

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 12 March 2024**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Geoff Harris (Vice Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Ray Dean
Councillor Dave Francis
Councillor Mark Kirby
Councillor Martin Lyon (from para 69.4)
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore (until para 82.1)
Councillor Gin Tidridge
Councillor Anne Winstanley

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

Public Session 1 member of the public was present.

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66 Apologies for Absence

66.1 Apologies were noted from Cllr Thornton.

67 To adopt and sign Minutes of the Parish Council meeting held on 9 January 2024

67.1 The minutes of the above meeting had been included in the document pack for this meeting.

67.2 Cllr Francis requested that his reasons for abstaining in Minutes 61 and 62 be recorded.

67.3 Proposed Cllr Kirby, Seconded Cllr Winstanley, **RESOLVED** unanimously that the amended minutes of the Parish Council meeting held on 9 January 2024 be adopted as a true record.

Action: Clerk & Chair – to sign and publish the minutes and document pack

68 Declarations of Interest and Requests for Dispensations

68.1 There were no such declarations or requests.

69 Reports from Committees, Working Groups, Officers and Councillors

69.1 The resolutions from Council Committees were noted.

69.2 Proposed Cllr Moore, Seconded Cllr Francis, **RESOLVED** with one abstention that the Asset Committee Terms of Reference be adopted.

Action: Clerk – update and publish the Asset Committee terms of reference

69.3 The Clerk's report was noted. Cllr D McKeone asked why the media release from the previous meeting had not been circulated to the Communications group. The Clerk informed Council that there had not been sufficient time to do this. With regard to the newsletter, Cllr McKeone offered his help if needed. This was gratefully received by the Clerk. Cllr Tidridge noted that despite being on the Carnival working group she does not appear to be receiving the group emails.

Action: Clerk – to ensure Cllr Tidridge is on the Carnival working group email group

Cllr Lyon arrived at this point

69.4 Cllr Francis asked where the material from the Memorial Hall would be heading after demolition. The Clerk indicated that this was a matter for the Borough Council and their contractor to resolve. Cllr Daly asked how long the Land Registry takes for requests. The Clerk informed the Council that according to the Land Registry the average time taken for similar requests to that of the Council is 13-16 months. Cllr Lyon asked whether the Borough Council would be appointing a Principal Designer and the Clerk indicated they would. Additionally the Clerk noted that consideration was being given to whether the Parish Office could actually be located in the proposed new building for Underwood Road allotments.

69.5 Cllr Tidridge gave the Council an update on Borough Council business which is attached to these minutes.

69.6 The Clerk added a reminder that the launch of the Greening Campaign is set for Tuesday 19th March at St Mary's church. Additionally, Cllr Moore's request for parking restrictions by the grass areas of the service road at the bottom of Underwood Road had been passed onto the County Council, and the request for permission to hold a car show in Glebe Meadow will be discussed by the short track group established by the New Events Procedure.

70 To approve the following financial items
Statement of Internal Control
Fixed Asset Register
Changes to Financial Regulations
Earmarked reserves arrangements
Financial Risk Assessment

70.1 Details on all financial items had been included with the paperwork for this meeting.

70.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve signing the Statement of Internal Control for 2023-24.

Action: Clerk – complete and publish the Statement of Internal Control.

70.3 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to approve the Fixed Asset Register.

Action: Clerk – update and publish the Fixed Asset Register

70.4 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously to approve the amendments to Financial Regulations.

Action: Clerk – update and publish the amended Financial Regulations

Initial: _____ Date: _____

70.5 Cllrs felt there was no longer a need to earmark money for the maintenance / upkeep of defibrillators as the Council does not own or run any. Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** with 8 in favour and 3 against to remove earmarked reserve 19, for defibrillator maintenance, from the approved earmarks.

70.6 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** unanimously to approve the amended earmark reserves arrangements.

Action: Clerk – inform the RFO of Council's decision

70.7 Cllr R Dean requested the rating system used in the Financial Risk Assessment be changed from a numerical one to a red / amber / green system.

70.8 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** to approve the Financial Risk Assessment as amended in 70.7.

