

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 23 October 2018 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

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meetings held on 25 September 2018
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meeting of 25 September and 9 October 2018 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 9 October 2018 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the September 2018 Statement of Accounts
9. To decide the Parish Council response the request from Hampshire County Council regarding Bishopstoke Community Centre
10. To approve and adopt the audited Annual Return for the year ending 31 March 2018
11. To approve Parish Council contributions to external bodies
12. To approve membership of bodies
13. To approve Burial Board fees for 2019-20
14. To decide the Parish Council response to the Airport consultation
15. To decide the Parish Council response to the Proposed Traffic Regulation orders
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 October 2018 Press Release
19. Date, time, place and agenda items for next meeting – Tuesday 27 November 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D L Hillier-Wheal
Clerk to Bishopstoke Parish Council
16th October 2018

Members: Cllrs Toher (Chair), Dean (Vice-Chair), Brown, Daly, Francis, Greenwood, Harris, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 25 September 2018

Present: Councillor Sue Toher (Chair)
Councillor Anne Dean (Vice-Chair)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Geoff Harris
Councillor Andy Moore
Councillor Louise Parker-Jones
Councillor Angela Roling
Councillor Mike Thornton
Councillor Anne Winstanley

In Attendance: Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Councillor Ray Dean of Eastleigh Borough Council

Public Session 0 members of the public were present

FULL_1819_M06/

Public Session

66 Apologies for Absence

66.1 Apologies had been received and were accepted from Cllrs Greenwood, Francis, Tidridge and Mignot.

67 Councillors' Questions

67.1 Cllr Parker-Jones asked the Council to consider looking again at whether it would be appropriate to consider Cllrs being DBS checked. It is not possible to require it in order to be a Councillor, but Cllr Parker-Jones wished the Council to consider whether it might be appropriate for Councillors undertaking roles involving children or vulnerable adults, for example Carnival or Travel Tokens. The Clerk was asked to investigate the process, whether it would be useful to apply in certain circumstances, and what the potential problems might be.

Action: Clerk

68 To adopt as a true record, and sign, Minutes of the Parish Council meetings held on 24 July and 31 July 2018

68.1 The minutes of the above meetings had been circulated prior to this meeting. The Council wished to record their thanks to Assistant Clerk Cheryl Taylor for providing the minutes on July 31.

68.2 Proposed Cllr Moore, Seconded Cllr Brown, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 24 July 2018.

68.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 31 July 2018.

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69 To consider Matters Arising from the above Minutes

69.1 Cllr Parker-Jones queried the minutes from 24th July regarding the delegation policy. Cllr Toher apologised to Cllr Parker-Jones if any notes had been mislaid and advised that the Clerk will attempt to put into the policy any points that were raised at the meeting. Cllr Toher also invited Cllr Parker-Jones to recreate her notes, if possible and if time allowed, and forward them to her for inclusion in the next draft of the delegation policy that will go to the October Full Council meeting.

70 Declarations of Interest and Requests for Dispensations

70.1 Cllrs Toher, Harris Winstanley, Brown and Thornton all declared an interest in The Finance & General Purposes recommendations – specifically the recommendation at Minute 59.3.

70.2 Cllr Harris declared an interest in the Finance & General Purposes recommendation from Minute 60.3

70.3 Cllrs Harris, Winstanley and Brown all declared an interest in Item 9 on the agenda.

71 Report on Planning Committee Meetings of 24 July, 14 August, 28 August and 11 September 2018 – to note resolutions and determine recommendations

71.1 The Planning Committee Minutes from 24 July, 14 August, 28 August and 11 September 2018 had been circulated prior to this meeting.

71.2 Proposed Cllr Harris, Seconded Cllr Dean, **RESOLVED** unanimously that the resolutions of the Planning Committee meetings held on 24 July, 14 August, 28 August and 11 September 2018 be noted.

72 Report on Finance and General Purposes Committee Meeting of 11 September 2018 – to note resolutions and to determine recommendations.

72.1 The Finance and General Purposes Committee meeting minutes from 11 September 2018 had been circulated prior to the meeting. The Clerk was requested to send the Neighbourhood Plan Aims and Objectives to all Councillors.

Action: Clerk

72.2 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 11 September be noted.

72.3 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

72.4 Proposed Cllr Roling, Seconded Cllr Moore, **RESOLVED** that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

72.5 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that Open Sight be awarded a grant of £500.

72.6 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

72.7 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

Initial: _____ Date: _____

72.8 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RESOLVED** unanimously that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

73 To receive the RFO's report and approve the July and August 2018 Statements of Accounts

73.1 The July and August 2018 Statements of Accounts had been circulated prior to the meeting and are attached to these minutes.

73.2 The Clerk reported that he had received notification from the Borough Council that the supplement that replaced the Council Tax Support Grant is now being phased out. The contribution received from the Borough will drop by a third in 2019/20, and a further third in 2020/21 before disappearing at the end of March 2021. This will mean that approximately £5,000 less is received in the coming year from that grant.

