

BISHOPSTOKE PARISH COUNCIL

**Members of the Parish Council
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 9 May 2017 at 7.30pm**

This Meeting is Open to the Public (7.30pm – Question Time)

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

1. Election of Chair
2. Election of Vice-Chair
3. Apologies for Absence
4. Councillors' Questions
5. To adopt and sign Minutes of the Parish Council meeting held on 28 March 2017
6. To consider Matters Arising from the above Minutes
7. Declarations of Interest and Requests for Dispensations
8. Report on Planning Committee Meetings of 28 March 2017, 11 April 2017 and 25 April 2017 – to note Resolutions and to determine Recommendations
9. Report on Finance and General Purposes Committee Meeting of 11 April 2017 – to note Resolutions and to determine Recommendations
10. To review and confirm the terms of reference for committees
11. Appointments to Planning Committee and Finance & General Purposes Committee
12. Appointments to Working Groups and external panel membership
13. To receive the RFO's Report and approve the March 2017 and April 2017 Statements of Account
14. To determine consultation procedure for Sayers Road Play Area and determine plans to be included
15. To approve the Open Spaces Contract Specification and appoint the tender panel
16. To receive reports from County, Borough and Parish Councillors on matters of interest
17. To receive the Clerk's Monthly Report
18. To consider content for the May 2017 Press Release
19. Date, time, place and agenda items for next meeting – Tuesday 20 June 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D L Hillier-Wheal
Clerk to Bishopstoke Parish Council
2 May 2017***

Members: Cllrs Brown, Chaffey, Daly, Dean, Francis, Greenwood, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge, Toher and Winstanley

Agenda notes

At the start of the meeting up until the Chair for 2017-18 is elected, Cllr Winstanley will chair the meeting. Cllr Mignot will remain as Vice-Chair until the election of the Vice-Chair for this year

In any vote for Chair, if one nominee obtains more than 50% of the available votes, then that person is elected Chair. If there are more than two nominations for Chair, there will be a number of rounds of voting. In each round, the nominee with the least votes will be eliminated. In the event that two or more nominees are tied for least votes then the Chair will exercise a casting vote indicating which candidate should progress to the next round of voting. A Chair's casting vote can be for any eligible nominee, including themselves.

Once there are only two candidates remaining a final vote will be held. In the event of a tie the Chair will exercise their casting vote.

Once the Chair has been elected, the process will be repeated for the Vice-Chair

You will notice that there are a number of items that were on the agenda for last year's AGM that are not present this year. In a bid to prevent the meeting running on as long as last year, and avoiding the number of deferrals we had, I have drawn up a plan to spread some of the items out through the year to more appropriate times. All items will still be covered during the year. Standing Orders will be amended appropriately during the review period.

With regard to Planning and Finance & General Purposes, I would like to try and avoid having substitutes this year as it seemed to cause problems last year. Accordingly, if there are more than 7 volunteers for either committee, voting will take place to reduce that number to 7.

The Plans from the various play companies for Sayers Road will be available to view in the office from Friday. Please phone if you wish to come and see them as I have various appointments and may not be in the office if you just turn up. The office will be open from 6:30pm on Tuesday if anyone wants to drop in early for the meeting to have a look.

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 28 March 2017

Present: Councillor A Winstanley (Chair)
Councillor P Brown
Councillor A Daly
Councillor A Dean
Councillor J Francis
Councillor C Greenwood
Councillor T Mignot
Councillor A Moore
Councillor A Roling
Councillor M Thornton
Councillor S Toher

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

Public Session Joe Cunningham of Bishopstoke Retirement Village was here to give a presentation about an event they are holding
1 member of the public was present.

FULL_1617_M09/

Public Session

Cllr Winstanley welcomed Mr Cunningham to the meeting and invited him to speak. Mr Cunningham informed the Council that he was a resident of the Anchor Retirement Village and had been asked to arrange a fete as part of the events commemorating the life of Jo Cox MP. Mr Cunningham has been looking for help, in addition to that given by the residents and staff of the Village, and had held a meeting with the Clerk to discuss what the Parish Council might be able to do.

The Clerk had offered the Parish noticeboards and website to advertise the event. Mr Cunningham was here to invite any individual Cllr to help – whether by running a stall, helping set up, or in any other way.

Mr Cunningham had brought a list of areas and items with which he would appreciate help, and the Clerk was asked to circulate it to all Cllrs.

Action: Clerk

Cllr Thornton asked what date the fete was taking place on and Mr Cunningham replied that it is the 17th of June.

Cllr Winstanley stated that she was sure people would be willing to help and offered the use of tables from the Community Centre. Cllr Winstanley also asked if the fete would be open to the whole village and Mr Cunningham stated that it would be.

Cllr Winstanley thanked Mr Cunningham for coming and welcomed the news of the fete.

Mr Cunningham left at this point.

Initial: _____ Date: _____

159 Apologies for Absence

159.1 Apologies had been received and accepted from Cllrs Chaffey, Parker-Jones and Tidridge.

160 Councillors' Questions

160.1 Cllr Toher asked about children playing ball games in Sayers Road Play Area. Residents are reporting balls frequently going across the road and Cllr Toher wondered if it is possible to install netting to prevent this from happening. Cllr Toher also asked whether the Neighbourhood Plan questionnaire would be affected by rules on purdah. The Clerk advised that he believed it would be OK but would check with HALC.

Action: Clerk

160.2 Cllr Roling asked what had happened to the duck signs as they have apparently gone missing and residents would like them replaced. Cllr Winstanley replied that she believed they were installed by the Borough Council and would bring it up at the next Liaison meeting the Parish has with the Borough.

Action: Cllr Winstanley

160.3 Cllr Roling also requested that something be done about the step access to the Parish Office. She asked whether it is possible to have concrete steps and a hand rail. The Clerk stated that he was going to remove the existing mat and cover the steps in roofing felt as an initial measure. If that was not successful then the matter could be discussed at Finance and General Purposes.

Action: Clerk

160.4 Cllr Thornton reported residents asking him whether it is possible to remove the double yellow lines that are in place for bus stops that are no longer on bus routes. Cllr Winstanley advised that this was something that Cllr Thornton should bring to the attention of the Borough Council.

Action: Cllr Thornton

161 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 28 February 2017

161.1 The minutes of the above meeting had been circulated prior to this meeting.

161.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 28 February 2017.

162 To consider Matters Arising from the above Minutes

162.1 There were no matters arising.

163 Declarations of Interest and Requests for Dispensations

163.1 Cllrs Winstanley and Toher declared an interest in Item 7 on the agenda as Borough Council representative member of the Memorial Hall, and Secretary of the Memorial Hall Committee & Chair of Age Concern respectively.

