

# 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 10 April 2018

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

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

**Public Session** 0 members of the public were present

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### Public Session

#### 1 Apologies for Absence

1.1 Apologies had been received and accepted from Cllr Winstanley.

#### 2 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 13 March 2018

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

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 13 March 2018 be accepted as a true record.

#### 3 To consider Matters Arising from the above Minutes

3.1 Minute 127.3 – The damage to the grass at Old St Mary's was reported to the Borough.

3.2 Minute 127.4 – The verge protection survey has not yet been created due to pressures of other, more urgent, work.

3.3 Minute 129.1 – The Clerk had obtained details of the rubber used in the play area and passed them to Cllr Tidridge. All is satisfactory.

#### 4 Declarations of Interest and Requests for Dispensation

4.1 Cllr Parker-Jones declared an interest in the grant request from Bishopstoke Players and Cllr Thornton declared an interest in the grant request from Eastleigh Mela.

#### 5 To receive reports from Working Groups

5.1 Cllr Parker-Jones reported that the Cemetery Working Group had sent a team to the Cemetery to determine the most suitable place for the Silent Soldier. It needed to be located in a way that would not cause concern to those visiting the Cemetery. A site had been found near two of the existing benches in an area not suitable for burials. Plans are being drawn up to add some hedging, and have a location where a wreath and / or poppies can be placed on Armistice Day. Cllr Parker-Jones also reported that the benches have been delayed.

5.2 Cllr Brown added that the idea of temporary screening between the housing and the Cemetery was being considered whilst a potential hedge is planted and grows. Cllr Tidridge reported that there

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are increasing concerns regarding anti-social behaviour in the area of the cemetery extension and the new allotments. The Clerk indicated he had some more information in this area that would need to be discussed under confidential business.

**6 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2018**

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

6.2 The Clerk detailed the areas of the budget that had gone over their allotted funding for the year 2017-18. Those where the overspend had been significant were the maintenance of play areas, which was due to vandalism and wear and tear, and election costs, which were due to the need to have a by-election. Including both work undertaken in 2017-18, and work budgeted for in 2017-18 but potentially being completed in 2018-19, the Council will have spent around £226,000 in the financial year, approximately 96% of budgeted funds.

6.3 The Clerk also noted the high expenses payments during the month. This was due to the cost of the new website and mailboxes, which were unable to be paid for via BACS. Cllr Toher asked for an updated payments sheet including details of the Assistant Clerk's expenses. Costs had also been incurred this month for new fencing at Jockey Lane, which looks good, and the Cemetery Hut clearance. Unfortunately, there will be another cost there as asbestos has been dumped on the site and quotes are currently being obtained for its safe removal. Fencing work has also taken place at Underwood Road, although there is more to do.

**Action: Clerk**

6.4 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the RFO, Budget Monitoring and Payment reports for March 2018.

**7 To make recommendations as necessary on the Council's draft revision of the Snow and Ice Policy and Procedures**

7.1 Cllr Parker-Jones questioned the County Council choice of blue routes, as White Road is difficult to go down at the best of times. The Cllr suggested Rogers Road would have been a better choice. The Clerk was requested to make this suggestion to the County Council, as well as determining why there are no planned routes in the Whalesmead area. The Clerk was also requested to pass the link for amendments to the Committee.

**Action: Clerk**

7.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council adopt the revised Snow and Ice Policy and Procedures.

**8 To make recommendations on the grant application from the Eastleigh MELA and Bishopstoke Players**

8.1 Cllr Parker-Jones gave background information on the Players need to replace the lighting desk due to the existing one being faulty. Cllr Brown asked what would happen if the Council granted less than the requested amount and was informed that the Players would reduce their charitable donations to make up the difference. Cllr Toher stated that, in her position as Secretary to the Memorial Hall Committee, she and the rest of the Committee had no knowledge about the existing faulty equipment and she was concerned that any new equipment may not work with the existing electrics in the Hall. Cllr Toher therefore declared an interest as Secretary of the Memorial Hall. In light of the potential issues, the Committee agreed to defer the consideration of the grant request to the Full Council meeting on April 24<sup>th</sup>.

8.2 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Thornton abstaining due to a declared interest) that Eastleigh Mela be granted £500.

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**9 To recommend the adoption of the Statement of Internal Control**

9.1 Proposed Cllr Toher, Seconded Cllr Mignot, **RECOMMENDED** unanimously that the Council adopt the Statement of Internal Control.

**10 To recommend the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed**

10.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed.

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

11.1 The Clerk reported that the Cemetery hut has been removed. However asbestos has now been dumped there and quotes are being obtained for its removal. There have been concerns reported about two trees making alarming snapping sounds near the new development. The Borough tree officer has investigated and declared the trees sound and healthy. There have been a total of 29 interments over the year, which sadly is a high number in recent years.

11.2 The Clerk reported that there was a break in at the Jockey Lane toilet block, along with a couple of the sheds there. Also the new allotment building at the Chase has been broken into and damaged several times.

11.3 The Sayers Road play area is scheduled to be rebuilt beginning on the 14<sup>th</sup> May. It is hoped, but not guaranteed, that this will be completed in time for half term. The swing at Otter Close is not yet repaired, but the Clerk informed the Council he would be meeting with a representative from Vitaplay to arrange all the necessary maintenance from the recent inspections, and this would include the swing at Otter Close.

11.4 Finally, the Clerk informed the Council that the new Assistant Clerk, Sophie Thorogood, would be starting work in the following week. She would begin by working with the existing Assistant Clerk to train for the allotment role. Contact details will be provided in the near future and it is hoped that Sophie will be able to attend a meeting of the Council soon to introduce herself.

**12 Date, time, place and agenda items for the next meeting**

12.1 The next meeting is scheduled to be on Tuesday 8 May 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

12.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

**13 Confidential Business**

13.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** 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.

13.2 The Clerk informed the Committee that the latest indication from the Borough is that they had given the developers at the Chase a short time to respond to various issues at the development, and if the response was not satisfactory then enforcement proceedings would follow.

*There being no further business, the Chair closed the meeting at 8.25pm*

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**Resolutions to be noted by the Full Parish Council**

2.2 that the Minutes of the Finance and General Purposes Meeting held on 13 February 2018 be accepted as a true record.

6.4 that the Committee approve the RFO, Budget Monitoring and Payment reports for March 2018.

13.1 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.

**Recommendations for consideration by the Full Parish Council**

7.2 that the Council adopt the revised Snow and Ice Policy and Procedures.

8.2 that Eastleigh Mela be granted £500.

9.1 that the Council adopt the Statement of Internal Control..

10.1 that the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_