73.3 The Clerk reminded Councillors that the budget is now being put together. Cllrs were invited to email the Clerk with details of any projects they would like to be considered for future funding by the next Finance & General Purposes meeting so that they can be included in discussions.

Action: Cllrs

73.4 The Clerk indicated that the budget will consist of three parts this year, in order to simplify the process and allow more focussed discussions on projects. They will be items where the costs are incurred every year and are predictable (utilities and subscriptions for example), items where costs are incurred every year but are not predictable (tree work and play area maintenance), and finally exceptional costs and projects

73.5 The Clerk reported that Carnival had been a great success. Although more money was spent on various activities this year, more money was also produced by the various activities. The overall cost to the Council for Carnival 2018 is expected to be around £1,100, although there are a few more expenses to come in. This is compared to last year when the overall cost to Council was around £1,000.

73.6 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive the RFO's report and approve the July and August 2018 Statements of Accounts.

74 To discuss the Parish Council position regarding the Bishopstoke Community Centre

74.1 After discussion, the Council agreed that they were like to hear detailed and specific proposals from Hampshire County Council as to what will be done by HCC before and after the building is taken over by any group. The Council also agreed in principle that, if the conditions are acceptable, they would be interested in having discussions about the possibility of Bishopstoke Parish Council taking over the Community Centre. The Clerk was requested to invite representatives from HCC to a meeting, and to resend the building survey, and any other documents that may be relevant, to all Cllrs.

Action: Clerk

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

75.1 Cllr Harris reported on the 2018 Carnival. The event had generally been a success with good weather, and a lot of people enjoying the weekend. The River Floats and Duck Races had gone well, especially the added extras like hook-a-duck. Starting the parade at the Community Centre worked well and the new route seems to have worked. The parade had a safe space in which to set up, access to toilets and a kitchen, and cover in case of rain. The crossing of Church Road went as expected. The fete was very well received, with a lot of positive comments. Cllr Harris later asked whether the

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parking at the entrance to Glebe Meadow could be marked to make clear that it is not residential parking. The Clerk was asked to add this to the Finance & General Purposes agenda.

Action: Clerk

75.2 Cllr Parker-Jones reported that she had been informed that a bus had had to reverse along Hamilton Road. Members of the Carnival Group were able to inform the Council that the bus company had been informed of the route and time of the parade, and had acknowledged the information and even included it on their website. Cllr Parker-Jones also asked about food waste, as she had observed there were uneaten sandwiches and cake at the Tea Party. Cllr Brown explained that more visiting courts had been expected and so had been catered for. Finally Cllr Parker-Jones asked the Carnival Group not to use helium as it is a scarce resource.

Cllr Moore and Cllr Roling left at this point

75.3 Cllr Thornton reported on County Council matters. The budget had passed as expected. Cllr Thornton told the Council that he had become aware that more children are now being put into care. He attributed this to Social Services not having enough resources and employees being unable to fully assess each case as they would like to, so taking the decision to put children into care as they are worried that they will be blamed if anything goes wrong. The Health and Social Care Committee are meeting on Friday and the Sustainability and Transformation of the NHS will continue to be discussed. Cllr Thornton stated that he still had some grant money available, so if any Cllr was aware of a group that could benefit, please get them to send in a request. The AWCA are hoping to lease the Irish Club for 5 years to use as a Community Hub. Cllr Thornton also reported that the Scouts AGM is this coming weekend and the Scouts have been working with Cllr Harris and others to arrange things for Armistice Day.

75.4 Cllr Daly was concerned about the cost of travel injections and Cllr Thornton was asked to raise this with County.

75.5 Cllr Parker-Jones reported that it is now the case that all Houses of Multiple Occupancy have to be registered, where before it was only some. Cllr Parker-Jones also mentioned the Airport Plan which the Council will be looking at during October and the fact that the M27 would be closing for 3 days this weekend, as well as Leigh Road closing overnight for a period of time in the near future for resurfacing work. As a member of the Bishopstoke History Society, Cllr Parker-Jones reported that sales of the memorial book at Carnival had raised £50 for Help for Heroes. Finally, a resident had raised a concern that they believed only Bishopstoke Parish Council insists on the allotment water storage being disinfected once per year. The Clerk confirmed that other local Councils do the same.

75.6 Cllr Dean reported that she had attended the latest Memorial Hall meeting at which they had said goodbye to George Brown, who has been Chair for a least 40 years. Cllr Dean had also gone with the Cemetery Working Group to visit the improvements at the Cemetery, which we are very happy with.

75.7 Cllr Toher gave a report on her activities during the month which is attached to these minutes.

76 To receive the Clerk's monthly report

76.1 The Clerk reported that the first Silent Soldier is now installed on the right-hand side of the steps leading up to the Memorial Hall. The remaining silhouettes have now also turned up and will be installed soon. The Clerk was asked whether the Council has to return all the silhouettes – the latest email on the subject states that they are the Council's to keep.

