

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 20 June 2017 at 7.30pm**

This Meeting is Open to the Public (7.30pm – Question Time)

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

Public Session Presentation from Louise Cutts on behalf of Bargate Homes

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 9 May 2017
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 23 May 2017 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 6 June 2017 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the May 2017 Statement of Account
9. To adopt the Annual Governance Statement for the year ended 31 March 2017
10. To approve the Financial Accounts for the year ended 31 March 2017
11. To decide on Bishopstoke Parish Council's participation in "A Nation's Tribute"
12. To approve the Parish Council's response to the Running Consultation
13. To approve creating a notice with information on the next Borough Council discussion of the Local Plan
14. To approve and, if necessary, appoint an Allotments Working Group
15. To approve the Parish Council writing to the Borough Council regarding the Countryside Gaps Review
16. To receive reports from County, Borough and Parish Councillors on matters of interest
17. To receive the Clerk's Monthly Report
18. To consider content for the June 2017 Press Release
19. Date, time, place and agenda items for next meeting – Tuesday 25 July 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D L Hillier-Wheal
Clerk to Bishopstoke Parish Council
15 June 2017

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

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 9 May 2017

Present: Councillor A Winstanley (Chair)
Councillor P Brown
Councillor A Daly
Councillor A Dean
Councillor J Francis
Councillor C Greenwood
Councillor T Mignot
Councillor A Moore
Councillor L Parker-Jones
Councillor M Thornton
Councillor S Toher

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

Public Session 1 member of the public was present.

FULL_1718_M01/

Public Session

Cllr Winstanley welcomed everyone to the Annual Meeting of Bishopstoke Parish Council. There were no members of the public wishing to speak.

1 Election of Chair

1.1 Proposed Cllr Parker-Jones, Seconded Cllr Moore that Cllr Toher be elected Chair of Bishopstoke Parish Council.

1.2 Proposed Cllr Thornton, Seconded Cllr Mignot that Cllr Winstanley be elected Chair of Bishopstoke Parish Council.

1.3 A vote was duly held, with Cllr Toher receiving 6 votes and Cllr Winstanley 5 votes.

1.4 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** that Cllr Toher be elected Chair of Bishopstoke Parish Council

2 Election of Vice-Chair

2.1 Proposed Cllr Thornton, Seconded Cllr Mignot that Cllr Winstanley be elected Vice-Chair of Bishopstoke Parish Council.

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Moore that Cllr Tidridge be elected Vice-Chair of Bishopstoke Parish Council.

2.3 A vote was duly held with Cllr Winstanley receiving 5 votes and Cllr Tidridge 5 votes. Cllr Toher, in her role as Chair, used her casting vote in favour of Cllr Tidridge.

Initial: _____ Date: _____

2.4 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** that Cllr Tidridge be elected Vice-Chair of Bishopstoke Parish Council.

2.5 Cllr Toher thanked Cllr Winstanley for all her work as Chair of Bishopstoke Parish Council in the previous year.

3 Apologies for Absence

3.1 Apologies had been received and accepted from Cllrs Roling, Tidridge and Chaffey.

4 Councillors' Questions

4.1 Cllr Moore asked the Chair if she would conduct meetings in a more relaxed, less gestapo-like fashion. Cllr Toher responded that she was certain Council meetings had always been conducted in the best interests of the Parish Council and she hoped that would continue.

4.2 Cllr Toher asked the Clerk if progress had been made on Neighbourhood Plan notes, and when the next steps would be taken regarding the Memorial Hall. The Clerk responded that the Neighbourhood Plan notes would be sent out later that week and a Memorial Hall meeting would be called following the appointment of the Working Group at this meeting.

Action: Clerk

4.3 Cllr Dean asked if there had been any progress on getting surveys done on the Memorial Hall and Community Centre. The Clerk answered that quotes had been obtained and a decision would be made soon.

5 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 28 March 2017

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

5.2 Proposed Cllr Thornton, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 28 March 2017.

6 To consider Matters Arising from the above Minutes

6.1 Cllr Toher noted with sadness that the proposed fete at Anchor Village is now not going ahead.

6.2 Actions from the previous meeting were reviewed.

160.1 HALC indicated the questionnaire can be published but not analysed.

160.2 The duck signs are still in place.

160.3 The steps have been covered in roofing felt.

160.4 The yellow lines are to do with speed bumps, not the bus stop, so they will remain.

167.4 The agenda item has been requested.

167.5 The update has been requested.

171.1 Contact not made yet, but the Clerk reported that the Local Area Manager, Andy Thompson, was involved in the project and may also be worth contacting.

171.5 The reminder was sent.

171.6 The letter was handed over.

173.1 Cllr Parker-Jones requested that the press releases also go to Cllrs.

7 Declarations of Interest and Requests for Dispensations

7.1 None declared or requested.

Initial: _____ Date: _____

8 Report on Planning Committee Meetings of 28 March 2017, 11 April 2017 and 25 April 2017 – to note resolutions and determine recommendations

8.1 The Planning Committee Minutes from 28 March 2017, 11 April 2017 and 25 April 2017 had been circulated prior to the meeting.

8.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 28 March 2017 and 25 April 2017 be noted.

8.3 Proposed Cllr Thornton, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 11 April 2017 be noted.

9 Report on Finance and General Purposes Committee Meeting of 11 April 2017 – to note resolutions and to determine recommendations.

9.1 The Finance and General Purpose Committee meeting minutes from 11 April 2017 had been circulated prior to the meeting.

9.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 11 April 2017 be noted.

9.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Statement of Internal Control be adopted by Bishopstoke Parish Council.

9.4 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Finance and General Purpose Committee meeting of 11 April 2017 be noted.

