

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Methodist Church Hall, Sedgwick Road, Bishopstoke commencing at 7.30pm on 12 February 2013

**Present:** Cllrs Cossey (Acting Chairman), Hansell, Lyon, Roling, and Winstanley

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

### Public Session

No members of the public were present.

### 13. Apologies

13.1 Cllrs Thornton and Toher.

### 14. To Agree the Minutes of the Meeting on 8 January 2013

14.1 Proposed Cllr Roling, Seconded Cllr Cossey, **RESOLVED** with Cllr Hansell abstaining (absent) that the minutes of the meeting held on 8 January 2013 be accepted as a true record.

### 15. Matters Arising from the above Minutes

15.1 Para 3.1 Cllr Winstanley briefed that planning for the core skills training was on hold until Summer after all elections pending had been held.

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

16.1 None.

### 17. RFO's Report, Budget Monitoring and Payments

17.1 A budget monitoring report had been circulated with the agenda papers. This was noted. The Clerk would table a revised layout for this report to give more information on play areas and open spaces maintenance costs.

#### Action: Clerk

17.2 Proposed Cllr Winstanley, Seconded Cllr Roling, **RESOLVED** unanimously that the non-confidential payments tabled be approved.

### 18. To adopt the Memorandum of Understanding relating to top up grants from EBC

18.1 Given the changes in the Government support grant payable to EBC and the latter's agreement to payment of an annual top up grant to the Parish to make good the difference between the precept required and that raised on the reduced tax base, an agreement had been drafted to reflect the undertaking by EBC to make this payment. The Clerk duly tabled the agreement signature by the Chairman.

### 19. To note the updated risk assessments for play areas and open spaces

19.1 The Clerk tabled updated versions of the risk assessments for the play areas and open spaces which were noted.

## **20. Play equipment safety inspections 2013 – 14**

- 20.1 It had previously been determined that EBC would continue to provide quarterly inspections of the play equipment for the remainder of the financial year and that new quotations would be obtained for 2013 – 14 and beyond. The Clerk tabled three competitive quotes from EBC, RoSPA and Safe Play Zones Ltd. All had quoted against the same specification of quarterly inspections with a full operational inspection in the fourth quarter. Safe Play Zones Ltd had offered the service at the lowest cost.
- 20.2 Proposed Cllr Roling, Seconded Cllr Hansell, **RECOMMENDED** unanimously that Safe Play Zones Ltd be contracted to undertake quarterly inspections of the play areas for the time being.

## **21. Repairs to St Mary's Church gate walls**

- 21.1 Following concerns expressed by the Vicar on the state of the Church walls either side of the main entrance gates and the potential risks posed to passers by, the Clerk had obtained an estimate of cost for their repair amounting to £2,640 plus VAT. The repairs would entail rebuilding both sides of both walls, inserting tie fixings and drainage holes at the base and applying a damp proof paint to the rear of the walls to prevent future problems arising from the high earth ground level. If approved, the Clerk would liaise with the Church and the Diocese on the necessary approvals. In the meantime, a resin bond had been applied to prevent further weakening of the walls.
- 21.2 Proposed Cllr Roling, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that repairs to the St Mary's Church gate walls be undertaken at an estimated cost of £2,640.

## **22. Arrangements for the Annual Assembly**

- 22.1 Cllr Winstanley had called the Annual Assembly for Thursday 14 March 2013 and all were encouraged to attend. Presentations had been arranged from Laura Fisher of Hampshire Constabulary on the Community Speedwatch initiative and from Jason Bruno and members of the Hampshire Mills Group on the renovation of the Shears Mill turbine housing. The Assembly would commence at 7.30pm in the Methodist Church and light refreshments would be served afterwards.

**Action: All**

## **23. Proposed changes to the Explore Bishopstoke map**

- 23.1 Following a successful bid for HCC Countryside Access funds and a county councillor grant to meet part of the costs of replacing two weather worn map board frames in the Parish and to redesign the footpath map and local information displayed therein, the Clerk tabled for information the redesigned maps to be inserted in all five existing boards. These were noted.

## **24. Replacement play equipment consultation and implementation process**

- 24.1 Part of the process of providing new play equipment involved public consultation and the Chairman and Clerk had followed this through with EBC officers who could provide management of the consultation and supervision of the provision process at a cost. EBC had offered to undertake the consultation, provide a design brief, obtain quotes for implementation and supervise that implementation on behalf of the Parish, at a cost of £1,500. Initial thoughts were to redesign the Church Road play area for 8 – 14 year olds and the Templecombe Road play area for under 8's.
- 24.2 Proposed Cllr Lyon, Seconded Cllr Roling, **RECOMMENDED** unanimously that EBC officers be engaged to provide management services in support of the refurbishment of the Church Road and Templecombe Road play areas.

## **25. Asset Management Report**

- 25.1. Cemetery and Churchyards. Fourteen interments had taken place in the Cemetery to date although the ground remained severely waterlogged.
- 25.2 Allotments. An additional double socket had been installed in the Manor Farm main hut to eliminate the risk posed by use of extension cables.
- 25.3 Play areas. Some tree maintenance work had been completed in the Church Road play area and the tarmac approach path had been cleared of overgrowth. The wetpour surfaces here and at the Templecombe Road play area would be power washed in preparation for the warmer weather and eventual new equipment installation.
- 25.4 Asset transfer. The transfer of title documentation for Glebe Meadow had been finalised although the short term memorandum of understanding recognising that EBC remained responsible until 31 March was still awaited.

## **26. Clerk's Report**

- 26.1 Riverside railings. The Clerk confirmed that repairs to the damaged Riverside railings would not be completed before the Autumn when the repainting was due to be undertaken.
- 26.2 Bishopstoke Channel. The Clerk had resolved enquiries from a person very concerned at the apparent unkempt state of the vegetation in the Channel by explaining the policy of allowing the side growth in the Channel to encourage wildlife, flora and fauna. However, staff at Ford Motors in Eastleigh were looking for community benefit work they could undertake and if the litter problem in the Channel developed the Clerk would make contact with Fords to see if they would be willing to help tidy the area.

### **Action: Clerk**

- 26.3 Shears Mill. Information boards and some pictures would soon be installed in the turbine housing to complete the renovation.

## **27. Date, time and place of next meeting**

- 27.1 The next meeting will be on Tuesday 12 March 2013 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

## **28. Motion for Confidential Business**

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

## **29. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for January 2013 (Confidential Business)**

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

*There being no further business, the Chairman closed the Meeting at 8.15pm.*

**Summary of Recommendations for Consideration by Full Parish Council**

- 20.2 that Safe Play Zones Ltd be contracted to undertake quarterly inspections of the play areas for the time being.
- 21.2 that repairs to the St Mary's Church gate walls be undertaken at an estimated cost of £2,640.
- 24.2 that EBC officers be engaged to provide management services in support of the refurbishment of the Church Road and Templecombe Road play areas.

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

- 14.1 that the minutes of the meeting held on 8 January 2013 be accepted as a true record.
- 17.2 that the non-confidential payments tabled be approved.
- 28.1 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.
- 29.2 that the payments be made as tabled.

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

Green Smile Ltd	Grounds maintenance	1794.33
Smart Offices	Deposit balance	799.00
Methodist Church	Grant	500.00
Evangelical Church	Grant	1000.00