164 Report on Planning Committee Meetings of 28 February 2017 and 14 March 2017 – to note resolutions and determine recommendations

164.1 The Planning Committee Minutes from 28 February 2017 and 14 March 2017 had been circulated prior to the meeting.

164.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 28 February 2017 and 14 March 2017 be noted.

Initial: _____ Date: _____

165 Report on Finance and General Purposes Committee Meeting of 14 March 2017 – to note resolutions and to determine recommendations.

165.1 The Finance and General Purpose Committee meeting minutes from 14 March 2017 had been circulated prior to the meeting.

165.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 March 2017 be noted.

165.3 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously to approve awarding £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.

165.4 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Finance and General Purpose Committee meeting of 14 March 2017 be noted.

166 To receive the RFO's report and approve the February 2017 Statement of Account

166.1 The RFO reported that the final Carnival money had now been paid into an Eastleigh Borough Council account and would be transferred back in the next Funds Fax. Cllr Roling asked if Carnival money went straight to the next Carnival or to Parish Council funds and the Clerk replied that it went to Parish Council funds. The Clerk also reported the next VAT claim was due to be made in April.

166.2 The February 2017 Statement of Account had been circulated prior to the meeting and was noted.

166.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive the RFO's report and approve the February 2017 Statement of Account.

167 To approve signing the Y-Zone contract extension

167.1 The Y-Zone agreement from 2012 had been circulated prior to the meeting.

167.2 The Clerk gave a briefing on the work that Y-Zone does with under 18s in the local area, citing in particular working with the Bridge in Eastleigh to provide a space for them to work, and in working with local autistic children to help them. Funding is shared between Bishopstoke, Fair Oak and the Borough, although part of the Borough contribution is in the form of advice and staff support.

167.3 In response to questions, the Clerk confirmed that the amount for the coming year is £25,000, which is in the budget, and that it may be possible to apply for Lottery or Children in Need funding. Also, that if the Chair cannot attend a Y-Zone meeting, then the Vice Chair, or another appointed Cllr can attend in their place.

167.4 Cllr Brown asked about the current limitations on hiring out the hall, and whether those rules could be changed. The Clerk was asked to add that to the agenda for the next Y-Zone management meeting.

Action: Clerk

167.5 Cllr Toher asked for the Council to receive the 2017 version of the contract, including necessary amendments to addresses, and also to include the rules on hiring out the Y-Zone. Cllr Toher stated that she supported the Y-Zone, but wanted to see the updated version of the contract before she could agree to vote for it to be signed. The Clerk was asked to request the updates from the Y-Zone committee, and the Council agreed to defer approving the signing of the contract until the new version was available.

Action: Clerk

Initial: _____ Date: _____

168 To approve the timetable for the new Open Spaces contract

168.1 The Clerk summarised the report that had been circulated prior to the meeting.

168.2 Cllr Roling asked how long the contract would be for and the Clerk replied that the Finance and General Purposes Committee would make recommendations on that for Full Council to approve.

168.3 Cllr Toher noted that previously that Parish Council had bought a piece of equipment for Green Smile and wanted to ensure that one of the criteria for the new contract was the level of equipment that each company holds.

168.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the timetable for the new Open Spaces contract.

169 To adopt the Financial Systems Risk Assessment

169.1 Cllr Thornton wished to record his thanks to the Clerk for his hard work and thoroughness in putting together the amended Financial Systems Risk Assessment following the last Finance & General Purposes meeting.

169.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the Financial Systems Risk Assessment.

170 To approve current Standing Orders and Financial Regulations

170.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve current Standing Orders and Financial Regulations.

171 To receive reports from County, Borough and Parish Councillors on matters of interest

171.1 Cllr Dean reported that she had, along with Cllr Parker-Jones, attended the HALC conference. She had found it interesting, if patchy. Regarding Council employment, Cllr Dean asked whether the “review group” that had looked at the Clerk’s appraisal and was considering future staffing needs is the Human Resources group recommended as best practice. Cllr Winstanley replied that, in effect, it was. Cllr Dean also reported that they had been informed of upcoming changes to the Data Protection Act. The Clerk was asked to find out more information and begin preparations. Finally, Cllr Dean noted that the presentation on community buildings had stressed the need for a business plan. The Clerk was asked to make contact with the Chair of South Wonston after their recent opening of a new community building.

Action: Clerk

171.2 Cllr Toher asked whether there had been the expected Neighbourhood Plan presentation. Cllr Dean replied that there had been, but that it had not been relevant to Bishopstoke Parish Council.

171.3 Cllr Daly reported that he had followed up regarding the incident on the railway bridge he had mentioned in a previous meeting. He had spoken to the police who had informed him that they had not been requested to attend. However, they also stated that even if a request had come in they would not have been able to turn up.

171.4 Cllr Moore reported that there had been an accident on Fair Oak Road that afternoon involving a car and a child.

171.5 Cllr Toher reported that she had attended the Parish Assembly and had found the talk from Chris Humby of the Bishopstoke History Society very interesting. She had also enjoyed the talks from the various grant recipients. Cllr Winstanley was thanked for providing the refreshments. Cllr Toher noted that at recent Neighbourhood Plan meetings the questionnaire was being finalised. There is a meeting due on 6th April at which Becky Hopkinson from Planet will attend. The company regularly deals with Neighbourhood Plans and, were they to be asked to be involved, there would be no charge to the Parish Council. The Clerk was requested to send a reminder to all Cllrs that the meeting will take place on Thursday 6th April at 7pm in the Parish Office.

Action: Clerk

171.6 Cllr Toher noted that the takeover of the Memorial Hall was being announced in local publications before the Committee themselves had been informed. The Clerk stated he would hand the formal letter to Cllr Toher on Friday morning.

Action: Clerk

171.7 Cllr Thornton reported that Hampshire County Council were allowing Wyvern School, and others, to set a budget deficit for the first time. Cllr Thornton also put out a plea for new Governors as Wyvern has some vacancies coming up. Finally Cllr Thornton noted that one of the Wyvern School Governors was being awarded the Citizen of Honour.

171.8 Cllr Brown also noted there was a need for School Governors at Stoke Park Junior School. Cllr Brown also reported that Twynhams charity are meeting more regularly and now have a structured maintenance programme, which is making the future look more positive.

171.9 Cllr Winstanley noted that David Carter, who runs the autism group at the Y-Zone Centre, and his wife, were also being presented with the Citizen of Honour award.

172 To receive the Clerk's monthly report

172.1 The Clerk reported that he and the Assistant Clerk were meeting with a fencing contractor in the morning to show them round the area that need work and obtain a quote. Another company has also been contacted but has not replied.

172.2 The Clerk reported that he was still awaiting further designs for the play area at Sayers Road and that he had been in touch with Dave Bowen of the Borough Council to discuss their methods in choosing a design.