10 To review and confirm the terms of reference for Committees

10.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the terms of references for Committees be confirmed.

11 Appointments to Planning Committee and Finance & General Purposes Committee

11.1 The following Cllrs were appointed to the Planning Committee: Cllrs Brown, Dean, Francis, Greenwood, Thornton, Tidridge and Toher.

11.2 The following Cllrs were appointed to the Finance & General Purposes Committee: Cllrs Brown, Mignot, Parker-Jones, Thornton, Tidridge, Toher and Winstanley.

12 Appointments to Working Groups and external panel membership

12.1 Working Groups were appointed as follows:

Carnival: Cllrs Brown and Winstanley

Travel Token: Cllrs Dean, Moore, Parker-Jones, Thornton and Toher

Cemetery: Cllrs Brown, Dean, Moore, Parker-Jones and Toher

Communications and Engagement: Cllrs Francis, Tidridge and Winstanley

Neighbourhood Plan: Cllrs Dean, Tidridge, and Toher

Community Buildings: Cllrs Greenwood, Tidridge, Toher and Wnistanley

Standing Orders Review: Cllrs Greenwood, Parker-Jones, Thornton and Winstanley

Human Resources: The HR Group will consist of the Chair and Vice-Chair of the Parish Council, the Chair of Planning and the Chair of the Finance & General Purposes Committee.

12.2 Other appointments were made as follows:

Passenger Transport Forum: Cllr Thornton

Eastleigh District Association of Parish and Town Councils: Chair and Vice-Chair

Bishopstoke Memorial Hall: Cllr Dean

Bishopstoke Community Centre: Cllrs Thornton and Winstanley

BPC / LAC Liaison: Chair and Vice-Chair

Airport Consultative Committee: Cllr Toher (primary) and Cllr Moore (secondary)

Charities (inc. Twynhams): Cllr Winstanley

CPRE: Cllr Tidridge

Public Art (Bishopstoke Park & Cemex): Cllr Winstanley

Y-Zone: Chair

13 To receive the RFO's report and approve the March 2017 and April 2017 Statements of Account

13.1 The RFO reported that the Parish Council final accounts for 2016-17 had been approved by the internal auditor. All audit paperwork will be brought to the Finance & General Purposes Committee meeting on June 6th.

13.2 The March 2017 and April 2017 Statements of Account had been circulated prior to the meeting and were noted.

13.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to receive the RFO's report and approve the March 2017 and April 2017 Statements of Account.

14 To determine the consultation procedure for Sayers Road Play Area and plans to be included

14.1 The various plans for Sayers Road play area were on display in the Parish Office and notable items were explained by the Clerk. In addition to discussing the plans, Cllrs also discussed exploring possible options for prevention of vandalism. Consultation should be both in local schools and in the play area itself.

14.2 Cllr Winstanley advised that if one particular piece of equipment in an otherwise unsuccessful plan were to prove popular it might be possible to ask the company to switch equipment.

14.3 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council undertake a public consultation including play area plans from VitaPlay, Sovereign and Sutcliffe.

15 To approve the Open Spaces contract specification and appoint the tender panel

Initial: _____ Date: _____

15.1 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Open Spaces contract specification be approved.

15.2 It was agreed that the tender panel would consist of the Chair, Vice-Chair, Chair of Finance & General Purposes and Cllr Winstanley.

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

16.1 Cllr Brown reported that he had attended a governors' meeting at Stoke Park Junior School at which cuts to the budget and a need for new governors had been discussed. Cllr Thornton reported that similar discussions were being had at Wyvern

16.2 Cllr Parker-Jones asked about the notices regarding the Carnival Court and Carnival Programme Cover competition that were on the Parish noticeboards. The Clerk replied that there were 4 entries for the Carnival Court and around 30 for the Programme Cover.

17 To receive the Clerk's monthly report

17.1 The Clerk reported on a recent increase in vandalism at Brookfield Play Area, which has also been reported by a member of the public. This has been reported to the Police and they are following up. A Dementia Friends session is taking place at Anchor Village on 24th May and both the Clerk and Cllr Greenwood recommended this to Cllrs. The new deadline for the newspaper to go to print is June 8th, so any amendments should be with the Clerk by June 1st. The Clerk also requested text from the Neighbourhood Plan group by 1st June. The Travel Token group are due to meet but that has been put on hold until the Travel Token publicity can go out with the newsletter. Following a request from Cllr Tidridge the Clerk was pleased to announce he had ordered hedgehog awareness stickers to be placed on allotment machinery and held in the office, and a bees nest and a number of tadpoles have been safely removed from the allotment sites and rehomed.

17.2 The Clerk noted the resignation of Cllr Chaffey from the Parish Council. The Council accepted his resignation with regret and asked about the procedure going forward. The Clerk indicated he would make the necessary public declarations the following day and contact the Borough Council for further information. If 10 or more electors from the Bishopstoke East electorate request a poll then a bye-election will take place, for which the Parish Council will have to pay. If there are fewer than 10 such requests then the Council can co-opt a new Councillor.

17.3 The Clerk was asked to send an official acceptance of Cllr Chaffey's resignation.

Action: Clerk

18 To consider content for the May 2017 press release

18.1 It was agreed that the press release would mention the new Chair of the Council and the Committees; the Play area consultation; the Carnival – with a focus on the parade and the recent work on moles at Bishopstoke Cemetery.

Action: Clerk

19 Date, time, place and agenda items for next meeting – Tuesday 20 June 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

19.1 Agenda items to the Clerk by Friday 9 June 2017 please.

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

Initial: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 23 May 2017

Present: Cllrs Toher (Chair), Brown, Dean, Francis, Greenwood, Thornton and Tidridge

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

Public Session 1 member of the public was present

PLAN_1718_M03/

Public Session

Cllr Toher welcomed everyone back to Planning for another year, and welcomed Cllr Tidridge to the Planning Committee for the first time.

