

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 26 September 2017

Present: Councillor S Toher (Chair)
Councillor G Tidridge (Vice-Chair)
Councillor P Brown
Councillor A Daly
Councillor A Dean
Councillor J Francis
Councillor T Mignot
Councillor L Parker-Jones
Councillor A Winstanley

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

Public Session 1 member of the public was present

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Public Session

55 Apologies for Absence

55.1 Apologies had been received and accepted from Cllr Greenwood, Cllr Harris, Cllr Roling and Cllr Thornton.

55.2 Cllr Moore was absent.

56 Councillors' Questions

56.1 Cllr Daly informed the Council that he had spoken to the Housing Association and the County Council regarding two blocked drains on Portal Road but that nothing had been done. It was believed that Vivid are the current owners of that land. Cllr Winstanley offered to raise this with the Local Area Manager.

Action: Cllr Winstanley

56.2 Cllr Daly also wished to record his thanks to a Borough street sweeper. Cllr Daly had informed the sweeper about a bag of rubbish that had been dumped in the disabled parking bays by Glebe Meadow and it had been taken care of quickly. The Clerk was asked to pass on these comments to the relevant Borough department

Action: Clerk

56.3 Cllr Francis informed the Council that there are 4 large bags of rubble, soil and other similar material that appear to have been dumped at the bus stop at the bottom of Sedgwick Road. Cllr Winstanley offered to have a look to determine whether they are on County Council land so that they can be informed.

Action: Cllr Winstanley

56.4 Cllr Winstanley asked what was happening with Sayers Road play area, and indicated that the Council may be better off going ahead and getting the new play area sorted rather than having to pay

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maintenance on the existing one. Cllr Toher explained that we are waiting for the Borough to inform Bishopstoke Parish Council how much funding is available before making any decisions. Cllr Mignot suggested that those figures should be available at the next liaison meeting. Cllr Winstanley asked for this to go on the next Finance & General Purposes agenda.

Action: Clerk

56.5 Cllr Brown noted the rise in vandalism and litter around Brookfield and wished to record his thanks to both Green Smile and the Clerk for the speedy way they have organised clean up and replacement verge protection over the past few weeks.

Action: Clerk

56.6 Cllr Toher informed the Council that, following the period of consultation and with no negative comments being fed back, the Y Zone contract has now been signed.

57 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 25 July 2017

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

57.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 25 July 2017.

58 To consider Matters Arising from the above Minutes

58.1 Item 40.2. There is still no report from the archaeologist from the Breach Lane site. Cllr Thornton now also has the details to contact them. The Clerk was asked to chase again.

Action: Clerk

58.2 Item 42.1 The Clerk informed the Council that no further contact has been received from Louise Cutts, but that any public meeting would be at the Bishopstoke Community Centre.

58.3 Item 47.6 The Clerk was requested to bring employee delegations before the Council at the next meeting.

Action: Clerk

58.4 Item 48.2 The Clerk was requested to bring Terms of Reference for Working Groups before the Council at the next meeting.

Action: Clerk

58.5 All other actions on the minutes had been completed.

58.6 The Clerk reminded the Council that Planning minutes are scrutinised in detail only at Planning Committee meetings, just as Finance & General Purposes minutes are scrutinised at F&GP meetings, and Full Council minutes are at Full Council meetings. The purpose of including the minutes of Planning and Finance & General Purposes meetings is that they serve as the report from the Chair of those committees. Full Council are only required to note the reports, and then vote on any recommendations and resolutions.

59 Declarations of Interest and Requests for Dispensations

59.1 Cllrs Brown, Parker-Jones, Toher and Winstanley all declared interests in Carnival Grants and Parish Grant awards, and in the proposed takeover of the Memorial Hall for Cllr Toher: Cllr Brown as a governor of Stoke Park Junior School; Cllr Parker-Jones as a member of Bishopstoke Players; Cllr Toher as Chair of Age Concern and a member of the Memorial Hall Committee and Cllr Winstanley as the Borough representative to both the Memorial Hall and Community Centre.

