

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Methodist Church Hall, Sedgwick Road, Bishopstoke commencing at 7.30pm on 13 March 2012

**Present:** Cllr Winstanley (Chairman), Cllr McGuinness, Cllr Toher and Uren

**In Attendance:** Mr P J Storey (Clerk to the Parish Council)

Before the meeting started, an informal discussion took place between Committee members, Cllr R Smith, Chairman of the Local Area Committee, and Mr Garth Carroll, the architect designing the new Shears Mill turbine housing.

### 26. Apologies

26.1 Cllrs Hansell and Roling.

### 27. To Agree the Minutes of the Meeting on 7 February 2012

27.1 Proposed Cllr Toher, Seconded Cllr McGuinness, **RESOLVED** unanimously that the minutes of the meeting held on 7 February 2012 be accepted as a true record.

### 28. Matters Arising from the above Minutes

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

### 29. Declarations of Interest

29.1 None declared.

### 30. RFO's Report, Budget Monitoring and Payments

30.1 A budget monitoring report had been circulated with the agenda papers. This was noted.

30.3 Proposed Cllr Toher, Seconded Cllr Uren, **RESOLVED** unanimously that the payments tabled be made.

### 31. Grant aid applications

31.1 Open Sight, formally the Hampshire Association for the Care of the Blind, had requested a grant of £100 to help them meet the transport costs of their volunteer drivers transporting members to organised activities. Twenty seven members lived within Bishopstoke.

31.2 Proposed Cllr Toher, Seconded Cllr McGuinness, **RECOMMENDED** that £100 be granted to Open Sight to help them meet the costs of their volunteer drivers transporting members to organised activities.

31.3 St Mary's Church had requested a grant of £1000 to help meet the costs of a new heating system for the Church to be installed in Autumn 2013 when the results of other bids for funds were known.

31.4 Proposed Cllr Toher, Seconded Cllr McGuinness, **RECOMMENDED** that £1000 be granted to St Mary's Church to help towards the costs of installing a new heating system in 2013.

- 31.5 The Asian Welfare and Cultural Association had requested £500 towards the costs of holding this year's Eastleigh Mela on 8 July. A decision was deferred pending more information on their overall income and costs.

**Action: Clerk**

## **32. Electoral charges**

- 32.1 Councillors noted recent e-mail exchanges between other councils where elections had been held last year and the Borough Council relating to the seemingly high level of costs incurred and it was noted that the Leader of the Borough Council would be responding to these concerns. It was agreed we should ask the Borough Council for an estimate of our likely costs in the forthcoming elections and note the concerns of others.

**Action: Clerk**

## **33. Asset Management Report**

- 33.1. Cemetery. Twenty six interments had taken place to date in the current year and remedial tree work had been completed around the Cemetery perimeter. Where identifiable, the owners of plots with loose headstones had been contacted to make the headstones safe but very few had responded. To minimise risk, an order had therefore been placed with a local stone mason to effect the necessary repairs and a charge would be placed on the plots concerned in the hope of eventual repayment. Minor amendments were being made to the Cemetery regulations following the recent decision not to allow vaulted interments; the revised regulations would be displayed on the Cemetery notice board and circulated to all local funeral directors.
- 33.2 Allotments. EBC had been unable to confirm which buildings might have an asbestos content so care would be necessary when any necessary work was being carried out on buildings and the necessary caution taken by the repair company. The Clerk and Assistant Clerk were meeting informally with tenants on Saturday 17 March, as last year, to discuss matters of common interest.
- 33.3 Play areas and open spaces. The Title transfer paperwork for the four play areas to be transferred from the Borough to the Parish Council were tabled and signed by the Chairman and Vice-Chairman. The Clerk had produced a risk assessment for the play areas and Cemetery which would be monitored in future and passed to the grounds maintenance contractor. The Council's insurers had confirmed the existing public liability insurance cover extended to the play areas and open spaces. Thought would now be given to signage.

**Action: Clerk**

## **34. Annual Assembly**

- 34.1 The Clerk confirmed the arrangements for the forthcoming Annual Assembly which would include speakers on The Mount site development, the H.O.P.E. Job Club and a report from the Hamble Valley and Eastleigh Heritage Guides on their plans for marking the anniversary of the Titanic disaster.

## **35. Parish Website and Newsletter**

- 35.1 Cllr Winstanley confirmed the publication of the Spring edition of the Newsletter was imminent.

## **36. Clerk's Report**

- 36.1 Jubilee trees. The Clerk confirmed three free Jubilee Oaks would soon be delivered to him and he was in contact with EBC over the planting on Brookfield.
- 36.2 Shears Mill. Informal discussion had taken place between the architect and the EBC planners on the design of the replacement turbine housing and it had become necessary to revise our thinking hence the earlier informal discussion with Cllr Smith and the architect. Eventual agreement was reached on a design which would now include a canopy. The architect would again revert to the planners and the conservation officer before submitting a formal planning application. The

application would also include the removal of the redundant footbridge on land owned by EBC. HCC had been in discussion with EBC and the Clerk and had agreed to fund some landscaping although this would be delayed until the Autumn. The EBC Chief Executive was meeting with officers in an attempt to ensure everything went ahead to minimise the risk of losing the National Lottery grant which would likely expire in September.

**37. Date, time and place of next meeting**

37.1 The next meeting will be on Tuesday 3 April 2012 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

**38. Motion for Confidential Business**

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

**39. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for February 2012 (Confidential Business)**

39.1 Members noted the report tabled by the RFO and attached to these minutes.

39.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that payments be made as tabled.

*There being no further business, the Chairman closed the Meeting at 9.10pm.*

**Summary of Recommendations for Consideration by Full Parish Council**

31.2 that £100 be granted to Open Sight to help them meet the costs of their volunteer drivers transporting members to organised activities.

31.4 that £1000 be granted to St Mary's Church to help towards the costs of installing a new heating system in 2013.

**Summary of Resolutions Passed to be Noted by the Full Parish Council**

27.1 that the minutes of the meeting held on 7 February 2012 be accepted as a true record.

30.3 that the payments tabled be made.

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

39.2 that payments be made as tabled.

**Payments in February 2012 in excess of £500  
published in accordance with the Government's transparency directive**

Staff	Salaries & expenses	1819.90
Green Smile Ltd	Grounds maintenance	550.00