The Committee wished to record their thoughts and sympathies for all those affected by the attack in Manchester the previous night. As a mark of respect, a minute's silence was observed.

22 Election of Chair

22.1 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** that Cllr Greenwood be elected Chair of the Planning Committee for the year 2017-18.

23 Election of Vice-Chair

23.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** that Cllr Brown be elected Vice-Chair of the Planning Committee for the year 2017-18.

24 Apologies for Absence

24.1 All Committee members were present.

25 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 25 April 2017

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

25.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 25 April 2017 be accepted as a true record.

26 To consider Matters Arising from the above Minutes

26.1 Cllr Dean asked if there had been any update on the archaeological finds at the Cemex development. The Clerk replied that there had not been and was asked to contact them again.

Action: Clerk.

27 Declarations of Interest and Requests for Dispensations

27.1 None declared or sought.

Initial: _____ Date: _____

28 Consideration of Planning Applications

28.1 F/17/80047 – 1 St Austell Close – Retrospective: Retention of single storey side extension, porch canopy to front elevation and boundary fence to front – The Committee agreed to Raise No Objection to the application.

28.2 F/1780238 – 9 Sunningdale Close – Single storey side and rear conservatory – The Committee noted this application had already been approved by the Borough Council.

28.3 F/17/80350 – 37 Rogers Road – Loft conversion with gable extension and rear facing dormer window. Single storey rear extension and garden store building – The Committee agreed to Raise No Objection to the application.

28.4 T/17/80138 – Oakbank Cottage, 1 Oakbank Road - Crown reduction by 3m to 1no. Yew to – The Committee agreed to Raise No Objection to the application, but with a comment requesting that either the tree be thoroughly checked for nesting birds before any work commences, or that the work be delayed until the end of nesting season.

28.5 T/17/80360 – 16 & 17 Oak Coppice Close - Reduce crown spread and clear overhanging branches of 2no. Oaks to front, reduce overhanging branches of 1no. Oak to front, reduce lower limb and remove lower limb of 1no. Oak and reduce crown spread of 1no. Oak – The Committee noted this application had already been approved by the Borough Council.

28.6 T/17/80376 – 113 Templecombe Road - Rebalance crown and cut back to previous reduction point of 1no. Field Maple to rear - The Committee agreed to Raise No Objection to the application, but with a comment requesting that either the tree be thoroughly checked for nesting birds before any work commences, or that the work be delayed until the end of nesting season.

28.7 Following questions from Councillors, the Clerk was requested to ask both the Borough Council and the Forestry Commission what rules or laws apply to tree work done during the nesting season. Additionally the Clerk was asked to enquire as to the designation of Stoke Park Woods – either commercial or leisure. The Committee wished to extend an invitation to the Forestry Commission to send a representative to the Parish Council to present to them on their role and duties, and how they manage trees. Cllr Thornton requested to be copied in on all emails so that he could add his weight as a County Councillor behind them.

Action: Clerk

29 Report on recent planning decision

29.1 A/17/80137 – River Inn, 2 Fair Oak Road – Display of 2no. internally illuminated fascia signs, 2no. internally illuminated totem signs and 2no. internally illuminated free standing signs – The Committee agreed to object on the grounds of light pollution in the conservation area – EBC consented to the application.

29.2 F/17/80142 – 317 Fair Oak Road – Single storey front and side extension – The Planning Committee agreed to raise no objection to the planning application, but wished to request the same conditions be applied to the work as previously. The Clerk was requested to contact the Borough Council and ask whether all residential applications could have this restriction applied. – EBC permitted the application.

29.3 F/17/80048 – 6 St Austell Close – Erection of porch (retrospective) – The Planning Committee felt there had been no change to the porch and as such all the reasons given by the Borough Council for refusing the previous application still applied. The Committee wished to object on those grounds – EBC Refused the application.

29.4 F/17/80184 – 48 Whalesmead Road – Single storey rear extension – The Committee agreed to Raise No Objection to the application – EBC permitted the application.

Initial: _____ Date: _____

30 Clerk's Report

30.1 The Clerk reported that the Borough Council have launched a new online planning portal, but that it is having some initial difficulties. Accordingly, the responses from the meeting will be slightly delayed to allow the website to be stabilised.

30.2 The owners of 3 Sayers Road have appealed against the Borough Council's decision to refuse their planning application.

30.3 The Clerk reported that he had been informed of an online post by Borough Cllr House, stating that the Borough Council now has 5 year land supply in place. The Clerk was requested to confirm this with the Borough Council.

Action: Clerk

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

31.1 The next meeting will be on Tuesday 6 June 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

31.2 Any agenda items should be submitted in writing to the Clerk by Monday 29 May 2017.

32 Motion for Confidential Business

32.1 The motion was not proposed as it was not necessary.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 6 June 2017

Present: Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge, Toher and Winstanley

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

Public Session 1 member of the public was present

FGP_1718_M02/

Public Session

Cllr Thornton welcomed the new Finance & General Purposes Committee to their first meeting.

11 Election of Chair

11.1 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.

12 Election of Vice-Chair

12.1 Proposed Cllr Tidridge, Seconded Cllr Toher that Cllr Parker-Jones be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.2 Proposed Cllr Thornton, Seconded Cllr Brown that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.3 A vote was duly held with Cllr Parker-Jones receiving 3 votes and Cllr Winstanley receiving 3 votes. Cllr Thornton, as required in his capacity as Chair, used his casting vote and elected to vote for Cllr Winstanley.