60 Report on Planning Committee Meeting of 25 July, 8 August and 12 September 2017– to note resolutions and determine recommendations

60.1 The Planning Committee Minutes from 25 July, 8 August and 12 September 2017 had been circulated prior to the meeting.

60.2 Cllr Brown noted that the minutes had been circulated and offered to answer any questions. Cllrs had no questions.

60.3 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 25 July, 8 August and 12 September 2017 be noted.

61 Report on Finance and General Purposes Committee Meeting of 12 September 2017 – to note resolutions and to determine recommendations.

61.1 The Finance and General Purposes Committee meeting minutes from 12 September 2017 had been circulated prior to the meeting.

61.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes from the Finance and General Purposes Committee meeting of 12 September 2017 be noted.

61.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 12 September 2017 be noted.

61.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the recommendations contained in the Cemetery Seat Policy report be adopted.

61.5 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Cemetery hut be demolished and not replaced.

61.6 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Parish Council top up the Carnival Street collection and award £200 to ARK Eastleigh, £180 to Age Concern, £200 to the Bishopstoke Community Centre, £200 to Friends of Stoke Park Junior School and £175 to Unshakeable +.

61.7 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Parish Council grant £1,640 to Bishopstoke Memorial Hall.

61.8 Cllrs again raised concerns regarding the position of trustees of the Memorial Hall on it being taken over by the Parish Council, and on whether there were any laws or regulations that need to be taken account before any final decision is made to complete the takeover. The Clerk informed the Council that the only trustees listed on the charity commission website were Mr Shehan, Mr Brown and Mrs Toher, all of whom have expressed a desire to have the Parish Council take over. What effect the charitable status might have and whether to keep it or not will form part of the work of the solicitor that the Council engages. Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the recommendations contained in Bishopstoke Memorial Hall report be adopted.

62 To receive the RFO's report and approve the July and August 2017 Statements of Accounts

62.1 The July and August 2017 Statements of Accounts had been circulated prior to the meeting.

62.2 The Clerk noted that the play eqpt maintenance and churchyard upkeep budgets were likely to be overspent this year. Play equipment has suffered from vandalism on several occasions this year, and the Sayers Road project has not moved quickly, so there is maintenance to be done there. The

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churchyard has some patches of the path that need retarmacking, which may well mean that the budget is overspent. The Clerk indicated that when budget preparations are underway, there will be an estimate of the predicted actual spend for this financial year, and that this will inform any increase of the budget for those two areas.

62.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive the RFO's report and approve the July and August 2017 Statement of Accounts.

63 To approve the annual insurance renewal

63.1 The new policy documents, schedule and fees had been circulated with the supporting papers for this meeting.

63.2 The Clerk informed the Council that this quote is for the final year of the long term agreement with the current insurers. There is a small increase in fees from £1,968.47 to £2,044.35.

63.4 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to approve the annual insurance renewal.

Action: Clerk

64 To approve and adopt the audited annual return for the year ended 31 March 2017

64.1 The audited annual return had been circulated with the supporting papers for this meeting.

64.2 The Clerk noted that the audit had been passed with no qualifications and that the only notes were to ensure the council complied with the recommendations of the internal auditor.

Action: Clerk

64.3 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously to approve and adopt the audited annual return for the year ended 31 March 2017.

65 To make decisions about staffing and recruitment

65.1 Cllr Toher informed the Council that the Human Resources Working Group had met to discuss the appointment of a second Assistant Clerk. It was agreed that shifting some of the current workload of the Clerk to another Assistant Clerk would free the Clerk up to undertake more of the overview and strategic work than is currently possible. Suggestions for work that could be allocated to a new member of staff included the RFO position, dealing with communications (website, Facebook, newsletter), clerking for some of the smaller Working Groups and possibly Carnival. The recommendation is for an initial contract of 10 hours per week, some in the office, some at home, with the potential for an increase if necessary. It is hope that the position can be filled as soon as possible with a potential start date of January 1st, 2018 in mind.

65.2 During discussion it was agreed that HALC should be contacted for advice on various areas regarding the contract and the recruitment process. It was hoped that the existing job description for the current Assistant Clerk could be adapted. It was also noted that the number of hours meant the job could suit a wide variety of people. Cllrs also acknowledged that Bishopstoke Parish Council is becoming bigger and taking on more roles and responsibilities.