172.3 The Clerk informed the Council that he and the Assistant Clerk has attended the allotment site meeting at the weekend. No major issues were raised this year. The Clerk had invited the plot holders to consider a "best dressed allotment" competition, to be judged in June and presented at Carnival. The Clerk had also reported on the legionella risk assessment recently completed. It is now being evaluated before any actions are considered. There are still chicken restrictions in place in some nearby areas, but the situation is being reassessed in April.

172.4 The Clerk noted that the deadline for newsletter content to be with him is the 14th April.

173 To consider content for the March 2017 press release

173.1 It was agreed that the press release would mention the grants to the Memorial Hall and Age Concern. It would also mention the Parish Assembly.

Action: Clerk

Initial: _____ Date: _____

174 Date, time, place and agenda items for next meeting – Tuesday 9 May 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

174.1 Agenda items to the Clerk by Friday 28 April 2017 please.

There being no further business, the Chair closed the meeting at 8:45pm

DRAFT

Initial: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 28 March 2017

Present: Cllrs Toher (Chair), Brown, Dean, Francis, Greenwood and Thornton (from Minute 215.3)

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

Public Session 1 member of the public was present

PLAN_1617_M21/

211. Apologies for Absence

211.1 All Councillors were present.

212. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 14 March 2017

212.1 The Minutes of the above meeting had been circulated prior to the meeting.

212.2 Proposed Cllr Greenwood, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 14 March 2017 be accepted as a true record.

213. To consider Matters Arising from the above Minutes

213.1 There were no matters arising.

214. Declarations of Interest and Requests for Dispensations

214.1 Cllr Dean declared an interest in application F/17/80140, as a neighbour.

215. Consideration of Planning Applications

215.1 F/17/80125 – 69 Underwood Road– Two storey rear extension – The Planning Committee agreed to raise no objection to the application.

215.2 F/17/80140 – 9 Drake Road – Single storey rear extension – The Planning Committee agreed to raise no objection to the application.

Cllr Thornton arrived at this point

215.3 F/17/80142 – 317 Fair Oak Road – Single storey front and side extension – The Planning Committee agreed to raise no objection to the planning application, but wished to request the same conditions be applied to the work as previously. The Clerk was requested to contact the Borough Council and ask whether all residential applications could have this restriction applied.

Action: Clerk

216. Report on recent planning decision

216.1 T/17/79899 – 35 Asford Grove – Trim and reshape 1 Holm Oak to side, to clear property – The Committee agreed to Raise No Objection (RNO) to the planning application. – EBC gave Consent.

Initial: _____ Date: _____

216.2 F/16/79737 – 23 Sayers Road – Erection of single storey extension to rear – The Committee agreed to Raise No Objection (RNO) to the planning application. – EBC Permitted the application.

216.3 F/17/79838 – 203 Fair Oak Road – Erection of two storey side extension, single storey rear extension, front porch and alterations to existing parking to front – The Committee agreed to RNO to the planning application, but were concerned to ensure there is no loss of parking. – EBC Permitted the application.

217. Clerk's Report

217.1 The Clerk reported that there was some concern regarding the bridleway at the Chase development. The Clerk had received, and passed to Cllrs, an email showing that the original route, which is the current legal route, has been blocked in some places by building work. The Borough Council have been asked to urgently look into this matter.

218 Date, time, place and agenda items for next meeting

218.1 The next meeting will be on Tuesday 11 April 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

208.2 Any agenda items should be submitted in writing to the Clerk by Monday 3 April 2017.

219 Motion for Confidential Business

219.1 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

220 Reported Breaches of Developmental Control (Confidential Business)

220.1 The Clerk reported 0 new alleged breaches of development control.

220.2 The Clerk reported 0 concluded investigations into alleged breaches of development control.

220.3 There were no reported development control issues from members of the Committee.

There being no further business, the Chair closed the meeting at 7.15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 11 April 2017

Present: Cllrs Thornton (Vice-Chair), Brown, Dean, Francis and Greenwood

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Parker-Jones
Borough Cllr Parkinson-MacLachlan

Public Session 3 members of the public were present (1 from minute 5.4)

PLAN_1718_M01/

Public Session

A resident asked it would be possible, at the point where the motion for confidential business is being proposed, to ask first whether there is any need for the motion, in order to avoid members of the public having to leave the room unnecessarily. The Clerk was asked to seek guidance on the procedure.

Action: Clerk

1. Apologies for Absence

1.1 Apologies had been received and were accepted from Cllr Toher.

2. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 28 March 2017

2.1 The Minutes of the above meeting had been circulated prior to the meeting.

2.2 Proposed Cllr Greenwood, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28 March 2017 be accepted as a true record.

3. To consider Matters Arising from the above Minutes

3.1 Minute PLAN_1617_M21/215.3 – The Clerk had made the request to the Borough but had not yet received a reply.

4. Declarations of Interest and Requests for Dispensations

4.1 Cllr Brown declared an interest in application F/17/80122, as a friend of the resident.

5. Consideration of Planning Applications

5.1 A/17/80137 – River Inn, 2 Fair Oak Road – Display of 2no. internally illuminated fascia signs, 2no. internally illuminated totem signs and 2no. internally illuminated free standing signs – The Committee agreed to object on the grounds of light pollution in the conservation area.

5.2 F/17/80122 – 3 Squirrel Close – Addition of pitched roof to existing garage and side extension – The Committee agreed to Raise No Objection to the application.

5.3 F/17/80184 – 48 Whalesmead Road – Single storey rear extension – The Committee agreed to Raise No Objection to the application.

Initial: _____ Date: _____

5.4 F/17/80188 – Land to rear of 86 Edward Avenue - Erection of 10 No. dwellings, 8 No. three bed and 2 No. 4 bed houses with vehicular access, parking, landscaping and refuse storage – Cllr Parker-Jones reported on a number of concerns raised by residents, as did Cllr Francis. Cllr Thornton stated that back gardens can be regarded as brownfield sites for planning, and so it may be more difficult to object successfully. The Committee agreed to object on the grounds of: overdevelopment; properties overlooking each other, and existing dwellings; the size and location of plot 5 not being suitable; damage to TPO trees; proximity to the Cemetery; the height of the proposed dwellings – it being felt that if any dwellings are to be built they should be in keeping with Rogers Road rather than Edwards Avenue; the access to Edward Avenue – the proposals would lead to three roads joining Edward Avenue on the same bend which poses a risk to safety; the likelihood of asbestos sheds having been buried in the ground some years ago and that 10 dwellings is too many to squeeze on a plot that size. The Committee also questioned whether the Borough Council currently has enough enforcement officers to ensure any work is done correctly. It was also noted that there is no Flood Risk Assessment, which is a requirement of all developments of 10 dwellings or more. The Clerk was asked to report these concerns directly to the Case Officer and request that the decision be taken by the Local Area Committee, rather than delegated.