12.4 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

13 Apologies for Absence

13.1 Apologies had been received and were accepted from Cllr Mignot.

14 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 April 2017

14.1 The draft minutes had been circulated with the supporting papers for this meeting.

14.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.

Initial: _____ Date: _____

15 To consider Matters Arising from the above Minutes

15.1 Regarding Minute 9.4, Cllr Parker-Jones asked whether the trees listed as having TPOs were all still in place. The Clerk answered that he had no proof, but that it would be a useful item to add to the next tree report that the Parish Council obtains. Cllr Toher asked if the Clerk would appreciate Cllrs notifying him if they became aware of any trees on the TPO list that were no longer there. The Clerk replied that he would. Cllr Winstanley informed the Committee that when work had been approved at The Mount, all TPO trees on the site had had their status continued.

Action: All Cllrs

16 Declarations of Interest and Requests for Dispensation

16.1 Cllr Winstanley declared an interest in agenda item 12, regarding the grant requests from both the Bishopstoke Community Association and the Asian Welfare & Cultural Association.

16.2 Cllr Thornton declared an interest in agenda item 12 as a trustee of the Asian Welfare & Cultural Association

17 To receive reports from Working Groups

17.1 Carnival: The report from the previous Carnival Working Group meeting had been circulated with the supporting papers for this meeting. There were no questions.

17.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to accept the reports from the Working Groups.

18 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April and May 2017

18.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

18.2 The RFO reported that a number of items in the payments list relate to vandalism at Brookfield Play Area, and there would be more to come. The RFO was also pleased to report that the bees that had been removed from the allotments were happily settled in their new home. The RFO also noted the first half of the PCSO payment, and reported that he was making enquiries as to whether Bishopstoke Parish Council is receiving what it should be.

18.3 Cllr Parker-Jones stated her belief that the Council had originally only agreed to sign the contract for one year, meaning that this should have come back before the Council before being approved. The Clerk offered to check back through the minutes to find out. Cllr Parker-Jones also reported that the PCSOs hold regular events in Fair Oak, but none in Bishopstoke. The Clerk was asked to find out why this was the case, and to find a suitable venue for it to happen. Cllr Toher stated that the Parish used to receive a monthly report from the PCSOs regarding crime levels and asked the Clerk to get this reinstated.

Action: Clerk

18.4 The bank balances as at 30 April 2017 were: Co-op bank £5,922.82 and EBC Loan Account £228,429.39. At 31 May 2017, they were: Co-op bank £16,136.02 and EBC Loan Account £213,429.39

18.5 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.

Initial: _____ Date: _____

19 To consider, and recommend approval of, the Annual Governance Statement for the year ended 31 March 2017

19.1 Paperwork detailing how Bishopstoke Parish Council satisfies the requirements of each section of the Annual Governance Statement had been circulated with the supporting papers for this meeting.

19.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

20 To consider, and recommend approval of, the Financial Accounts for the year ended 31 March 2017

20.1 The Financial Accounts details had been circulated with the supporting papers for this meeting.

20.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

21 To approve current direct debit payees

21.1 The list of current recipients of direct debits, along with the reasons for the payments, had been circulated with the supporting papers for this meeting.

21.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RESOLVED** unanimously that the current direct debit payees be approved.

22 To consider, and make recommendations on, grant requests from the Bishopstoke Community Association, the Street Pastors and the Asian Welfare & Cultural Association

22.1 Paperwork detailing the grant applications had been circulated with the supporting papers for this meeting.

22.2 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** (with Cllr Winstanley abstaining) that £1,000 be granted to Bishopstoke Community Association.

22.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that £500 be granted to the Street Pastors.

22.4 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RECOMMENDED** (with Cllrs Winstanley and Thornton abstaining) that £500 be granted to the Asian Welfare & Cultural Association.

22.5 The Clerk was requested to amend the grant forms and procedures so that bank details are only asked for after the grant has been approved.

Action: Clerk

23 To consider provision of benches at Earls Close and Otter Close

23.1 Cllr Thornton reported a request from residents to have benches sited on the paths between the Whalesmead estate and the Brookfield estate. The Clerk was asked to investigate possible locations, along with specifying the location for a bench in the Otter Close area.

Action: Clerk

23.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.

Initial: _____ Date: _____

24 To approve the revised Cemetery regulations and policies

24.1 The revised Cemetery regulations and policies had been circulated with the supporting papers prior to this meeting.

24.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.

24.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated Cemetery regulations.

24.4 Cllr Toher noted that the opening paragraphs of the Memorial policy now reflect that people grieve differently and that Bishopstoke Parish Council is sympathetic to that.

25 To approve the revised allotment tenancy agreement, and provision of allotment safety advice

25.1 The revised allotment tenancy agreement and the allotment safety advice had been circulated with the supporting papers for this meeting.

25.2 Following discussions, a number of amendments were agreed by the Committee.

25.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.

25.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.

25.5 The Clerk was requested to add the creation of an Allotment Working Group to the next Full Council agenda.

Action: Clerk

26 To discuss and make recommendations on the Glebe Meadow Sensory Garden

26.1 Notes regarding the Glebe Meadow Sensory Garden had been circulated with the supporting papers for this meeting.

26.2 Following discussion, it was agreed that the best approach would be in two stages. First, to get the current garden generally tidied and looking good and second to invite plans and designs to revamp the garden for the future.

26.3 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

Action: Clerk

26.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

27 To receive the Clerk's Report, including an update on Parish Council assets

27.1 Cemetery: The Clerk reported that the annual memorial inspections were taking place in June. To date this Council year there have been 1 new burial and 2 ashes re-openings, with 1 new ashes burial and 2 re-openings booked for June so far. The Clerk was requested to forward the wording of the memorial notices to Cllrs.

