

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 9 June 2015

Present: Cllr Cossey (Chairman), Cllrs Parkinson-MacLachlan, Mignot, Toher and Winstanley; Cllr Harris in attendance for Carnival report

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

Public Session

No members of the public were present.

60. Election of Chairman

60.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Cossey be re-elected as Chairman.

61. Election of Vice-Chairman

61.1 Proposed Cllr Cossey, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** with Cllr Toher abstaining that Cllr Winstanley be re-elected as Vice-Chairman.

62. Apologies

62.1 Cllr Thornton.

63. To Agree the Minutes of the Meeting on 14 April 2015

63.1 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the minutes of the meeting held on 14 April 2015 be accepted as a true record.

64. Matters Arising from the above Minutes

64.1 Para 56.1 The Clerk confirmed that Green Smile's bid for emptying the Brookfield litter bins was lower than that of EBC and consequently he had awarded the contract to Green Smile Ltd.

65. Declarations of Interest and requests for Dispensations

65.1 Cllr Winstanley declared an interest in the HALC consultation on NALC membership as chairman of HALC.

66. Carnival Working Group's report

66.1 Cllr Harris reported that planning for this year's Carnival was on schedule and that applications for stalls and to be members of the Carnival Court were being received.

66.2 The Clerk confirmed that three new volunteers had joined the Working Group.

67. RFO's Report, Budget Monitoring and Payments

67.1 A budget monitoring report had been circulated with the agenda papers and was noted.

67.2 The Clerk reported that the Co-op Bank was no longer paying interest on current account balances but since this amounted to around £20pa as we kept our account balance at a minimum

he saw no need to take any further action given the bulk of our cash holdings were with EBC who paid currently one half per cent interest.

- 67.3 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the non-confidential payments tabled for April and May 2015 be noted.

68. Adoption of Financial Accounts and Statement of Assurance for year ended 31 March 2015

- 68.1 The Financial Accounts for the year ended 31 March 2015 had been circulated with the agenda papers and no comments or observations had been raised by the internal auditor.

- 68.2 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** unanimously that the Financial Accounts for the year ended 31 March 2015 be adopted.

- 68.3 The Clerk explained the significance of the Annual Return and the need for Councillors to be satisfied that certain rules, checks and procedures had been complied with following which, if satisfied, the Statement of Assurance could be signed. No queries or comments were raised.

- 68.4 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** unanimously that the Statement of Assurance for the year ended 31 March 2015 be approved and that the Chairman, Clerk and RFO be authorised to sign, as appropriate.

69. To note direct debit payments

- 69.1 Standing Orders required Councillors to note those payments made by direct debit at least every two years and a list had been circulated with the agenda papers for information. This was duly noted.

70. Grant Aid application

- 70.1 An application for grant aid had been received from the Asian Welfare and Cultural Association for £500 to help meet the costs of staging the annual MELA.

- 70.2 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan, that £250 be granted. A counter proposal by Cllr Winstanley, Seconded by Cllr Mignot, that £300 be granted was **RECOMMENDED** by a majority of three votes resulting in the previous proposal failing.

71. Asset Management Report

- 71.1 Cemetery and Churchyards. A total of 8 interments had taken place in the financial year to date.

- 71.2 Allotments. More asbestos checks on sheds had been made and a skip obtained for the removal of excess rubbish.

- 71.3 Play areas. Vandals had set fire to dry wood in Glebe Meadow but no serious damage had been caused; the police had been informed. Youngsters were also accessing the private gardens behind the fallen tree at the top of Glebe to the consternation of the adjacent neighbours. The Clerk was discussing various options with the neighbours to prevent this, one being the erection of a high fence on our side of the tree trunk which was on our land. Cllr Cossey would check the legal implications of possible ownership claims in future. The preferred option at the moment was to plant mature gorse bushes along what would be the top end of the wild flower meadow being created and the Clerk was investigating costs.

Action: Cllr Cossey and Clerk

72. Neighbourhood Plan

- 72.1 Councillors considered the draft public questionnaire and also determined that the boundary of the Plan should be the same as the Parish boundary. Cllr Toher and the Clerk would form a community working group to assist in the consultation process.

Action: Cllr Toher and Clerk

73. Hampshire Electoral Review

- 73.1 The Local Boundary Commission for England had formally commenced an electoral review of Hampshire. Cllr Winstanley expressed the view that County boundaries should not divide borough wards and recommended this should be discussed at the next full PC meeting with a final response being determined at the next F&GP committee meeting.