Action: Clerk

6. Report on recent planning decision

6.1 F/17/79936 – 5 Jockey Lane – Revision to planning permission F/16/78619 comprising of amendment from 2no. 3 bed dwellings to 2no. four bed dwellings with associated parking and amenity space – The planning committee were unhappy with the concept of retrospectively revising an approved application for 3 bed dwellings into 4 bed dwellings. As the houses have already been built this appeared to the Committee to be an attempt to circumvent the planning procedure. The Committee also questioned why this had not been picked up by building control. Objections were raised on the grounds of overdevelopment and parking, as with 2 extra bedrooms but no extra parking this means there will be insufficient parking on site – Eastleigh Borough Council permitted the application

6.2 T/16/80006 – 2 Bishops Court – Fell 2no. Ash, crown raise to 4.5m 1no. Cherry & 1no. Tulip tree & crown reduction by 2.5m to 1no. Pear tree – The Planning Committee had no objection to the work on the Cherry, Tulip and Pear trees, but objected to the felling of the two Ash trees on the grounds that they were healthy TPO trees, and no satisfactory grounds for their removal has been provided.

Eastleigh Borough Council's decision was Partial Consent:

REFUSE CONSENT for the following: Pear [T5] reduction by 2.5m & crown raise to 4.5m 1no. Cherry tree. The proposed works are considered unjustified and will be of detriment to the health and appearance of the trees. The works would therefore result in an adverse impact upon the visual amenity, ecology, wildlife and screening of the surrounding area.

CONSENT TO: Ash (T1) - Fell. Replant 1 x tree details will need to be supplied prior to the tree being removed. Sycamore (T2) - Remove 3 lowest branches over garden. To allow more light into the garden and form the crown discouraging long low limbs. Cherry (T3) Remove lowest branch damaging fence and reduce second low branch by up to 2m from the branch tip, pruning to a suitable growth point. Ash (T4) - Fell. No replant. Pear (T5) Crown reduce by up to 1.5m from the longest branch tips, keeping pruning wounds below 75mm and maintain an natural shaped crown. Tulip (T6)- Raise crown up to 4.5m from ground level. (1) The tree works hereby consented shall be completed within 2 years of the date of this permission and shall be carried out in accordance with the approved details and to British Standard for Tree Work BS3998:2010. Reason: To preserve the special amenity value of the trees.

6.3 T/16/80007 – 3 Bishops Court – Removal of lower limbs to 1no. Sycamore – The Committee agreed to RNO to the planning application - EBC Consented

6.4 F/17/80103 – 97 Underwood Road – Single storey side extension – The Planning Committee agreed to raise no objection to the planning application - EBC Permitted

Initial: _____ Date: _____

.7. Consideration of proposed traffic regulation orders (TROs)

7.1 Cllr Parker-Jones reported concerns from residents in general and Bishopstoke Players in particular. The usual response from residents has been that parking along Church Road needs changing, but that double yellow lines would not be appropriate. The most common suggestion is that there should be double yellow lines on the blind bend, and that the rest should be some form of limited waiting from 9am to 5pm, Monday to Friday.

7.2 Borough Cllr Parkinson-Maclachlan informed the Committee that the roads included on the Traffic Regulation Order consultation have all been regularly put forward by residents. The rules state that once an area has been put forward for consultation it cannot be increased, but it can be decreased, which is why the consultation covers such a wide area to start with. Now the Borough Council wants the response of residents to the proposals so that it can gauge how to amend them to best accommodate all concerns. All residents are encouraged to respond to the consultation.

7.3 The Committee agreed to respond to the consultation, stating that their preferred option was to have limited time waiting from 9am- 5pm on Monday – Friday along most of Church Road, and to have No Waiting At Any Time restrictions on the blind bend.

Action: Clerk

7.4 The Clerk was asked to add this to the agenda again for further discussion. The Clerk stated that the consultation would be closed before the next meeting, but that it was anticipated that there may well be another opportunity to comment once amended proposals are put forward.

8. Clerk's Report

8.1 The Clerk reported that planning application F/16/78907 regarding 35 Oakgrove Road had been appealed.

9. Date, time, place and agenda items for next meeting

9.1 The next meeting will be on Tuesday 25 April 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

9.2 Any agenda items should be submitted in writing to the Clerk by Monday 17 April 2017.

10. Motion for Confidential Business

10.1 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

11. Reported Breaches of Developmental Control (Confidential Business)

11.1 The Clerk reported 0 new alleged breaches of development control.

11.2 The Clerk reported 0 concluded investigations into alleged breaches of development control.

11.3 There were no reported development control issues from members of the Committee.

There being no further business, the Chair closed the meeting at 7.32pm

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 25 April 2017

Present: Cllrs Toher (Chair), Dean and Francis

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

Public Session 1 member of the public was present

PLAN_1718_M02/

Public Session

12. Apologies for Absence

12.1 Apologies had been received and were accepted from Cllr Greenwood. Cllrs Brown and Thornton both later apologised.

13. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 11 April 2017

13.1 The Minutes of the above meeting had been circulated prior to the meeting.

13.2 Proposed Cllr Francis, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 11 April 2017 be accepted as a true record.

14. To consider Matters Arising from the above Minutes

14.1 Cllr Dean asked if there had been any update on the archaeological finds at the Cemex development. The Clerk replied that there had not been and was asked to contact them again.

Action: Clerk.

15. Declarations of Interest and Requests for Dispensations

15.1 None declared or sought.

16. Consideration of Planning Applications

16.1 F/17/80216 – 68 Stoke Common Road – Rear conservatory – The Committee agreed to Raise No Objection to the application.

16.2 F/17/80224 – 10 Scotter Road – Second floor rear extension, hip to gable extension, rear dormer and insertion of 2no. front roof lights – The Committee agreed to Raise No Objection to the application, but with a comment that they had a concern over the need for an extra parking space.

16.3 F/17/80246 – 18 Escombe Road – Proposed single storey side extension and single/two storey rear extension – The Committee agreed to Raise No Objection to the application.

16.4 T/17/80284 – 35 Asford Grove - Remove 2m from top and clear lower limbs clear of boundary to 1no. Holm Oak – The Committee agreed to Raise No Objection to the application.

Initial: _____ Date: _____

17. Report on recent planning decision

17.1 F/17/79972 – 17 Whalesmead Road– Single storey side extension, integral garage and relocation of front door – The Planning Committee felt this would be overdevelopment and would be out of keeping with the surrounding street scene and wished to object on those grounds – EBC Permitted the application.