Action: Clerk

Initial: _____ Date: _____

27.2 Allotments: The Clerk reported that bath cleaning has now taken place on Council-owned baths. Also, 3 of the 4 baths at Jockey Lane have been removed due to cracking. Following the cleaning, the Council has a 6 month period before they have to be cleaned again in which to decide the future of any allotment baths. The Clerk indicated that it would be appropriate for the Council to make a final decision on baths in September, as that would least disrupt the growing season for plot holders. Slabs are being placed beneath the three taps where there used to be baths at Jockey Lane to allow a firm foundation for watering cans or buckets. The allotment inspection process is going well, and is expected to get quicker as smaller issues are dealt with.

27.3 Play Area: The Clerk reported that the annual play area inspections have now taken place. There are a few repairs to be done on some sites, for which quotes are being obtained. Sayers Road is now in need of some repair work to keep it going before a decision is taken on a new play area.

27.4 The office will be closed on Thursday 8th June due to the amount of traffic from the election,

27.5 The Clerk reported that he had recently attended a very positive first meeting of the public art steering group for the Mount site. Cllrs asked to be notified when there is a public event for this project. The Clerk had also had meetings with representatives of Bellway at the Cemetery to discuss the Cemetery extension and the new allotments. Work is progressing well in some areas but there are concerns in others. They are not at the point where Eastleigh Borough Council can begin the 12 month monitoring period. The Clerk was requested to invite the Lead Member of the Cemetery Working Group to future meetings, and to forward a copy of the Section 106 agreement pertaining to the extension. The Clerk was also asked to contact the Chief Executive of EBC regarding lack of response to questions from Borough Council officers.

Action: Clerk

27.6 The Clerk and Cllr Toher had attended the opening ceremony for the new play area in Stoke Park Infants' School, including the Storyteller Throne for which the Council had provided a grant.

27.7 The Clerk informed the Committee that he would be attending Code of Conduct training on June 14th at St Mary's stadium, and that the by-election would take place on Thursday 29th June.

28 Date, time, place and Agenda Items for the next meeting

28.1 The next meeting is scheduled to be on Tuesday 11 July 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

28.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 30 June 2017.

There being no further business, the Chair closed the meeting at 9.15pm

Resolutions to be noted by the Full Parish Council

- 11.1 that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.
- 12.4 that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.
- 14.2 that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.
- 17.2 to accept the reports from the Working Groups.
- 18.5 that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.
- 21.2 that the current direct debit payees be approved.
- 23.2 that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.
- 26.3 to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

Recommendations for consideration by the Full Parish Council

- 19.2 that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 20.2 that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 22.2 that £1,000 be granted to Bishopstoke Community Association.
- 22.3 that £500 be granted to the Street Pastors.
- 22.4 that £500 be granted to the Asian Welfare & Cultural Association.
- 24.2 that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.
- 24.3 that the Parish Council approve the updated Cemetery regulations.
- 25.3 that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.
- 25.4 that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.
- 26.4 that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

**PARISH COUNCIL MEETING ON 20 June 2017
MONTHLY STATEMENT OF ACCOUNT (May 2017)**

ITEM

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 12,909.80	£ 5,122.12	£ 15,000.00	£ 16,895.90		£ 16,136.02
EBC	£ 228,429.39				£ 15,000.00	£ 213,429.39
Total	£ 241,339.19	£ 5,122.12	£ 15,000.00	£ 16,895.90	£ 15,000.00	£ 229,565.41

Receipts in detail	
Burial Board	£ 1,075.00
Allotments	£ 26.66
Carnival	
VAT refund	£ 4,020.46
Misc.	£ -
Total	£ 5,122.12

VAT	
Previously Claimed	£ 4,020.46
Claimed in April	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to May	£ 168,271.92	£ 78,896.60	£ 11,260.87		£ 30,000.00	£ 228,429.39
May					£ 15,000.00	£ 213,429.39

Notes

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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 smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
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 smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
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.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward			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			Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts			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			Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments			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			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			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			This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings			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 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.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

BISHOPSTOKE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		16C

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ELANOR S. GREENE

Signature of person who carried out the internal audit [Signature] Date 27/4/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

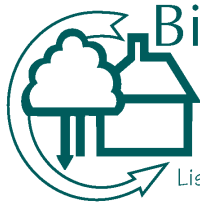
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



Completion of Annual Governance Statement & Accounting Statements

The first step in completing the audit process is to have the accounts signed off by an Internal Auditor. This was completed, and is shown on page 5 of the audit document. The Auditor will only sign this if the accounts have been kept in proper fashion and the Council has followed all the necessary regulations. Additionally, the Council has to demonstrate completing financial risk assessments, bank reconciliations and so on.

The next stage is to complete the Annual Governance Statement.

There are 9 boxes to tick, each with a different statement forming part of an overall statement of sound financial governance.

Box 1 Accounts prepared in accordance with regulations

If this had not been done, the internal auditor would not have signed off the accounts

Box 2 System of Internal Control

The Council has recently approved both the Statement of Internal Control, and the Financial Risk Assessment document

Box 3 Legal Compliance

The Council has only done what it has the legal power to do. Again, non-compliance is something that would usually be picked up by either Cllrs or the Internal Auditor

Box 4 Exercise of Electors' Rights

This was done properly last year following the submission of accounts in accordance with all legal requirements

Box 5 Assessment of Risks

The Council has recently approved the Financial Risk Assessment document

Box 6 Internal Audit

The Council has undergone both the interim and end of year internal audit, and has had its accounts and practices signed off

Box 7 Action on matters raised by audit

There were no matters raised by the external auditor last year. The interim audit raised some points which have been addressed

Box 8 Consideration of litigation, liability or other commitments

The Council discloses everything required regarding its business activity.

