

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 27 November 2018

**Present:** Councillor Sue Toher (Chair)  
Councillor Anne Dean (Vice-Chair)  
Councillor Peter Brown  
Councillor Andrew Daly  
Councillor Johanna Francis  
Councillor Chris Greenwood  
Councillor Geoff Harris  
Councillor Trevor Mignot  
Councillor Louise Parker-Jones  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

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

**Public Session** 0 members of the public were present.

**FULL\_1819\_M08/**

**Public Session**

### **107 Apologies for Absence**

107.1 Apologies had been received and were accepted from Cllrs Moore and Roling.

### **108 Councillors' Questions**

108.1 Cllr Harris asked whether the bin on the bus stop on Hamilton Road between Guest Road and Scotter Road belonged to the Parish Council. If so, could we get it placed at a lower height so that it can be used and if not, can we request that whoever has responsibility for it lowers it.

**Action: Clerk**

### **109 To adopt and sign Minutes of the Parish Council meeting held on 23 October 2018**

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

109.2 Proposed Cllr Greenwood, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 23 October 2018.

### **110 To consider Matters Arising from the above Minutes**

110.1 Minute 88.2 The Clerk reported that there is some damage as reported but that there did not seem to be an easy way to prevent such damage in future.

110.2 Minute 88.6 The Clerk reported that advice received was that items can be displayed but that if they have any value then a list should be provided to the insurers and it may well affect the Parish Council's insurance premium.

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- 110.3 Minute 90.1            The Clerk stated that as DBS checks are on the agenda, he would report at that point.
- 110.4 Minute 90.6            Glebe Meadow parking was on the agenda for F&GP
- 110.5 Minute 90.8            The Clerk reported that Cllr Parker-Jones was correct, and the minutes had been amended accordingly.
- 110.6 Minute 93.7            The Clerk report that the Financial Regulation change had been made publicly available.
- 110.7 Minute 94.2            The Clerk reported that VAT had been put on hold until such time as Assistant Clerk Thorogood took over as RFO. This was safe to do as we are allowed to claim VAT for a period of up to 5 years. This process has now started and the VAT claims for 2017-18 are all now in. This was greatly helped by the fact that the government has finally allowed online VAT claiming for non-registered bodies.
- 110.8 Minute 95.4            The Clerk reported that the BCA had been contacted and accounts had been made available.
- 110.9 Minute 95.6            The Clerk reported that he had contacted David Rees of Hampshire County Council but that no reply had been received yet.

#### **111    Declarations of Interest and Requests for Dispensations**

111.1 Cllr Thornton declared an interest in Item 7 on the agenda, specifically the recommendation of a grant for the Street Pastors.

#### **112    Report on Planning Committee Meetings of 23 October and 13 November 2018 – to note Resolutions and to determine Recommendations**

112.1 The Planning Committee Minutes from 23 October and 13 November 2018 had been circulated prior to this meeting.

112.2 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** unanimously that the resolutions of the Planning Committee meetings held on 23 October and 13 November 2018 be noted.

#### **113    Report on Finance and General Purposes Committee Meeting of 13 November 2018 – to note Resolutions and to determine Recommendations**

113.1 The Finance and General Purposes Committee Minutes from 13 November 2018 had been circulated prior to this meeting.

113.2 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 13 November 2018 be noted.

113.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** with Cllr Thornton abstaining that the Street Pastors be granted £500.

113.4 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously that the Stoke Park Infants Association be granted £1,000.

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113.5 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the amendment to Financial Regulation 6.5 be adopted.

113.6 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council approve using Direct Debit to pay for the general waste bin.

**114 To receive the RFO's Report and approve the October 2018 Statement of Accounts**

114.1 The Clerk reported that the new RFO was settling into the role. The VAT returns for 2017-18 have been completed and the monthly reports have now been handed over. The Clerk is continuing to work on the budget items agreed at the previous Finance & General Purposes meeting.

114.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to receive the RFO's report and approve the October 2018 Statement of Accounts.

**115 To approve the virement of up to £2,000 from unspent budget heads or reserves to facilitate urgent repairs of the road surface at the entrance to Bishopstoke Cemetery**

115.1 The Clerk reported that the tarmac just outside the gates to Bishopstoke Cemetery is in need of repair due to the damage caused by tree roots. It had previously been believed that this would be the responsibility of the developers at The Chase, but it now transpires that this is not the case. Following a couple of complaints of vehicles grounding it has become a matter of urgency to complete this work. A quote of around £1,500 has already been received which compares favourably to the work done at St Mary's Churchyard, and a small contingency fund has been added to it to reach the figure of £2,000

115.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that up to £2,000 be vired from unspent budget heads or reserves to facilitate urgent repairs of the road surface at the entrance to Bishopstoke Cemetery.

**116 To agree provisional meeting dates for the year 2019-20**

116.1 Proposed Cllr Dean, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to agree the provisional meeting dates for the year 2019-20.

**117 To consider and make decisions regarding the DBS proposals contained in the report from Cllr Tidridge**

117.1 Cllr Tidridge's report and the NALC legal advice on DBS checks had been circulated prior to the meeting and are included in the supporting papers for this meeting.

117.2 Cllr Tidridge outlined her report and the various proposals that were being put forward.

117.3 The Clerk confirmed that legal advice from NALC states that DBS checks are not viable for Parish Councils. Additionally, the Clerk reported that legally the Parish Council is only able to undertake basic DBS checks, which only cover unspent convictions and provide no information beyond that. It remains the case that none of the work done by the Parish Council, its Councillors or its staff meets the criteria for the Standard check, the Enhanced check or the Enhanced check with barring lists. This includes both the Travel Token and Carnival groups. As such, the Clerk recommended that the Council do not undertake DBS checks on Cllrs, Officers or volunteers.