17.2 T/17/80079 – 182 Church Road – Crown lift to 6m and pruning of limbs by 1.5m to 3no. Alder – The Planning Committee agreed to raise no objection to the planning application – EBC Consented to the tree works.

17.3 F/17/80125 – 69 Underwood Road– Two storey rear extension – The Planning Committee agreed to raise no objection to the application – EBC Refused the application.

17.4 F/17/80140 – 9 Drake Road – Single storey rear extension – The Planning Committee agreed to raise no objection to the application – EBC permitted the application with an amended description of Single storey rear extension with mono pitch roof.

18. Clerk's Report

18.1 The Clerk reported that he had been informed by Borough Cllr Mignot, Chair of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee, that he had requested the planning application for 10 dwellings on land behind Edward Avenue be brought before the LAC, if Borough Officers were minded to permit the application

19. Date, time, place and agenda items for next meeting

19.1 The next meeting will be on Tuesday 23 May 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

19.2 Any agenda items should be submitted in writing to the Clerk by Monday 15 May 2017.

20. Motion for Confidential Business

20.1 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

21. Reported Breaches of Developmental Control (Confidential Business)

21.1 The Clerk reported 1 new alleged breach of development control.

21.2 The Clerk reported 0 concluded investigations into alleged breaches of development control.

21.3 There was 1 reported development control issue from members of the Committee.

There being no further business, the Chair closed the meeting at 7.21pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 11 April 2017

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

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

Public Session 1 member of the public was present

FGP_1718_M01/

1. Apologies for Absence

1.1 Apologies had been received and were accepted from Cllrs Chaffey and Toher.

2. To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 March 2017

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

2.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 be accepted as a true record.

3. To consider Matters Arising from the above Minutes

3.1 There were no matters arising.

4. Declarations of Interest and Requests for Dispensation

4.1 There were none sought.

5. To receive reports from Working Groups

5.1 Cemetery: The Minutes of the previous Cemetery Working Group meeting had been circulated. Cllr Parker-Jones thanked the Clerk for passing on the request for Cemetery name suggestions. This will be opened up on Facebook and the website for residents to make suggestions.

5.2 Carnival: The Clerk reported that the Carnival Court, and Programme Cover Competition were now in full swing, and that arena acts were being finalised. Stallholder and Parade packs will be sent out over Easter.

6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2017

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

6.2 The RFO reported that spending over the year 2016-2017 had been approximately £20,000 below that originally budgeted for, but that this had already been taken account of in preparing the new budget.

Initial: _____ Date: _____

6.3 The bank balances as at 31 March 2017 are: Co-op bank £1,177.89 and EBC Loan Account £168,028.28.

6.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

7. To view, amend and recommend the Open Spaces Specification

7.1 The Open Spaces specification had been circulated prior to the meeting. Amendments agreed were to ask for appropriate certificates as well as licences; to ask for both current, and planned (should the contract be awarded) staff and equipment lists; to add snow clearance to the Ad Hoc jobs section; and to move the maintenance of the Glebe Meadow sensory garden to Potential jobs. Also, the length of the contract to be 3 years with a possible extension for a further 3 years. Additions to the criteria by which bids are judged were agreed to be the taking of references and a demonstration of financial stability.

7.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.

8. To view and recommend adoption of the Statement of Internal Control

8.1 The Statement of Internal Control had been circulated prior to the meeting.

8.2 Cllr Parker-Jones requested amending the Statement to include Finance & General Purposes Committee, rather than just Finance.

8.3 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

9. To receive the Clerk's Report, including an update on Parish Council assets

9.1 Legionella risk assessment: The Clerk reported that the Legionella risk assessment had now been studied. The main risk highlighted was to with the storage of open water on allotments, particularly in large baths. There are two main options: the banning of open water storage in any form, including removal of all baths from the allotments or regular cleaning and disinfecting of all open water storage. The Clerk noted that either way would involve increased costs for the Parish Council, and potentially a change to the tenancy agreement, so it was the intention to bring this matter before Full Council. In the meantime, the baths will be professionally cleaned as soon as practical to minimise the risk.

9.2 Play Areas: The Clerk reported that he continues to have meetings with representatives of play equipment companies regarding Sayers Road play area. In all other areas, maintenance continues.

9.3 Office: The Clerk reported that the office would be closed over the bank holiday weekend, and also on Thursday 20th April.

9.4 The Clerk reported that he had attended a meeting with the Assistant Clerk, Liz Harrison and Dave Bowen of Eastleigh Borough Council, and Darren Schofield of Bellway Homes at The Chase. Bellway indicated they are not intending to fence around the new Cemetery, due to cost and difficulty. Confirmation was received that there will be no water supply in the new Cemetery. The western half of the new Cemetery, where excessive amounts of soil has been dumped, will be cleared of stones and rubble, and then flattened, compacted and grassed. Eastleigh Borough Council stated that the new bridleway is closer to being approved as some of the objections from local residents and businesses have been resolved. The new allotment building looks good and Bellway have agreed to scrape, level and resurface the road leading up to Bishopstoke Cemetery gates. The Clerk was requested to provide a list and map of all TPO trees in the Parish.

Action: Clerk

Initial: _____ Date: _____

10. Date, time, place and Agenda Items for the next meeting

10.1 The next meeting is scheduled to be on Tuesday 6 June 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

10.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 26 May 2017.

There being no further business, the Chair closed the meeting at 8.45pm

DRAFT

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

- 2.2 that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 be accepted as a true record.
- 6.4 that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

Recommendations for consideration by the Full Parish Council

- 7.2 that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.
- 8.2 that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Item