Box 9 Trust Funds

This is not applicable as the Council is not a trustee of any fund

I believe everything is in order regarding the accounts and the accounting systems used by Bishopstoke Parish Council. I therefore recommend that Boxes 1 to 8 be ticked as "Yes", and Box 9 ticked N/A.

For the Financial accounting statements, which are being dealt with in a separate agenda item, the figures are as follows:

	31/03/2016	31/03/2017
1 Balances b/f	£146,180	£166,194
2 Precept	£134,447	£141,520
3 Other receipts	£37,881	£36,736
4 Staff costs	£37,187	£47,110
5 Loan interest	£0	£0
6 Other Payments	£115,127	£123,764
7 Balances c/f	£166,194	£173,575
8 Total cash value	£163,953	£169,320
9 Total fixed assets	£223,937	£225,232
10 Total borrowing	£0	£0
11 Trust fund disc.	No	No

These figures have all been approved by the internal auditor

I recommend that these figures be entered into the boxes on Section 2 of the audit return

9 MAY 2017

BATTLE'S OVER - A NATION'S TRIBUTE

Dear Colleagues,

On 3 August 1914, Britain's foreign minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London's Mall, leading to Buckingham Palace, when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime".

Our country was about to be plunged into the darkness of the first world war (WW1), and it would be four long years before Britain and Europe would again experience the light of peace.

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11 November 2018 - a century after the guns fell silent. You will be pleased to know that more than 320 organisations have already confirmed their involvement.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve.

The beacons will symbolise the light of hope that emerged from the darkness of war, and we hope that your organisation will join us in this important national commemoration on Sunday 11 November 2018, especially as the majority of you would have had a previous member of your family involved in this four year conflict.

Detailed co-ordination begins in April 2017, when the Pageantmaster will publish a special Guide to Taking Part, similar to that produced for Her Majesty The Queen's Birthday Beacons on 21 April this year. If you can confirm your involvement by the end of March 2018 we will be able to include your organisation in the guide's acknowledgements pages before it is distributed to others encouraging their involvement too.

Participating councils, organisations and community groups will also receive a special certificate as a permanent reminder of their involvement in this special tribute.

There are a number of cost-effective ways of participating in the chain of beacons.

1. Use existing beacon braziers on tall wooden poles erected in 1988 and for other recent anniversaries.
2. Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.
3. Use the gas-fueled VE beacons lit to commemorate the 70 year anniversary of VE Day in 2015.
4. Use the gas-fueled beacons lit for The Queen's 90 year old birthday in April this year.
5. Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing the Pageantmaster (contact details are: Bruno Peek LVO OBE OPR, Pageantmaster, Battle's Over - A Nation's Tribute, telephone: +44 (0)7737 262 913 and email: brunopeek@mac.com) with the following details as soon as possible to ensure that you are included in the guide and on our website for others to consider taking part.

- Name of organisation
- Name of beacon co-ordinator
- Address of beacon co-ordinator
- Telephone number
- Mobile number
- Email
- County
- Country
- Beacon location

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion.

We do hope that you will be able to join in this special tribute.

Yours sincerely,

A handwritten signature in black ink that reads "Sue Baxter". The signature is written in a cursive, slightly slanted style.

Cllr Sue Baxter
Chairman, National Association of Local Councils

Running Free Consultation

What is in this for local councils?

This LAIS advises councils about *Running Free: Consultation on preserving the free use of public parks* which affects local councils providing parks or with an interest in the use of parks managed by others within their area. This consultation proposes to set a significant precedent of prohibiting local authorities, including local councils, from charging parkrun and junior parkrun, and potentially other organisations for use of their park.

It is important that Government is advised of any additional costs, such as repair and maintenance costs or loss of revenue, that might be incurred by local councils if the proposals are implemented. When Government introduces measures which create additional burdens, they should provide full and proper funding to ensure that additional cost is not placed on the council tax (under the New Burdens Doctrine).

Responses to the consultation should be made to: runconsultation@communities.gsi.gov.uk or Jim Jobe/Carol Whale Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF

Date: Consultation deadline - 5 July 2017

References to local councils: 10

Pages: 12

Details

The Department for Communities and Local Government is consulting on proposals to legislate to prohibit local authorities, including local councils, from charging parkrun or junior parkrun for the use of public parks. This follows the decision of Stoke Gifford Parish Council to introduce a charge for parkrun use of their park. The consultation is entitled *Running Free: Consultation on preserving the free use of public parks*.

Parkrun organise free, weekly five kilometre runs in local parks every Saturday morning. Junior parkrun is an associated event for children aged 4 to 14 taking place every Sunday morning in local parks. Parkrun is a not-for-profit company and relies on donations and sponsors. The local events are supported by volunteers and the parks remain open as usual to other users. On 12 April 2016 Stoke Gifford Parish Council voted to charge parkrun for the use of Little Stoke Park. The reasoning for this decision is not fully considered within the proposal. Councils wishing to see the full statement from the Parish Council can use the link below (see references).

Why should Parkrun UK contribute towards Little Stoke Park Maintenance?

- Parkrun are an organised group with paid directors and staff and attract over 300 runners using the park & facilities each week.
- There is no limit to the number of runners that use the park. • They are sponsored by national companies.
- They monopolise the park paths and car park between 0830 & 1030 each Saturday and Sunday.
- They use the parks toilets and washing facilities.
- They use Council storage space.
- A large number of runners are from outside the Parish of Stoke Gifford and come from all across South Gloucestershire, Bristol and further afield to use the facilities in this area (which are financed by Stoke Gifford Council tax payers).
- Little Stoke car park is too small for their parking use.
- Complaints have been received from local residents relating to pavement & grass verge parking, park users and hall hirers regarding a number of incidents involving runners over the last three years.