Action: Clerk

74. Community Speedwatch

- 74.1 The initial support for forming a Community Speedwatch group had dwindled to the extent we could not satisfy the minimum numbers at this time to qualify for financial support. The concept would be promoted at the Carnival in an attempt to foster more interest.

Action: Clerk

75. HALC consultation on NALC affiliation

- 75.1 HALC had expressed dissatisfaction with NALC and was considering whether or not to disaffiliate; member councils' views were being sought. Cllr Winstanley explained the relationship between parish councils, district associations and county associations and confirmed that some parish councils did not affiliate with HALC to avoid paying fees to NALC and some of these had indicated they would have stayed with HALC if there was no fee payable to NALC. However, it was noted that some changes for the better had been made by NALC.

- 75.2 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan **RECOMMENDED** with Cllrs Cossey, Mignot and Winstanley (personal interest) abstaining that we took the view to support disaffiliation.

76. CCTV on Glebe Meadow

- 76.1 Cllr Cossey introduced the advances made in CCTV with a view to monitoring Glebe Meadow. Cllr Mignot queried costs, management and monitoring any systems installed and wanted more information. The Clerk would investigate with Fair Oak and Horton Heath Parish Council and the YZone.

Action: Clerk

77. Clerk's report

- 77.1 A request had been made to retain the existing post box when the Post Office was relocated from its present location to the Co-op store next door on Riverside; the Clerk was investigating.
- 77.2 St Mary's Beech tree. Pruning work would be undertaken on the Beech tree in St Mary's Churchyard, as permitted by EBC, on 6 October 2015.
- 77.3 EBC consultation on Community Involvement. The Borough was revising its Statement of Community Involvement on how it proposed to involve the community in decision making on planning policies and applications. This would be on the full PC agenda in order to meet the deadline for responses.

Action: Clerk

- 77.4 Anchor Village road name. Comments had been sought on a road name in the Anchor Village complex and Spence Close was thought most appropriate being taken from the maiden name of the wife of Richard Gillman who bought Stoke Hill Cottage after returning to England from China having spent many years as a tea taster.

- 77.5 Shears Mill building cracks. The Clerk reported he was seeking evidence of building movement in the Shears Mill building and wall surrounds to forward to EBC for any follow up action thought appropriate as a result of disturbance created by the pile driving as part of the Riverside junction improvements.

77.6 Old St Mary's Churchyard verge stones. The large stones recently installed to deter vehicle drivers from turning on the St Mary's grass had again been thrown into the river by persons unknown. The Clerk was looking at grass matting in lieu of stones.

78. Date, time and place of next meeting

78.1 The next meeting will be on Tuesday 14 July 2015 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

79. Motion for Confidential Business

79.1 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.

80. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for April and May 2015 (Confidential Business)

80.1 Members noted the report tabled by the RFO which is attached to these minutes.

80.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the April and May 2015 staff payments be noted as tabled.

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

Resolutions to be noted by the Full Parish Council

60.1 that Cllr Cossey be re-elected as Chairman.

61.1 that Cllr Winstanley be re-elected as Vice-Chairman.

63.1 that the minutes of the meeting held on 14 April 2015 be accepted as a true record.

67.3 that the non-confidential payments tabled for April and May 2015 be noted.

79.1 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.

80.2 that the April and May 2015 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

68.2 that the Financial Accounts for the year ended 31 March 2015 be adopted.

68.4 that the Statement of Assurance for the year ended 31 March 2015 be approved and that the Chairman, Clerk and RFO be authorised to sign, as appropriate.

70.2 that £300 be granted was **RECOMMENDED** by a majority of three votes resulting in the previous proposal failing.

75.2 that we took the view to support disaffiliation by HALC from NALC.

**Payments in April and May 2015 in excess of £500
published in accordance with the Government's transparency directive**

Carpet Time Ltd	Car park matting	905.00
HALC/NALC	Subscriptions	1218.00
Vita Play Ltd	New play equipment	1512.00
Green Smile Ltd	Grounds maintenance	3195.73
Green Smile Ltd	Brookfield litter bin clearance	1050.00
EBC	Bus shelter cleaning	781.49
Green smile Ltd	grounds maintenance	3195.73