Month **12**

Budget Monitoring 2016/17

At 31 March 2017

% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 141,519.93	£ 141,519.93					100.0%
Council tax support grant	£ 11,887.54	£ 11,887.54					100.0%
Interest rec'd	£ 650.00	£ 403.62					62.1%
Misc receipts *	£ -		£ 2,845.00				
Burial Board income	£ 12,000.00	£ 16,160.00					134.7%
Allotment income	£ 5,000.00	£ 5,150.82					103.0%
Carnival	£ 3,070.00	£ 1,630.12					53.1%
Total income	£ 174,127.47	£ 176,752.03					101.5%
Community services, projects and facilities							
Community projects and facilities	£ 2,000.00			£ 2,137.50		-£ 137.50	106.9%
Neighbourhood Plan	£ 2,500.00			£ 270.00			10.8%
Carnival	£ 4,000.00			£ 4,245.80		-£ 245.80	106.1%
Travel token scheme	£ 1,000.00			£ 469.00		£ 531.00	46.9%
Bus shelter maintenance	£ 1,740.00			£ 642.51		£ 1,097.49	36.9%
Play equipment provision	£ 2,000.00			£ -		£ 2,000.00	0.0%
Play equipment maintenance	£ 7,000.00			£ 4,487.30		£ 2,512.70	64.1%
Play area/open space grds mtce	£ 32,500.00			£ 30,083.69		£ 2,416.31	92.6%
Open spaces tree maintenance	£ 5,000.00			£ 1,385.00		£ 3,615.00	27.7%
Shears Mill maintenance/cleaning	£ 770.00			£ 668.30		£ 101.70	86.8%
Shears Mill utilities	£ 210.00			£ 89.54		£ 120.46	42.6%
PCSO funding	£ 7,500.00			£ 7,323.00		£ 177.00	97.6%
Grant Aid	£ 4,500.00			£ 4,254.88		£ 245.12	94.6%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ 25,000.00		£ -	100.0%
Parish Publicity	£ 1,000.00			£ 1,717.81		-£ 717.81	171.8%
Parish office mtce/ furnishings	£ 550.00			£ 165.00		£ 385.00	30.0%
Parish office utilities	£ 1,030.00			£ 622.96		£ 407.04	60.5%
New notice boards	£ 750.00			£ -		£ 750.00	0.0%
General repairs and renewals	£ 1,500.00			£ 281.50		£ 1,218.50	18.8%
Sub total	£ 101,050.00		£ -	£ 84,343.79		£ 14,476.21	83.5%

BISHOPSTOKE PARISH COUNCIL

Item

Month **12**

Budget Monitoring 2016/17

At 31 March 2017

% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 4,500.00			£ 1,833.36		£ 2,666.64	40.7%
Old St Mary's Churchyard mtce	£ 1,100.00			£ 1,062.46		£ 37.54	96.6%
Cemetery grounds mtce	£ 5,200.00			£ 5,028.36		£ 171.64	96.7%
Water charges	£ 100.00			£ 73.86		£ 26.14	73.9%
Tree removal/mtce work	£ 2,000.00			£ 170.00		£ 1,830.00	8.5%
General maint	£ 3,000.00			£ 4,309.33		-£ 1,309.33	143.6%
Sub total	£ 15,900.00		£ -	£ 12,477.37	£ -	£ 3,422.63	78.5%
Allotments							
General/equip maintenance	£ 4,500.00			£ 5,310.83		-£ 810.83	118.0%
Soakaway			£ 2,845.00	£ 2,845.00		£ -	100.0%
Electricity charges	£ 800.00			£ 253.72		£ 546.28	31.7%
Water charges	£ 1,000.00			£ 1,099.83		-£ 99.83	110.0%
Sub total	£ 6,300.00		£ 2,845.00	£ 9,509.38		-£ 364.38	104.0%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 41,400.00			£ 47,110.05		-£ 5,710.05	113.8%
Election expenses	£ 7,500.00			£ 6,448.00		£ 1,052.00	86.0%
Recruitment advertising	£ 1,000.00			£ 150.00		£ 850.00	15.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 3,600.00			£ 3,301.19		£ 298.81	91.7%
Room Hire	£ 200.00			£ 150.00		£ 50.00	75.0%
Audit Costs	£ 1,240.00			£ 590.00		£ 650.00	47.6%
Subs (HALC/NALC/SLCC)	£ 1,670.00			£ 1,524.10		£ 145.90	91.3%
Clerk & Asst Clerk Office facility	£ 440.00			£ 432.00		£ 8.00	98.2%
Staff travel & mileage	£ 1,900.00			£ 433.35		£ 1,466.65	22.8%
Insurance	£ 2,000.00			£ 1,968.47		£ 31.53	98.4%
Chair's Expenses	£ 150.00			£ 110.00		£ 40.00	73.3%
Seminars & training	£ 1,000.00			£ 1,891.20		-£ 891.20	189.1%
Cemetery and allotment software	£ 3,500.00			£ -		£ 3,500.00	0.0%
Sub total	£ 66,100.00		£ -	£ 64,108.36	£ -	£ 1,991.64	97.0%
Total	£ 189,350.00	£ -	£ 2,845.00	£ 170,438.90	£ -	£ 19,526.10	88.7%

Bishopstoke Parish Council

Finance & General Purposes Meeting

11th April 2017

ITEM

Non-Confidential Payments (Mar 2017)

Direct debits

Southern Water	Cemetery (Dec to Mar)	£	33.62
Southern Water	Allotments (JL - Nov to Mar)	£	14.99
British Gas	Underwood Road - Elec (Feb) (15/03/17)	£	20.52
BT	Parish Office phone (Feb/Mar) (15/03/17)	£	33.26
Southern Water	Allotments (MF)	£	367.58
British Gas	Electricity Shears Mill (Feb)	£	9.95
Eon	Electricity Par. Off. (Feb - 14/03/17)	£	21.00

Internet payments

EBC	Dog Bins (February 2017)	£	46.37
HALC	Inv 1302 Officer Update	£	48.00
Green Smile	Brookfield hedge and others	£	752.40
Green Smile	Cemetery Clearance	£	48.00
VitaPlay	Play Area - Glebe Meadow	£	1,193.84
Grants	Street Pastors	£	500.00
J Bruno Construction	Bus shelter repairs	£	284.04
Kestrel Pest Control	Cemetery (Mole)	£	192.00
Kestrel Pest Control	Church Road Play Area (Moles)	£	288.00
Seagrave Insp Serv Ltd	Play Area Inspections	£	372.00
Freeston Water	Legionella Risk Assessment	£	477.60
M&S Enterprises	Allotment (Rotovator)	£	131.95
Sarsen Press	Carnival Newsletter	£	395.00
HALC	Inv 1356 - Training - Core	£	324.00
N J Bryan	Allotments - JL Taps and pipes	£	481.20
Grants	Age Concern	£	1,000.00
Grants	Bishopstoke Memorial Hall	£	3,000.00
VitaPlay	Inv 1411 - Brookfield swing	£	1,116.79
J Bruno Construction	Cemetery Fence	£	990.84
Green Smile	Cemetery - Grave maintenance	£	72.00
Survey Monkey	Subscription	£	300.00
Green Smile	Grounds Maintenance (January)	£	3,283.22
Staff	Salary	£	2,633.81
Staff	Mileage	£	25.20
HMRC	Tax/NIC	£	741.03
HCC	LGPS	£	773.89

Cheque payments

969	Methodist Church Hire (Parish Assembly)	£	60.00
969	Methodist Church Hire (Neighbourhood Plan)	£	20.00
970	Funeral Partners Refund of overpayment	£	50.00

Out Of Pocket Expenses**Clerk**

EBC	Parking	£	4.40
Post Office	Stamps	£	52.80
EBC	Parking	£	1.30
		Sub total	£ 58.50

Out Of Pocket Expenses**Assistant Clerk**

Patuoxun LLC	Solar Light	£	16.18
Post Office	Stamps	£	55.00
Ryman	Laminating Pouches	£	19.99
Robert Dyas	Protective Gloves	£	4.99
O2	Top Up	£	15.00
Post Office	Postage	£	1.54
Ink Planet	Ink	£	24.98
Post Office	Postage	£	1.52
Post Office	Stamps	£	7.68
		Sub total	£ 146.88

Total payments**£ 20,307.48**

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2017

1 SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2017 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and approves expenditure budgets for the following year at its November Finance meeting. The Full Council meeting in January approves the level of precept for the following financial year.

