

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 23 April 2013

Present: Cllrs Cossey (Acting Chairman), Hansell, Toher and Winstanley

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

Public Session

No members of the public were present.

41. Apologies

41.1 Cllrs Thornton and Roling; Cllr Lyon not present.

42. To Agree the Minutes of the Meeting on 12 March 2013

42.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the minutes of the meeting held on 12 March 2013 be accepted as a true record.

43. Matters Arising from the above Minutes

43.1 Para 37.3 Potential border dispute. No acknowledgement had been received from the landowner; the Clerk would write a final letter.

Action: Clerk

44. Declarations of Interest and requests for Dispensations

44.1 Cllr Winstanley declared an interest in Item 5 (Payments).

45. RFO's Report, Budget Monitoring and Payments

45.1 The Clerk reported that the Internal Auditor had completed his end of year audit and had no observations to make.

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

45.3 Proposed Cllr Toher, Seconded Cllr Hansell, **RESOLVED** with Cllr Winstanley abstaining that the non-confidential payments tabled be approved.

46. Re-appointment of Internal Auditor

46.1 Proposed Cllr Toher, Seconded Cllr Hansell, **RECOMMENDED** unanimously that Mr P Reynolds be re-appointed the Internal Auditor for the time being.

47. Grant Aid applications

47.1 Grant Aid applications had been received from Home-Start Eastleigh for £750 to assist in meeting general running costs and volunteer mileage in providing support for those in deprived circumstances and from Open Sight for £100 to help meet members' door to door transport costs. An application from Disability Awareness UK was withdrawn pending further information.

Action: Clerk

- 47.2 Proposed Cllr Toher, seconded Cllr Winstanley, **RECOMMENDED** unanimously that £750 be granted to Home-Start Eastleigh to help meet general running costs and volunteers' mileage and £100 be granted to Open Sight to help meet members' door to door transport costs

48. Standing Orders Revision

- 48.1 It was timely to review Standing Orders with particular reference to delegated financial powers in view of the general increases in costs and the advent of internet banking since the last review three years ago. A draft had been circulated with the agenda papers and an executive summary produced.
- 48.2 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RECOMMENDED** unanimously that the amendments to Standing Orders identified in the executive summary be adopted.

49. E-mailed meeting summons

- 49.1 The prescribed method of issuing summons to attend meetings was to post or hand deliver. However, increasingly such summons were being e-mailed and thus were potentially more difficult to authenticate. Common practice now accepted that an e-mailed summons should be acceptable provided the Council acknowledged the authentication risks and voted accordingly to accept service by e-mail and thus avoid a challenge on the validity of the meeting.
- 49.2 Proposed Cllr Toher, Seconded Cllr Hansell, **RECOMMENDED** unanimously that Councillors accepted the issue by e-mail of a summons to attend a meeting as acceptable practice.

50. To adopt a Snow and Ice Policy

- 50.1 Following the heavy snow falls last Winter and the decision to help traders and local people travel on foot, some public areas had been cleared of snow by the grounds maintenance contractor. It was now timely consider the draft Snow and Ice Policy circulated with the agenda papers to cover this eventuality in the future.
- 50.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the draft Snow and Ice Policy, as amended, be adopted.

51. Asset Management Report

- 51.1 Cemetery and Churchyards. The Assistant Clerk highlighted problems with kerb sets and more recently flat stones laid between plots to enable a clear path to a particular plot to be identified. Such actions were not permitted in the regulations and, whilst recognising the emotive feelings of the bereaved, it was felt that a strong line should be taken to discourage such adornments to what should be as near a grass cemetery as practicable to enable easy maintenance and a common appearance likely to meet with the approval of the majority who currently enjoyed the serenity and attractiveness of the location. It was agreed the Assistant Clerk would contact those plot owners whose plot adornments were considered beyond what was reasonable to have them removed.

Action: Assistant Clerk

- 51.2 Allotments. Nothing to report.
- 51.3 Play areas. The Borough Council had completed the necessary tree work and hedge cutting in Glebe Meadow and our contractor had since moved in to improve still further and had received many complimentary comments on the enhanced standard of maintenance.

52. Clerk's Report

- 52.1 Car parking on Oakbank Road. Increasingly, cars and vans were parking half on Oakbank Road and half on old St Mary's Churchyard. No action could be taken by EBC parking enforcement and the Police were also unable to take action unless an obstruction was being caused. One remedy would be to install dragons teeth to prevent vehicles from going on the

grassed areas and the Clerk was liaising with the Winchester Diocese to gain permission for this initiative.

Action: Clerk

- 52.2 Bus shelter repairs. The Clerk confirmed that repairs to the broken panes of glass and Perspex in the Sedgwick Road bus shelters were in hand and that he did not intend to submit an insurance claim given the small amount claimable over and above the excess payable.

53. Date, time and place of next meeting

- 53.1 The next meeting will be on Tuesday 11 June 2013 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

54. Motion for Confidential Business

- 54.1 Proposed Cllr Hansell, Seconded Cllr Winstanley, **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.

55. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for March 2013 (Confidential Business)

- 55.1 Members noted the report tabled by the RFO is attached to these minutes.
- 55.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the payments be made as tabled.

There being no further business, the Chairman closed the Meeting at 8.37pm.

Summary of Recommendations for Consideration by Full Parish Council

- 46.1 that Mr P Reynolds be re-appointed the Internal Auditor for the time being.
- 47.2 that £750 be granted to Home-Start Eastleigh to help meet general running costs and volunteers' mileage and £100 be granted to Open Sight to help meet members' door to door transport costs.
- 48.2 that the amendments to Standing Orders identified in the executive summary be adopted.
- 49.2 that Councillors accepted the issue by e-mail of a summons to attend a meeting as acceptable practice.
- 50.2 that the draft Snow and Ice Policy, as amended, be adopted.

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

- 42.1 that the minutes of the meeting held on 12 March 2013 be accepted as a true record.
- 45.3 that the non-confidential payments tabled be approved.
- 54.1 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.

55.2 that the payments be made as tabled.

**Payments in March 2013 in excess of £500
published in accordance with the Government's transparency directive**

Staff	Salaries and expenses (Feb)	1410.97
Green Smile Ltd	Grounds maintenance (Feb)	1794.33
Smart Garden Offices	Parish office (part payment)	2514.00
Lockerley Stone	Memorial repairs	750.00
J Bruno Construction	Shears Mill (final payment)	3000.00
Staff	Salaries and expenses (March)	1417.27
Smart Garden Offices	Parish office (final payment)	18635.40
Green Smile Ltd	Grounds maintenance (March)	1938.33