Parkrun are an organised group and like any other group using the facilities should contribute towards the maintenance.

The Parish Council has only recently paid out £55,000 from public funds for resurfacing the car park and with the additional 300+ runners per week, will shortly need to replace / repair the path at an estimated cost of £60,000, so as Parkrun are significant users of the path on a regular basis they should contribute towards the upkeep. www.stokegifford.org.uk.

It is important to note that, although this consultation ostensibly contains proposals designed to prevent charging for parkrun and junior parkrun, Government is also consulting on whether the proposals should be extended to events managed by other organisations. Should central Government intervene and implement proposals to take away the freedom of local councils to make decisions affecting use of the facilities funded by the local community, local councils will wish to see clear guidance on:

- The type of events for which a charge may be applied
- The extent to which the taxpayer will be expected to cover costs for events for which councils cannot charge and
- How to distinguish between the status of organisations to determine whether a charge may be applied, particularly where organisations have paid beneficiaries.

The proposal is not presented neutrally but reflects an emphasised Government policy position throughout. For example, the consultation states:

“5. On 12 April 2016 Stoke Gifford Parish Council voted to impose a charge on parkrun for the use of Little Stoke Park, a local park in the parish. Such a decision is entirely contrary to the objectives of this government both for health and for voluntary community action.

6. Local authorities quite legitimately charge for a variety of different events and specific activities that take place in local parks. The government considers that it is appropriate for the public to pay a reasonable sum for the exclusive use of a facility such as a tennis court or for the shared use of a facility such as a golf course. It is also considered appropriate for charges to be made for special events such as outdoor concerts or other ticketed events that generate a profit for the local authority or the event organiser.

7. However, the government does not consider it appropriate for a local authority to charge a volunteer community seeking to provide a free weekly event for the use of a public park, overturning our long standing convention of free access to parks for their everyday use.

8. The government considers it important that action be taken to prevent other local authorities following Stoke Gifford Parish Council’s example.”

The proposal clearly intends to ensure that parkruns and junior parkruns do not attract a charge but views are also sought on whether local authorities should be able to charge professional dog walkers, personal trainers and other individuals and organisations that use public parks in relation to business, particularly where that activity does not involve exclusive use of a public park or part of a public park. So, Government starts from the position that “Public parks must always be free for everyday use” but accepts that charges are acceptable for “exclusive use of a facility” and cites examples such as use of a tennis court and where there is a charge for a ticketed event such as a concert held in the grounds of a park.

Government states: *“Where an event is local in the sense it is unconnected with any national organisation, or where it is not a regular event, for instance an annual community event or annual organised sporting event, we would expect the event organisers and the relevant local authority to mutually agree the arrangements for the event on an individual basis, including any charge that the local authority would, or would not, make in relation to holding the event in a public park. We recognise that local authorities can legitimately charge for the use of*

parkrun reaction to Stoke Gifford Parish Council decision
 Posted on [April 12, 2016](#) by [glenturner](#)
 Chief Operating Officer for parkrun Tom Williams said:
 “We are extremely disappointed that Stoke Gifford Parish Council has voted to impose a charge at Little Stoke parkrun.
 “parkrun has had unprecedented success in engaging the least active and encouraging them to exercise regularly. Providing free weekly access has been fundamental to this and we are disappointed that this opportunity is to be removed for the residents of Little Stoke.
 “Our aim is to break down barriers to participation in, and delivery of, physical activity and this is consistent across 850 parkruns worldwide, which are all delivered by volunteers and are free to take part in. Imposing a charge at one event is something that contradicts our founding principles and would set a precedent that threatens our future.
 “As a nation we must make a decision about whether we want to be healthier or not. The costs to all of us of inactivity and poor health are immense. parkrun has had enormous success at bringing communities together and promoting physical activity in safe and welcoming social environments.
 “The past six months have been an uncertain and difficult time for everyone involved with Little Stoke parkrun and our entire global community of more than two million parkrunners is behind them as we discuss our next steps.” <http://www.parkrun.org.uk>

certain facilities. Local authorities are responsible for the stewardship and maintenance of public parks and, where appropriate, it is not unreasonable that park facilities be used to raise revenue."

It is less clear what stance Government takes on the following but the examples included do give an indication of some of the areas where there might be practical difficulties or legal disputes in relation to where the line is drawn, depending on the nature of any resultant legislation:

- *"more formal organised sporting events that happen less frequently, such as fun runs or races organised by local running clubs where, unlike parkrun or junior parkrun, an entrance fee may be charged"*
- *"Individuals and organisations may choose to make use of a public park in the course of their business...for instance, professional dog walkers who exercise their clients' dogs in a public park, or personal trainers who exercise with their clients in a public park. Organisations that run fitness classes for groups of paying clients...These activities do not require exclusive use of a public park"*
- *"community events, such as local fetes or community days, and these events may involve a commercial element"*
- *"traditional businesses such as cafes, either permanent or seasonal" and*
- *"a visiting funfair"*

Within the consultation, Government alludes to limitations on the ability of local councils and other local authorities to be able to charge for park use. It states that section 19(2) of the Local Government (Miscellaneous Provisions) Act 1976 provides that local authorities can provide, and charge for, recreational facilities. The list of facilities includes pitches for team games, tennis courts, golf courses and bowling greens, but does not specifically refer to parks. Government also notes that the legislation allows a local authority to provide, and charge for, facilities in connection with recreational facilities, listing parking spaces and places at which food and drink may be bought but parks are not specifically mentioned. However, they do note that the General Power of Competence enables councils to charge for the provision of services. Section 1(1) of the Localism Act 2011 provides that "a local authority has power to do anything that individuals generally may do" as long as they are eligible and are not prevented in some way from doing so e.g. through other legislation.