The Council has appointed a Finance and General Purposes Committee of Members who meet ten times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets nine times each year. It monitors progress by receiving relevant reports from the Finance and General Purposes Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk to the Council who acts as the Council's legal advisor and administrator, and also acts as the Council's Responsible Finance Officer with responsibility for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance and General Purposes Committee;
- the Clerk to the Council / Responsible Finance Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2016/17.

(Chairman)

(Clerk)

May 2017

May 2017

**STANDING ORDERS FOR THE
PLANNING COMMITTEE**

1 Meetings

- 1.1** Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting or if no applications are tabled for consideration.

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Planning Applications

- 3.1** The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 3.2** The Clerk shall produce and circulate to each Committee Member a copy of the Agenda for each meeting, together with the Minutes of the previous meeting at least three clear working days in advance.
- 3.3** The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 3.4** The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting.
- 3.5** The Clerk shall take Minutes of the meeting and any follow-up actions as directed.
- 3.6** The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 3.7** Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.
- 3.8** The Chair, or, in their absence, the Vice-Chair, shall present a report at each Parish Council meeting on decisions made by the Planning Committee and decisions made by Eastleigh Borough Council on applications considered within the Parish boundary since the previous Parish Council meeting. Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.

**STANDING ORDERS FOR THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

1 Meetings

- 1.1** Meetings of the Committee shall be held once monthly on the second Tuesday at 7:30pm in the evening unless otherwise decided at a previous meeting.

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Consideration of Business

- 3.1** Business shall be conducted in the order stated on the Agenda unless otherwise directed by the Chair.

- 3.2** The Committee shall have the autonomy to pass resolutions and report upon such resolutions to the next full meeting of the Parish Council on:

3.2.1 Relevant matters that do not directly commit to expenditure

3.2.2 Expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by up to £500

3.2.3 Payments made to staff including mileage and reimbursement of out of pocket expenses

- 3.3** The Committee shall make recommendations only on:

3.3.1 Expenditure exceeding £5,000 or exceeding annual budgets by more than £500

3.3.2 Virement of sums from reserve where a budget is to be exceeded by more than £500 or a new budget head to be created

3.3.3 All Grant Aid applications

3.3.4 All consultations addressed to the Parish Council

- 3.4** The Clerk shall take minutes of the meeting and take any follow-up action as directed.

- 3.5** The Chair, or, in their absence, the Vice-Chair, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting.

Working Groups and Other Appointments

Working Groups

Carnival	Minimum 1 Cllr
Travel Token	Minimum 2 male, 2 female Cllrs, Clerk
Cemetery	Maximum 5 Cllrs
Communications and Engagement	Maximum 5 Cllrs and Clerk
Neighbourhood Plan	Maximum 4 Cllrs
Community Buildings	Maximum 5 Cllrs
Standing Orders Review Group	Maximum 5 Cllrs
Human Resources	Chair, Vice-Chair, Chair of Planning, Chair of F&GP

Other Appointments

Passenger Transport Forum / Road Safety / Highways Liaison	1 Cllr
EDAPTC	Chair and Vice-Chair
Bishopstoke Memorial Hall	1 or 2 Cllrs
Bishopstoke Community Centre	1 or 2 Cllrs
BPC / LAC Liaison	Chair, Vice-Chair and Clerk
Airport Consultative Committee	2 Cllrs (1 primary and 1 standby)
Charities (Including Twynhams)	1 Cllr
CPRE	1 Cllr
Public Art (Bishopstoke Park and CEMEX site)	1 Cllr
YZone	Chair

Working Groups and Other Appointments 16-17

Working Groups

Carnival Cllrs Brown and Winstanley	Minimum 1 Cllr
Travel Token Cllrs Toher, Dean, Parker-Jones, Moore and Thornton	Minimum 2 male, 2 female Cllrs, Clerk
Cemetery Cllrs Parker-Jones, Dean, Thornton and Toher	Maximum 5 Cllrs
Communications and Engagement Cllrs Tidridge, Brown, Chaffey and Parker-Jones	Maximum 5 Cllrs and Clerk
Neighbourhood Plan Cllrs Toher, Dean and Tidridge	Maximum 4 Cllrs
Community Buildings Cllrs Winstanley, Toher, Tidridge and Roling	Maximum 5 Cllrs
Standing Orders Review Group Cllrs Winstanley, Greenwood and Thornton	Maximum 5 Cllrs
Human Resources	Chair, Vice-Chair, Chair of Planning & F&GP

Other Appointments

Passenger Transport Forum / Road Safety / Highways Liaison	1 Cllr
EDAPTC	Chair and Vice-Chair
Bishopstoke Memorial Hall Cllr Winstanley and Toher attending in other capacities	1 or 2 Cllrs
Bishopstoke Community Centre Cllr Thornton and Mignot, Cllr Winstanley attending in other capacity	1 or 2 Cllrs
BPC / LAC Liaison	Chair, Vice-Chair and Clerk
Airport Consultative Committee Cllr Toher, Cllr Moore	2 Cllrs (1 primary and 1 standby)
Charities (Including Twynhams) Cllr Brown	1 Cllr
CPRE Cllr Tidridge	1 Cllr
Public Art (Bishopstoke Park and CEMEX site) Cllr Parker-Jones	1 Cllr
YZone	Chair

PARISH COUNCIL MEETING ON 9 May 2017
MONTHLY STATEMENT OF ACCOUNT (March 2017)

ITEM

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 9,710.01	£ 11,645.36		£ 20,307.48		£ 1,047.89
EBC	£ 168,028.28	£ 243.64				£ 168,271.92
Total	£ 177,738.29	£ 11,889.00	£ -	£ 20,307.48	£ -	£ 169,319.81

Receipts in detail		
Burial Board	£	1,985.00
Allotments	£	-
Carnival		
VAT refund	£	9,660.36
Misc.	£	-
Total	£	11,645.36

VAT	
Previously Claimed	£ 9,660.36
Claimed in March	£ -
Unclaimed	£ 4,020.46

EBC Loan Account Summary						
		Money In			Money Out	
	April Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to March	£ 159,218.40	£ 141,519.93	£ 11,887.54	£ 646.05	£ 145,000.00	£ 168,271.92
March						£ 168,271.92