Action: Clerk – modify the Financial Risk Assessment and publish it

71 To re-adopt Standing Orders and Financial Regulations

71.1 Details of the proposed minor changes to standing orders and financial regulations had been included with the supporting papers for the meeting.

71.2 Proposed Cllr Lyon, Seconded Cllr Moore, **RESOLVED** unanimously to amend the value quoted in 28.1.5 and 28.2 from £25,000 to £30,000 in line with changing government procurement regulations.

Action: Clerk – update and publish Standing Orders

71.3 Proposed Cllr Winstanley, Seconded Cllr A Dean, **RESOLVED** unanimously to amend Financial Regulation 6.5 to include the Council debit cards as a means of regular automatic payment.

Action: Clerk – update and publish Financial Regulations

72 To re-adopt Terms of Reference for all Committees

72.1 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** unanimously to re-adopt all Committee Terms of Reference.

Action: Clerk – update and publish the Committee terms of reference

73 To approve the tender process for the next open space contract

73.1 Details of the proposed process for awarding the next open space contract had been included in the supporting papers for the meeting.

73.2 The Clerk noted that the Chair of Finance should be added to the group opening the bids. Cllr Lyon suggested that the proposed deadline for bids to be in by should be brought forward to June 30th with a view to the Council meeting in July making the decision on awarding the contract. Proposed Cllr Lyon, Seconded Cllr Moore, **RESOLVED** with 9 in favour and 2 abstaining to approve the amendments listed.

73.3 Proposed Cllr Moore, Seconded Cllr R Dean, **RESOLVED** with one abstention to approve the amended process.

Action: Clerk – publish the previous open space specification on the Cllr website as soon as possible; add discussion of the Specification to the March Assets Committee.

Initial: _____ Date: _____

74 To review, update if necessary, and adopt the Ethics & Ethical Procurement Policy

74.1 The Policy had been provided to all Cllrs as part of the supporting papers for this meeting. Additionally, Cllrs had been reminded to send suggested amendments to the Clerk prior to the meeting. As there were no suggested amendments the policy was left unamended.

Action: Clerk – Ensure the Policy is published

75 To agree the Parish Council's response to the Borough Council Biodiversity consultation

75.1 Cllr Tidridge was asked to provide the Council with the Local Area Committee's response to the consultation as a starting point. Cllrs would then be asked to add their own comments within a short timeframe with the Clerk and Chair agreeing a final draft to be circulated to Cllrs before being submitted to the consultation.

75.2 Proposed Cllr Harris, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Clerk and Chair will circulate a draft proposal based on comments received by 22nd March, with the final submission then agreed by email and submitted by March 29th.

Action: Clerk – resend email with links to Biodiversity consultation; forward email from Cllr Tidridge to gather Cllr responses; meet with Chair to agree final draft; circulate draft for approval before submission

76 To agree any arrangements for D Day 80

76.1 Plans for a D Day 80 themed Sports Day event in June under the Carnival banner had been circulated with the document pack for the meeting. Cllrs also considered possible locations for a beacon but there were no suitable locations on land managed by the Parish Council.

77 To agree the Parish Council response to the Spring Lane Post Office closure

77.1 Cllr Tidridge suggested that it may be possible for the now vacant space on Spring Lane to be used by the Parish Council as an office and meeting space, which would allow the opportunity for a third party to continue running a post office franchise there as well. Additionally the space could be used in various other ways if the Parish Council were leasing it, such as a food bank drop off or community fridge. Cllrs were supportive of the idea and were hopeful that there may be funding available in one form or another from developers' contributions.

77.2 Cllrs agreed also that the Parish Council should send a letter in response to the closure to the Post Office expressing the sadness the Council feels at the closure.

77.3 Proposed Cllr Tidridge, Seconded Cllr Moore, **RESOLVED** with one abstention that the Clerk investigate contacting the landlord of the space to begin discussions about the possibility of leasing the building, and that the Clerk also draft a reply to the consultation expressing the dismay of the Parish Council at the closure along with a request for information on the other sites explored by the Post Office for a site in Bishopstoke and to be kept updated in progress made in responding to the urgent need for reprovision of a Post Office for this part of Bishopstoke.