Government is using its powers under section 151 of the Local Government and Housing Act 1989 to make regulations to prohibit, limit or repeal powers for a local authority to make a charge.

151 Power to amend provisions about charges

(1) Subject to subsection (4) below, this section applies in the case of an existing provision to the extent that the provision allows (as opposed to requires) a charge to be imposed in respect of anything which is done by relevant authorities (or any of them) and which is not done in the course of exercising an excepted function.

(2) The Secretary of State may make regulations—

(a)repealing the provision concerned to the extent that it so provides,

(b)amending the provision to that extent, or

(c)repealing the provision to that extent and replacing it with new provisions;

and subsection (6) of section 150 above applies in relation to regulations under this section as it applies in relation to regulations under that section.

Extending any such prohibition, limitation or repeal to local (parish) councils will require a further, negative resolution, instrument under section 152(4) of the Local Government and Housing Act 1989.

152 Interpretation, consultation and commencement of ss. 150 and 151.

(4) The Secretary of State may by order made by statutory instrument provide for any other body to be, or for a body to cease to be, a relevant authority for the purposes of those sections; and a statutory instrument containing an order under this subsection shall be subject to annulment in pursuance of a resolution of either House of Parliament.

Government states that this development will then also “inform any future proposals to exercise” “powers under section 5(3) of the Localism Act 2011 to prevent local authorities in England from using the General Power of Competence to charge parkrun or junior parkrun for the use of a public park.”

5 Powers to make supplemental provision

- (1) *If the Secretary of State thinks that a statutory provision (whenever passed or made) prevents or restricts local authorities from exercising the general power, the Secretary of State may by order amend, repeal, revoke or disapply that provision.*
- (2) *If the Secretary of State thinks that the general power is overlapped (to any extent) by another power then, for the purpose of removing or reducing that overlap, the Secretary of State may by order amend, repeal, revoke or disapply any statutory provision (whenever passed or made).*
- (3) *The Secretary of State may by order make provision preventing local authorities from doing, in exercise of the general power, anything which is specified, or is of a description specified, in the order.*
- (4) *The Secretary of State may provide for the exercise of the general power by local authorities to be subject to conditions, whether generally or in relation to doing anything specified, or of a description specified, in the order.*

The consultation questions are listed below and councils should feel free to make additional points outside of these areas. For example, it is important that Government is advised of the implications of these centrally-designed proposals on local circumstances in practice. Also, Government should be advised of any additional costs, such as repair and maintenance costs or loss of revenue, that might be incurred by local councils if the proposals are implemented. When Government introduces measures which create additional burdens, they should provide full and proper funding to ensure that additional cost is not placed on the council tax (under the New Burdens Doctrine).

Consultation questions

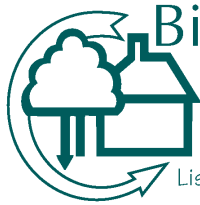
- Question 1: Do you agree that local authorities should not be able to charge parkrun or parkrun junior for the use of public parks?
- Question 2: Is there any specific activity, in addition to parkrun or junior parkrun, that takes place in a public park, that does not require exclusive use of the park or a part of the park, that should be considered for inclusion in provisions to prevent local authorities charging for that activity, and if so why?
- Question 3: Are there any activities that involve a financial charge to a client or clients by a professional or business, but do not involve exclusive use of a public park or part of the park, that should be considered for inclusion in provisions to prevent local authorities charging for that activity, and if so why?

Responses to the consultation to: runconsultation@communities.gsi.gov.uk or Jim Jobe/Carol Whale Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF

References

- Always check original information for the full facts.
- The consultation *Running Free: Consultation on preserving the free use of public parks* can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608372/Parkrun_ConDoc.pdf
- Information about the New Burdens Doctrine can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5960/1926282.pdf
- Previous LAIS can be obtained through your Association
- The Stoke Gifford Parish Council statement can be found at <http://www.stokegifford.org.uk/attachments/article/468/Stoke%20Gifford%20Parish%20Council%20Statement%20Parkrun%20UK.pdf>
- The parkrun statement can be found at <http://www.parkrun.org.uk/news/2016/04/12/parkrun-reaction-to-stoke-gifford-parish-council-decision/>
- The Local Government and Housing Act 1989 and the Localism Act 2011 can be found at www.legislation.gov.uk

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MEMO

Proposed response to the Running Free consultation:

“Bishopstoke Parish Council recognises that many Bishopstoke residents take part in parkrun and junior parkrun events in Eastleigh, Winchester and Southampton and that this movement has been a phenomenal success in promoting regular, free exercise for both adults and children, which has major health benefits. Making use of publicly owned land for this type of activity is of significant benefit to the community. It is important that parkrun remains free to ensure barriers are not raised to participate.

Many councils charge for car parking at parkrun events and this is reasonable. Local cafes often benefit as runners socialise afterwards. Parkrun does not require exclusive use of facilities, and most of the activity takes place within just one hour, 8:45am until 9:45am every Saturday. The volunteers who organise parkrun events work with local authorities to agree where events should take place and on the routes to be used.

Where a parkrun event is so successful that a local authority considers the numbers to be an issue, rather than looking to restrict participation, neighbouring facilities should be encouraged to start a new event. Most runners taking part will use their local event most of the time – so having many events will help to alleviate pressure. In our area, Eastleigh was the first event to be set up, but there are now many parkrun events locally so although still very popular, the numbers for Eastleigh remain manageable.

A free, regular exercise event is a valuable resource for communities – and should be valued by the local authorities representing communities. “