65.3 Proposed Cllr Brown, Seconded Cllr Winstanley, **RESOLVED** unanimously to initiate the recruitment process to employ a second Assistant Clerk on an initial contract of 10 hours per week, aiming for a start date of January 1st, 2018.

Action: Clerk

Initial: _____ Date: _____

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

66.1 Cllr Dean reported that she had attended a very short Bishopstoke Memorial Hall meeting.

66.2 Cllr Tidridge reported that the Neighbourhood Plan survey is almost ready to be sent out.

66.3 Cllr Parker-Jones noted that it is Bishopstoke Players' 70th Anniversary performance this week and encouraged Cllrs and others to see the show.

67 To receive the Clerk's monthly report

67.1 The Clerk updated the Council on the situation regarding S106 money that had been allocated to road safety measures on Church Road. As had been reported in the planning meeting earlier, Hampshire County Council have received £20,000 with the remainder yet to be invoiced. HCC have spent around £5,000 on improvements around the front of Eastleigh Railway Station, and the remainder is earmarked for improving or constructing cycle paths between the railway bridge and the River Inn. The Council were outraged that this money has not spent as originally agreed and requested the Clerk write to HCC to express their anger and insist that an equivalent amount of money be spent on improving Church Road, as was signed up to by all parties.

Action: Clerk

67.2 The Clerk also informed Cllrs of the space that is now available on the Basic Planning for Parish Councils training course on 4th October. Any Cllr wishing to go should contact the Clerk as soon as possible.

Action: Cllrs

67.3 The Clerk reported that the Council has received a letter of thanks from the Street Pastors for the grant that they were awarded. Additionally, advice has been received regarding the sensory garden and the Council is recommended to initially remove all planting and allow a period of time to ensure it is weed free before inviting designs to re-establish a sensory garden. The Clerk was requested to action this.

Action: Clerk

67.4 The Clerk informed the Council that following the recent spate of vandalism at Blackberry Drive, dragons teeth have been put in to replace the knee rails. The Clerk wished to express his thanks to the Borough Council for the rapid response and the professional job they have done.

Action: Clerk

67.5 The Clerk reported that he had had several meetings recently, including the Y Zone quarterly meeting at which some of the problems in the Brookfield estate were discussed. He had also attended the Community Safety Group meeting and spoken with one of the PCSOs which cover Bishopstoke. She indicated that an effort was being made to alter shift patterns to enable the PCSOs to attend Full Council meetings, and that patrolling was currently being done in the car rather than on foot. The Clerk also reported on the local crime statistics that he had obtained. Of 95 crimes reported in the BIFOHH area in July, 37 of them had occurred in Bishopstoke. An email is sent out every two months and this will now be regularly reported on by the Clerk.

Action: Clerk

67.6 The Clerk noted that, despite the rain, Carnival weekend had gone ahead. A number of thanks have been received regarding the help given by volunteers on the Sunday morning in getting stall holders and their goods across the meadow to enable them to set up. The washup meeting takes place in October and planning will then start for next year.

67.7 Finally, the Clerk advised the Council that he had recently attended a meeting at St Mary's Church with an independent architect representing the diocese. The project to rebuild the walls either

side of the entrance gate has been included in the budget for several years now, but problems with obtaining a faculty from the diocese, and then obtaining diocese approval of the bricks and mortar to be used had led to many delays. Although all the work has now been agreed, as lime mortaring has to be done between April and October and the bricks are yet to be purchased, it is believed that it will not be possible to complete the work this year. If that is the case then the wall will be glued again to prevent further slippage or damage, and the work will begin as soon as possible after April.

68 To consider content for the September 2017 press release

68.1 It was agreed that the press release would mention the grants for the Memorial Hall and all the Carnival grants, the vandalism at Blackberry drive and that it is worth reporting to the police so that they can patrol hotspots, and the Armistice ceremony which will this year be on Saturday 11th November.

Action: Clerk

69 Date, time, place and agenda items for next meeting – Tuesday 24 October 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

69.1 Agenda items to the Clerk by Monday 16 October 2017 please.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____