

# 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 15 December 2015

**Present:** Cllr Cossey (Chairman), Cllrs Mignot, Harris (ex officio), Parkinson-MacLachlan, Thornton, Toher and Winstanley

**In Attendance:** Mr P J Storey (Clerk to the Parish Council)  
Mr D Hillier-Wheal (Clerk designate to Bishopstoke Parish Council)

**Public Session** No public present.

### 145. Apologies

145.1 None.

### 146. To Agree the Minutes of the Meeting on 10 November 2015

146.1 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the minutes of the meeting held on 10 November 2015 be accepted as a true record.

### 147. Matters Arising from the above Minutes

147.1 None.

### 148. Declarations of Interest and requests for Dispensations

148.1 None declared.

### 149. Carnival Working Group's report

149.1 Nothing to report at this time.

### 150. RFO's Report, Budget Monitoring and Non-Confidential Payments

150.1 The Clerk reported that the mid-year internal audit would take place on 7 January 2016.

150.2 A budget monitoring report had been circulated with the agenda papers.

150.3 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that budget report for November 2015 be noted.

150.4 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the non-confidential payments tabled for November 2015 be approved.

### 151. External audit process

151.1 Changes in audit procedures resulting from the Local Audit and Accountability Act 2014 will affect the external audit procurement process from 2017 and present options to parish councils on how they choose to go about completing an external audit and by whom. HALC were involved in negotiations with NALC and SLCC and their recommended option, at least at this time, was for forming a sector-led procurement consortium and sharing the associated costs. Any new sector-led audit body (SLAB) would have to be operational in time to procure audit for those who subscribed in time for the 2017/18 financial year, hence the degree of urgency as it would take time for the SLAB to be formed and to act.

151.2 There was general support for joining a SLAB but until more details were forthcoming, it was thought appropriate to defer any formal recommendation until the January 2016 F&GP Committee meeting.

**Action: Clerk**

## **152. Local Council Tax support scheme**

152.1 The Government had announced a formal review of local council tax support focussing on the effectiveness, fairness and transparency of the different support schemes currently in operation. In part, this review has been brought about by not all principal councils passing on the council tax support grant paid to them to their parish and town councils. However, EBC has undertaken to fully fund its council tax support to those parish and town councils within the Borough for the foreseeable future.

152.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** with Cllr Winstanley abstaining (Borough Councillor) that the review of the local council tax support scheme be noted with no need for further action at this time.

## **153. Asset Management Report**

153.1 Cemetery and Churchyards. A total of 20 interments had taken place in the financial year to date with none in the past month.

153.2 Allotments. The need for a soakaway was still being investigated and the options considered to minimise the risk of flooding in the area of the Manor Farm shop.

153.3 Play areas. The Brookfield title transfer was still awaiting completion and minor repairs to play equipment continued as necessary.

153.4 The Clerk expressed his frustration with the lack of progress in getting our submission to adopt certain assets in the Parish as assets of community value accepted by EBC despite having provided more in-depth justification for those assets listed and previously submitted. He accepted that as a result of the Church of England taking legal advice, which had successfully argued that Church buildings were outside the scope of the Localism Act 2011, their buildings should be deleted from our submission and he recognised that this judgement could also apply to other church buildings in the Parish. However, there remained other buildings which provided or could provide an asset to the community in the future and by not recognising these he felt the intention of the Act was being undermined. Cllr Thornton commented that he understood that if 21 or more people from a community sought recognition of a pub as an asset of community value that recognition was granted but he would double check this.

**Action: Cllr Thornton**

153.5 It was agreed that the matter should be discussed at the next Eastleigh and District Association of Local Councils meeting to seek out other councils who may be experiencing similar delays and the extra work in providing justifications in order to bring some pressure to bear on EBC as the determining authority.

**Action: Clerk**

## **154. Heritage, Identity and Place**

154.1 The Royal Society of Arts was collaborating with the Heritage Lottery Fund to better understand the links between heritage and identity on a local scale and was producing an index to stimulate debate about what was valued from the past and how that might influence the identity of current residents in a locality. Rachel Bebb, [rachel@gardengallery.uk.com](mailto:rachel@gardengallery.uk.com) would welcome contact from individuals or organisations with views on heritage and to this end it was agreed the Clerk should make contact regarding Shears Mill.