Action: Clerk – to contact the landlord and respond to the consultation as described above

Initial: _____ Date: _____

78 To consider a request for future use of the Stoke Common Cemetery car park

78.1 Information on the requested use had been included in the document pack for the meeting.

78.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** with one abstention that the Hampshire Search & Rescue Dogs be given permission to use the car park at Stoke Common Cemetery on certain evenings during the year, once the land has been transferred to the Parish Council.

Action: Clerk – contact Hampshire Search and Rescue Dogs to let them know the decision of the Council.

79 To agree the response to the HCC Future Services Consultation

79.1 Information on the suggested response had been included in the document pack for the meeting.

79.2 Cllrs wished to add: providing services to those who are unable to access or do not have access to private transport and helping to prevent isolation of vulnerable members of the community to the reasons for supporting bus services. Cllrs also requested the Clerk ask for an update on the status of the Household Waste Recycling Centre in Fair Oak.

Action: Clerk – Contact County Councillor Parker-Jones to ask for an update on the Household Waste Recycling Centre in Fair Oak

79.3 Proposed Cllr Winstanley, Seconded Cllr Kirby, **RESOLVED** unanimously to submit the suggested response to the Future Services Consultation with the additional reasons stated in 79.2.

Action: Clerk – respond to the Future Services Consultation.

80 To agree future meeting dates

80.1 The proposed meeting dates for 2024-25 had been included in the document pack for the meeting and were noted.

80.2 Cllrs indicated they hoped to hear from grant recipients at the Parish Assembly in April. The Clerk indicated that the Finance Officer would be contacting them to make that request. Cllr Kirby also informed Council that he had already offered to give a small presentation on behalf of Methodist Homes.

Action: RFO – contact grant recipients to invite them to the Parish Assembly

81 To consider content for the next press release

81.1 The Council agreed that the next press release would include the response to the Post Office consultation, comment on the current road condition repairs, dates for Carnival (subject to a final check for clashes with local councils), the Parish Assembly and the planning approval for the War Memorial

Action: Clerk – to draft the press release and circulate it to the Communications Group for approval

82 To agree the date, time and place for the next meetings

82.1 The next meeting will take place on Tuesday April 30th 2024. It will take place at 7:00pm at the Bishopstoke Methodist Church. The agenda will be focussed on approving the Councils accounts and audit response.

Cllr Moore left at this point, as did the member of the public.

Initial: _____ Date: _____

83 Motion for confidential business

83.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

84 To agree funding for youth services

84.1 Information on the current costs of providing youth services and income from Y Zone had been included with the document pack. After discussion it was agreed that the funding requested by the Borough Council be agreed to, but that conditions be placed on future funding regarding transparency on costs and services, and improved revenue being generated by the building. Additionally, Cllrs wished to have a Cllr from Bishopstoke Parish Council join the group overseeing the youth services provision.

84.2 Proposed Cllr Tidridge, Seconded Cllr Lyon, **RESOLVED** with one against that the full funding be provided this year, but that future years be contingent upon improved transparency and revenue.

85 To agree staffing arrangements

85.1 Information on current and future staffing had been included with the document pack for this meeting. This included an updated appointments procedure and a new medical form for applicants to fill in.

85.2 Cllrs raised concerns that the medical form might be used to reject applicants. Both Clerk and Chair assured Cllrs that the purpose was so that applicants could make the Council aware of any alterations or mitigations Council might need to put in place to enable the appointed person to fully assume the role they were appointed for. Cllr Francis asked for the medical form to be compared with the one used by the Borough Council.

Action: Clerk – to request a copy of the Borough Council medical form and circulate it for comparison and possible use

85.3 Proposed Cllr R Dean, Seconded Cllr C McKeone, **RESOLVED** with one abstention that the appointment process and medical form be approved, that the medical form from the Borough Council be obtained for comparison and that Cllrs Hillier-Wheal, Harris, Francis and Winstanley join the Clerk to review the current staffing structure and determine roles going forward.

86 To agree staff salary arrangements

86.1 The recommendations for staff salary arrangements had been included in the documents pack for the meeting. The Clerk informed the Council of an additional recommendation from the People Committee.

The Clerk left the meeting at this point

86.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Lyon, **RESOLVED** with one abstention that the recommendations of the People Committee be accepted.

There being no further business, the Chair closed the meeting at 9:38pm.

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