

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 8 July 2014

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

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

Public Session

One member of the public was present.

97. Election of Chairman

97.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Cossey be elected Chairman for 2014 -15.

98. Election of Vice-Chairman

98.1 Proposed Cllr Harris, Seconded Cllr Cossey, **RESOLVED** with Cllr Toher abstaining that Cllr Winstanley be elected Vice-Chairman for 2014 -15.

99. Apologies

99.1 Cllr Lyon.

100. To Agree the Minutes of the Meeting on 10 June 2014

100.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the meeting held on 10 June 2014 be accepted as a true record.

101. Matters Arising from the above Minutes

101.1 Para 88.1 The Clerk confirmed that a planning application would be required to site a container for carnival storage at a fee of £97.50.

101.2 Para 90.1 Members noted that the queries re the MELA Grant aid application had been resolved.

102. Declarations of Interest and requests for Dispensations

102.1 None declared or sought.

103. Carnival Working Group's report

103.1 Cllr Brown, in his capacity as Chairman of the Carnival Working Group, reported that a problem had arisen over availability of the Duck Race hosting venue on the Saturday and alternative dates were being discussed. The possibility of having archery on the same new date was also being considered to attract more spectators. Larger plots were being made available for stall holders on the Sunday which would mean fewer in number and there was a problem booking bands for the day. He also briefed there had been a reduction in the number of Carnival Court appearances during the past year. Otherwise, matters were progressing well.

104. RFO's Report, Budget Monitoring and Payments

- 104.1 A budget monitoring report had been circulated with the agenda papers and was noted.
- 104.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the non-confidential payments tabled for June 2014 and invoices received to date be noted.
- 104.3 The Clerk confirmed the need for an audit of the previous Carnival Group's accounts up to the time of its disbandment and had instructed the auditor accordingly. Cllr Harris had redesigned the application form for hiring Glebe Meadow and would formally submit in the near future.
- 104.4 Cllr McKeone had raised a query on the eligibility of external groups to bid for grants from both the Carnival street collection and the Parish Council grant aid budget given that both would in future be a Council responsibility. Members agreed there should be no restriction and applications to either or both funds would be judged on their merits.
- 104.5 The external auditor was seeking additional information on the valuation of the fixed asset register as at the end of the last financial year given there had been an increase in fixed asset values but payments had not increased by a similar amount. The reason lay in the transfer of assets from EBC at no cost and the dates that entries had been made in the register and cash book. A more detailed explanation had been compiled and would be submitted.

105. Grant Aid applications

- 105.1 An application had been received for a grant towards the cost of necessary building work on the Bishopstoke Men's Institute. Further consideration was deferred pending receipt of a formal constitution and bank account statements.
- 105.2 An application had also been received from Bishopstoke Methodist Church for £1000 towards the cost of window replacement.
- 105.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that £500 be granted to the Bishopstoke Methodist Church towards the cost of window replacement and that the Church Committee also consider applying to Fair Oak and Horton Heath Parish Council.

106. Asset Management Report

- 106.1 Cemetery and Churchyards. Three interments had taken place in the year to date.
- 106.2 Allotments. The Manor Farm toilet block had been repainted under self help arrangements and at small cost and the chain link fence between the allotments and the top of St Austell Close had been extensively repaired.
- 106.3 Play areas. Transfer documentation was still awaited re the Brookfield site from EBC. Youngsters had set fire to the contents of a litter bin adjacent to the skate ramp on Glebe Meadow. The Police were treating the incident as arson and had leads which they were following up. A metal bin liner had been stolen from a litter bin at Sayers Road and a replacement was on order. This theft was thought to be by the same group of youngsters as had set fire to the Glebe bin contents. Much minor maintenance work had been completed on play equipment and railing painting during the recent dry weather spell to the benefit of users.
- 106.4 Open spaces. The off-side raised bank along Blackberry Drive would be left uncut for the time being to encourage wild flower growth and it was agreed that the top corner of Glebe Meadow would also be left to encourage flowers and wildlife for the time being.

107. Clerk's report

- 107.1 Some surplus grey poles in Church Road would be removed by Hampshire Highways.

- 107.2 Hampshire Highways had been requested to resurface Hamilton Road between the junction with Spring Lane and Scotter Road and reinstate the yellow lines previously covered by surface repairs.
- 107.3 The Parish Office would no longer be open on Tuesday evening for one hour because of a lack of visitors.
- 107.4 Following receipt of some adverse comment on the state of Stoke Park Woods, the Forestry Commission had confirmed there were no plans to install additional litter bins in the Woods; it remained their hope that visitors to the Woods would act responsibly both with litter and dog waste. The logging contractor was behind schedule and therefore logging would continue for the time being and as the Woods were working woods visitors should expect to see log piles and rutted surfaces caused by heavy plant and equipment until such time as any essential remedial work was undertaken.
- 107.5 HCC had a rolling programme of installing real time information indicators in those bus shelters on the main routes into/out of Southampton. Route 5 fell into the programme and indicators would be installed in those shelters capable of taking them in the next few months. Where the design of a shelter precluded installation, thought would be given to replacing the shelter.

108. Date, time and place of next meeting

- 108.1 The next meeting will be on Tuesday 9 September 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke. There is no meeting in August.

109. Motion for Confidential Business

- 109.1 Proposed Cllr Winstanley, Seconded Cllr Cossey, **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.

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

- 110.1 Members noted the report tabled by the RFO which is attached to these minutes.
- 110.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the June 2014 payments be noted as tabled.

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

Summary of Recommendations for consideration by Full Parish Council

105.3 that £500 be granted to the Bishopstoke Methodist Church towards the cost of window replacement and that the Church Committee also consider applying to Fair Oak and Horton Heath Parish Council.

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

97.1 that Cllr Cossey be elected Chairman for 2014 -15.

98.1 that Cllr Winstanley be elected Vice-Chairman for 2014 -15.

100.1 that the minutes of the meeting held on 10 June 2014 be accepted as a true record.

104.2 that the non-confidential payments tabled for June 2014 and invoices received to date be noted.

109.1 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.

110.2 that the June 2014 payments be noted as tabled.

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

Staff	Salaries and expenses	1942.75
HMRC	Tax/NIC	618.10
HCC	LGPS	520.10
Green Smile Ltd	Grounds maintenance	3366.53
Hants Constabulary	PCSO contribution	3500.00