117.4 Cllrs thanked the Clerk for the research he had done and the information that had been provided. After discussion the Council agreed that this could not currently be progressed further. However, the Clerk was requested to investigate the possible avenue of Cllr casework being a justification for DBS checks. The Clerk noted that this could amount to requiring that every Cllr undertake a DBS check,

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which legally is not allowable, but that he would pose the question to HALC and NALC. The Clerk was also asked to begin identifying policies that would be in need of amending or creating to ensure that the safety of everyone connected to Parish Council business is as protected as it can be.

**Action: Clerk**

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

118.1 Cllr Harris reported that he had attended a training course on Legionnaire's which confirmed that the checks undertaken by the Parish Council are a legal requirement. Cllr Harris also reported that a bat survey had taken place at the Bishopstoke Community Centre. Finally, Cllr Harris informed the Council that the Carnival Group now has a contact at the Toby Carvery who is keen to be involved more deeply with Carnival.

118.2 Cllr Brown informed the Council that on Sunday 2<sup>nd</sup> December at the BCA there will be a Christmas Fayre from 12-4.

118.3 Cllr Thornton reported that he had attended the Select Committee on Health and Social Care at which cuts to the homeless budget had gone through. Cllr Thornton had also attended the Eastleigh Passenger Forum at which the Bishopstoke Parish Council Travel Token scheme had been of interest to a number of other attendees.

118.4 Cllr Parker-Jones reported that she had attended various meetings including the Travel Token group, the architect firms presentations at the Borough, the Policy and Performance Borough Committee, the Borough Council commercialisation briefing, the Bishopstoke, Fair Oak and Horton Heath Local Area Committee meeting which featured a presentation on the planning process. Cllr Parker-Jones also reported that some people have taken to parking on the grass at Old St Mary's churchyard under the mistaken belief that the Parish Council has approved it. Cllr Parker-Jones requested that the Council investigate putting in dragon's teeth or something similar. Cllr Toher recalled that this option had been explored before but was unable to proceed due to the presence of underground services and suggested that this be brought before the Cemetery Working Group to look at.

**Action: Clerk**

118.5 Cllr Dean reported attending the Neighbourhood Plan meeting, the Travel Token meeting and the Armistice Day service on Glebe Meadow.

118.6 Cllr Tidridge reported that she had attended the Neighbourhood plan meeting, at which the policies were being discussed. She had also attended the Eastleigh Armistice Day service as well as another service at Netley Abbey, an air pollution workshop, the BIFOHH meeting, the Borough Admin Committee meeting at which it had been agreed that there would be no change in polling station arrangements for residents in Bishopstoke this year and finally Cllr Tidridge had helped with the monthly litter pick organised by Mel Phillips. Cllr Tidridge informed the Council that the next pick is scheduled for 30<sup>th</sup> December.

118.7 Cllr Daly asked whether anything could be done to move the signs on the lamppost by the bus stop on Spring Lane in order to make it easier for wheelchair users, and also whether anything could be done about the amount of cigarette litter being dropped outside houses. Cllr Toher advised Cllr Daly that it would be best for him to report both matters to the appropriate authorities.

118.8 Cllr Winstanley's report has been added to these minutes as Appendix A.

118.9 Cllr Toher had attended the Travel Token meeting, the Memorial Hall presentation at the Borough, the Neighbourhood Plan meeting, the Armistice Day service and the BIFOHH meeting. She had also met with the Human Resources Working Group regarding staff appraisals.

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## **119 To receive the Clerk's Monthly Report**

119.1 The Clerk reported that the Council's recent grant to Open Sight had been welcomed. The charity had written to the Council inviting any Cllr that wished to come and see their work to do so.

119.2 The Armistice Day service had been very well attended and had received many positive comments. It is hoped that this may be a template for future services.

119.3 Memorials in Bishopstoke Cemetery that were identified as needing work have now had notices placed upon them inviting family members to contact the Council. These notices will remain in place until January 21<sup>st</sup>, after which in the absence of any contact the Council will undertake to make them safe. This has also been publicised on Facebook and the Council website.

119.4 The Clerk indicated he would soon be calling a meeting of the Community Buildings Working Group to share with them the presentations that had been given regarding the Memorial Hall and explain the process from here.

119.5 The next Beat Surgery is this Friday, the 30<sup>th</sup>, from 2:30pm to 3:30 pm, starting as usual in the Parish Office and then transferring to the Memorial Hall.

119.6 The Parish Office opening hours have now changed. Going forward the Office will be open from 9:30am until noon 5 days per week with the obvious exceptions of bank holidays. On days when holiday, illness or meetings prevent the office from opening, there will be a message posted on Facebook.

119.7 Cllr Thornton asked if the Council could thank Cllr Harris for all the hard work he had done in helping organise and run the Armistice Day service.

## **120 To consider content for the October 2018 Press Release**

120.1 It was agreed that the press release would thank all those involved in organising the Armistice Day Service, the grants for the Street Pastors and Stoke Park Infants Association, the Travel Tokens (including the email [tokens@bishosptokepc.org](mailto:tokens@bishosptokepc.org)), the Cemetery memorial notices and wish everyone a Merry Christmas from the Council.

**Action: Clerk**

## **121 Date, time, place and agenda items for next meeting**

121.1 The next meeting will be on Tuesday 22 January 2019, at 7:30pm in the Parish Office.

121.2 Agenda items for January's Full Council meeting to the Clerk by Monday 14 January 2019 please.

121.3 The Chair then wished those that would not be attending Planning or Finance & General Purposes in December a Merry Christmas and a Happy New Year.

*There being no further business, the Chair closed the meeting at 8.48pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_