**Action: Clerk**

### **155. Hampshire Library Service consultation**

- 155.1 Hampshire County Council was proposing a 22% cut in funding for the library service in 2016/17 and had published a consultation paper. Members thought that the Eastleigh Library provided an important social service in providing books and internet facilities to local residents and to school age children who went there to do their homework before going home. The suggested alternative of making use of the library in Chandlers Ford was deemed unacceptable especially as many of the current Eastleigh library users relied on public transport to get to/from the library which was located in the town centre near the bus terminus and therefore users could also do their shopping.
- 155.2 The future location of the Registrar's Service was questioned if the present location was to be removed. Members also wished the current mobile library service to be maintained because of the benefit it brought the elderly and vulnerable in the community who lacked transport or were wary of getting out and about. The Clerk would reply accordingly and also ask if on-line access to the library's book catalogue could be provided.

**Action: Clerk**

### **156. Electoral boundary review of Hampshire County Council**

- 156.1 A review of the electoral boundaries within Hampshire had recommended that the current number of county councillors remained at 78 but some of the electoral division boundaries be amended to more equally distribute the electorate numbers in those wards. This would also increase the number of county councillor within the borough from 7 to 8. Members thought this a sensible approach and supported the recommendations. The Clerk would reply accordingly in view of the imminent deadline for responses.

**Action: Clerk**

### **157. Electoral boundary review of Eastleigh Borough Council**

- 157.1 A review of the electoral boundaries in Eastleigh had recommended a reduction in borough councillors for Eastleigh from 44 to 39. It was thought prudent to defer further comment until the next F&GP Committee meeting to allow for further deliberation.

**Action: Clerk**

### **158. Grounds maintenance contract extension**

- 158.1 The matter of extending the grounds maintenance contract beyond its expiry on 31 March 2018 had been referred back to the committee by Full Council as more research was needed into the overarching EU contract legislation. The Assistant Clerk had sought legal advice but it was agreed the matter could be deferred until mid 2017 when an understanding of the legal implications as they might be at that time would be tabled.

**Action: Clerk**

### **159. New Cemetery**

- 159.1 Work had started on the new Cemetery as part of the Stoke Park development and it was timely to consider a name and style of grounds maintenance as it would likely come in to use in 2017. For ease of reference it was thought appropriate to refer to it as 'Bishopstoke New Cemetery'. It was also noted that if it was to become a lawn cemetery, and Members would review the Fair Oak and Horton Heath Lawn Cemetery by the next committee meeting before making any recommendations, the current Cemetery regulations would need amending. This matter would be on the January 2016 meeting agenda for further consideration.

**Action: All and Clerk**

### **160. Street Art**

- 160.1 Ms Joanne Calcutt from EBC oversaw street art in the Borough which was usually funded by developers' contributions. It was thought appropriate to invite her to a future meeting to discuss

what funding and ideas might be available for street art in Bishopstoke.

**Action: Clerk**

**161. Clerk's Report**

161.1 The Clerk reported that Shears Mill did not qualify under current English Heritage rules for listing as a building of historical significance unless it came under direct threat so no further action would be taken on applying for listing at this time.

161.2 Clarification had been obtained from the EBC planners regarding the siting of a Parish notice board on the railings outside Stoke Park Junior School and neither the Headmaster nor HCC had raised any objections. Installation would now be arranged.

**Action: Clerk**

161.3 The Hampshire Fire and Rescue Service, with partners, had produced a folder in which information on disaster preparation could be inserted and subsequently distributed to all households in the County, subject to funding being available. The idea was strongly supported by members of the Hampshire and Isle of Wight Resilience Forum, of which the parish was a member, and would be progressed further.

**162. Date, time and place of next meeting**

162.1 The next meeting will be on Tuesday 12 January 2016 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

**163. Motion for Confidential Business**

163.1 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.

**164. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for November 2015 (Confidential Business)**

164.1 Members noted the report tabled by the RFO which is attached to these minutes and also considered the need for a Council debit card for use by the Clerk in lieu of claiming expenses in arrears. This would also be placed on the January 2016 agenda for further discussion.

**Action: Clerk**

164.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the November 2015 staff payments be noted as tabled.

*There being no further business, the Chairman closed the Meeting at 8.35*

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

- 146.1 that the minutes of the meeting held on 10 November 2015 be accepted as a true record.
- 150.3 that budget report for November 2015 be noted.
- 150.4 that the non-confidential payments tabled for November 2015 be approved.
- 163.1 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.
- 164.2 that the November 2015 staff payments be noted as tabled.

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

- 152.2 that the review of the local council tax support scheme be noted with no need for further action at this time.

#### **Payments in November 2015 in excess of £500 published in accordance with the Government's transparency directive**

Leeson Designs	Notice boards	768.00
Hants Constabulary	PCSO contribution	3625.00
Green Smile Ltd	Grounds maintenance	3195.73