Notes	

PARISH COUNCIL MEETING ON 9 May 2017
MONTHLY STATEMENT OF ACCOUNT (April 2017)

ITEM

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 1,047.89	£ 2,405.87	£ 30,000.00	£ 20,033.44		£ 13,420.32
EBC	£ 168,271.92	£ 90,157.47			£ 30,000.00	£ 228,429.39
Total	£ 169,319.81	£ 92,563.34	£ 30,000.00	£ 20,033.44	£ 30,000.00	£ 241,849.71

Receipts in detail		
Burial Board	£	850.00
Allotments	£	295.87
Carnival	£	1,260.00
VAT refund	£	-
Misc.	£	-
Total	£	2,405.87

VAT	
Previously Claimed	£ 9,660.36
Claimed in April	£ 4,020.46
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	April Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to March	£ 168,271.92	£ 78,896.60	£ 11,260.87		£ 30,000.00	£ 228,429.39
March						£ 228,429.39

Notes	

Open Spaces Specification

Contact starts April 1st 2018
3 year term

Companies are invited to tender for a 3 year contract, beginning 1st April 2018. The contract is to maintain Bishopstoke Parish Council's open spaces, including play areas, the Cemetery, allotments and general open space. During the course of the 3 years, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract.

From time to time there may be specific, one-off jobs, such as clearing small fallen trees in the Cemetery, and it is anticipated that those would also be undertaken by the winning company, and charged individually as they are completed.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

A breakdown of costs is required, including: cost per grass cutting visit at each site; hourly rate for leaf clearance; cost per weedkilling visit at each site and cost per litter picking visit at each site. Associated costs such as disposal of grass, leaves or litter should also be provided.

It should be noted that all areas covered by the contract receive significant use by residents, in particular, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

I will, of course, be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted.

David Hillier-Wheal
Clerk to Bishopstoke Parish Council
30th April 2017

Further details and requirements

The contract is initially for a 3 year period but, subject to possible legal limits, may be extended for a further 3 years with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstances dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken.

All prices quoted should include VAT at 20%, although it is understood that prices may vary if VAT changes.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.

All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.

Only suitably qualified staff will use machinery to carry out any work for the Parish Council.

The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw licence.

The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st April 2018, and every year upon renewal of the insurance.

Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a staff list, an equipment list, company details and account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company.

The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

List of items to be provided by applicants

- A letter introducing the company
- Cost per year to the Parish Council of the contract as a whole, including 20% VAT, for each of the three initial years of the contract, and an indication of future costs should the contract be extended
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for basic strimming and mowing
- Copies of all relevant and necessary licences and certificates
- Copies of all necessary insurance documents, including the value of Public Liability insurance held
- Current staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded
- A current equipment list indicating any equipment that would be purchased should the contract be awarded
- Company details – including but not limited to how long the company has been in operation
- Account details
- Examples of current and previous work, including contact details for at least two references to be taken up
- An indication of willingness to take on the potential additions to the contract
- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake
- Any further information the company feels would be relevant to the bid

Standard Play Area Specification

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weedkilling: The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

Litter picking: All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off site.

Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council currently has an inspection sheet which can be provided upon request. The Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

Otter Close Play Area – SO50 8NF

Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

Templecombe Road Play Area – SO50 8QJ

Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

Church Road Play Area – SO50 6DT

Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, where possible the grass cuttings are to be collected, removed from site and disposed of responsibly.

Sayers Road Play Area – SO50 6GW

Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, the grass cuttings are to be collected, removed from site and disposed of responsibly.

Glebe Meadow inc. Play Area – SO50 6LQ

Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Number of bins (excluding dog waste bins):

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 4 times per year between early July and February, with all trimmings to be collected and disposed of responsibly off site. Hedge trimming to include the road side of the hedges.

Brookfield Estate and Play Area – SO50 8RB

Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

There are banks and gullies along Blackberry Drive that have been allowed to grow wildflowers. These banks and gullies are to be strimmed only 8 times per year between 1st April and 30th September. Care must be taken to preserve the wildflower growth.

Anything overhanging the pathways within the marked areas should be trimmed back.

Old St Mary's Churchyard – SO50 6HF

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: 2 visits in November and 2 in December to collect and clear leaves. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Litter picking to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

St Mary's Church – SO50 6DR

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 16 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly. Care should be taken to avoid disturbing weddings, funerals, or other important church services.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

Bishopstoke Old Cemetery – SO50 6DX

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All mown grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed twice per year: Early July and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through the Cemetery, and old kerbsets around graves, to have weedkiller applied as necessary.

Once per year, in March, to assist in the clearance of Christmas items around the graves.

Clearance of storm damage and fallen branches as necessary throughout the year.

Care should be taken to avoid working when funerals are taking place. The Parish Council will inform the company in advance of any such times.

Jockey Lane Allotments – SO50 6DX

Grounds Maintenance: There is an area no longer used for allotment plots which will require maintaining to avoid weed growth. This is currently approximately 250 square metres.

There is a bridleway cutting down the middle of the allotment area. The section of bridleway adjacent to the allotments will need to be strimmed regularly to keep growth from intruding onto the bridleway. This should be done fortnightly between March and November.

Manor Farm Allotments – SO50 6FZ (off Underwood Road)

Hedge trimming: Should be done in July and January each year. Area to be covered is northern end of the area, along the bridleway as it splits the allotment area.

Shears Mill – SO50 6LD

Litter Picking: Bin emptying and litter picking once per week throughout the year.

Grounds maintenance: Strimming the ground, including between railings, as necessary to maintain a good appearance. Leaf clearance three times per year, in November, December and January.

Possible additions to the contract

Currently within both allotments the site reps and the plot holders have responsibility for strimming lawn paths in between plots and mowing larger grass areas. Should that situation change, the open space contractor would be expected to provide the same service. Please provide an hourly rate for basic strimming and mowing.

The Parish Council will be taking over an extension to the Cemetery, two further sets of allotment plots, a section of open grassland (landscaped), an extra play area and a community orchard. The Council would expect all those areas to be added to the contract with a similar specification to that already provided. In order to allow the Council to fully cost the contract, please supply an hourly rate for basic mowing and strimming, leaf clearance, litter picking and bin emptying, detailing all associated costs such as disposal of rubbish.

Extra bins may be added to the litter picking / bin emptying requirement.

The Parish Council is responsible for a small sensory garden near the Glebe Meadow play area. Maintenance of this area could potentially be added to the contract.

Examples of possible ad hoc jobs

Removing bin bags of rubbish after Bishopstoke Carnival in September.

Removal of fallen tree branches.

Levelling, top soiling and seeding graves.

Replacing damaged or vandalised trees.

Pressure washing paths and play areas.

Cleaning of graffiti from play areas and bus shelters.

Snow clearance.