourage any rat nests if they are sited there. The site rep at Jockey Lane has been working hard on gathering tenants once a month to help keep paths clear, help any tenants struggling on their plots and is building a real community feel on site which is good to hear. Legionella risk assessments reports have been received for both allotment plots and the cemetery with nothing major to action except for training the Clerk and Allotments Assistant Clerk which will be arranged. Overall, the company feels the Parish Council are doing a good job of minimising the risks of legionella on the sites. Waiting lists area as follows: Jockey Lane – 7; Underwood Road – 3; Sewall Drive – 22; Nine Acres – 16 and the Nine Acres disabled access plots – 3.

34.2 Burials – There are two ashes interments and one full burial planned for June.

34.3 Cemetery – There is a reported dead pine in the Cemetery which the Assistant Clerk is in the process of having made safe.

34.4 Closed Churchyards – There is nothing further to report.

34.5 Parish Office – The Clerk indicated that there was nothing to report.

Initial: _____ Date: _____

34.6 Play Areas – The Clerk reported that Glebe Meadow continues to be a major cause for concern but that there have been minor incidents of vandalism at Sayers Road. A resident has reported that Templecombe Road is looking “tatty” and so the Clerk is investigating the costs of getting the paintwork redone and any other cost-effective action that might enhance the area.

34.7 General – The Clerk reported that whilst he would be preparing the document pack for the next Finance & General Purposes meeting it would be minuted by one of the Assistant Clerks. The Clerk requested that any agenda item requests be sent in a timely fashion as there will not be time to issue updated agenda.

35 Date, time, place and agenda items for the next meeting

35.1 The next meeting is scheduled to be on Tuesday 9 July 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

35.2 Agenda items for this meeting should be received by the Clerk no later than Monday 1st July 2019.

There being no further business, the Chair closed the meeting at 8:20pm

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Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 11 June 2019**

Resolutions to be noted by the Full Parish Council

23.4 that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

24.4 that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

26.2 that the Minutes of the Finance and General Purposes Meeting held on 14 May 2019 be accepted as a true record.

29.3 that the Committee approve the Budget Monitoring and Payments reports for May 2019.

Recommendations for consideration by the Full Parish Council

30.2 that the Council grant £500 to Eastleigh Mela.

32.2 that the recommendations contained in the report on Parish software be followed.

33.3 that the Council temporarily remove the sheltered area and benches at the Glebe Meadow teen area, monitor any resulting impact, and publicise the police non-emergency number to encourage residents to report anti-social behaviour.

Actions arising from this meeting

31.1 **The Clerk** was requested to contact Scope and suggest they contact local businesses to ask if they would be willing to have textile bins on site.

16.1 **The Clerk** was requested to check that the quote provided for removal of the shelter would leave the shelter sound enough to be reinstalled and if not, to get quotes that would serve that purpose.

Continuing actions

None

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 25 June 2019
MONTHLY STATEMENT OF ACCOUNT (May 2019)

Start 01/05/2019
End 31/05/2019

ITEM 9

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 19,409.93	£ 32,520.85		£ 21,053.28		£ 30,877.50
EBC	£ 210,602.83					£ 210,602.83
Total	£ 230,012.76	£ 32,520.85	£ -	£ 21,053.28	£ -	£ 241,480.33

Receipts in detail	
Burial Board	£ 3,245.00
Allotments	£ 13.33
Carnival	
VAT refund	£ 29,262.52
Misc.	
Total	£ 32,520.85

VAT	
Previously Claimed	£ 18,705.59
Claimed in May	£ 29,262.52
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2019 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to May 19	£ 111,495.93	£ 109,944.82	£ 9,162.08		£ 20,000.00	£ 210,602.83
May 19						£ 210,602.83

Notes