Cllr Parker-Jones left at this point

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76.2 Carnival weekend had gone well from a Parish point of view. The only injury requiring first aid had been to Cllr Harris. The Clerk invited any Cllr who wished to join the Carnival Group, whether to attend every meeting or to commit to helping out on the day, to do so in time for the first meeting of the Carnival 2019 Group, which will be in early November.

76.3 The Clerk also invited Cllrs to join the Neighbourhood Plan group as extra helping hands are always welcome.

76.4 Going forward, the next Parish / Borough liaison meeting is due on the 2nd October, 4th October is the Community Safety Group and the Neighbourhood Plan group. For the second half of October the day to day business of the Council will be handled by the Assistant Clerks.

76.5 Beat Surgery dates have now been agreed and are 5th October, 30th November, 25th January and 22nd March. These are all Fridays. The sessions will start at 2:30pm in the Parish Office and will then move to the Memorial Hall to tie in with the end of the Age Concern events there. These will be publicised on Facebook and the website.

76.6 Finally, the Clerk noted that Cllr Toher had submitted a written version of her report for Item 10 on the agenda – Reports on matters of interest. This is most helpful, and the Clerk invited other Cllrs to follow suit.

77 To consider content for the September 2018 press release

77.1 It was agreed that the press release would mention the Carnival, both a report and thanks, the grants, the new Beat Surgery dates, the silhouettes and the Armistice Day arrangements.

Action: Clerk

Cllr Parker-Jones returned at this point.

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

78.1 The next meeting will be on Tuesday 23 October 2018, at 7:00pm in the Parish Office.

78.2 Agenda items for September's Full Council meeting to the Clerk by Monday 15 October 2018 please.

78.3 Cllr Harris gave his apologies for the October meeting of the Full Council

There being no further business, the Chair closed the meeting at 9:15pm

Initial: _____ Date: _____

Resolutions of the Full Parish Council meeting of 25th September 2018

Bishopstoke Parish Council resolved

68.2 to adopt as a true record the minutes of the Parish Council meeting held on 24 July 2018.

68.3 to adopt as a true record the minutes of the Parish Council meeting held on 31 July 2018.

71.2 that the resolutions of the Planning Committee meetings held on 24 July, 14 August, 28 August and 11 September 2018 be noted.

72.2 that the resolutions from the Finance and General Purposes Committee meeting of 11 September be noted.

72.3 that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

72.4 that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

72.5 that Open Sight be awarded a grant of £500.

72.6 that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

72.7 that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

72.8 that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

73.6 to receive the RFO's report and approve the July and August 2018 Statements of Accounts.

Actions arising from this meeting

67.1 The **Clerk** was asked to investigate the DBS process.

72.1 The **Clerk** was requested to send the Neighbourhood Plan Aims and Objectives to all Councillors.

73.3 **Cllrs** were invited to email the Clerk with details of any projects they would like to be considered for future funding by the next Finance & General Purposes meeting.

74.1 The **Clerk** was requested to invite representatives from HCC to a meeting, and to resend the building survey, and any other documents that may be relevant, to all Cllrs.

75.1 The **Clerk** was requested add parking at the entrance to Glebe Meadow to the next Finance & General Purposes agenda.

77.1 It was agreed that the press release would mention the Carnival - both a report and thanks, the grants, the new Beat Surgery dates, the silhouettes and the Armistice Day arrangements.

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 25 September 2018

Present: Cllrs Brown (Chair), Dean, Harris and Toher

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Parker-Jones
Cllr Ray Dean of Eastleigh Borough Council

Public Attendance: 0 members of the public were present

PLAN_1819_M11/

Public Session

106 Apologies for Absence

106.1 Apologies were received and accepted from Cllrs Greenwood, Francis and Mignot.

107 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 11 September 2018

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

107.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** that the minutes of the Planning Committee meeting held on 11 September 2018 be accepted as a true record.

108 To consider Matters Arising from the above Minutes

108.1 Item 98.1 The Clerk reported again that there had been no response regarding covenants. It was suggested that we try to contact Nick Tustian, Andy Thompson and Maddie Clavey to try to get an answer.

Action: Clerk

109 Declarations of Interest and Requests for Dispensations

109.1 None declared or requested.

110 Consideration of Planning Applications

110.1 H/18/83561 – 21 Dartington Road – Retrospective – Erection of a timber fence and gate at rear following demolition of existing wall – The Committee agreed to Raise No Objection to the Planning Application.

110.2 H/18/83944 – 70 Stoke Common Road – First floor rear extension - The Committee agreed to Raise No Objection to the Planning Application.

110.3 T/18/83626 – 3 Manor Farm Grove – Fell 1 Thuja Occidentalis – The Committee agreed to object on the grounds that the tree in question is not diseased, and would benefit from management.

110.4 NC/18/83913 – 23 Portal Road – Notification of intent, fell 1 Scots Pine and 2 Leylandii – The Committee agreed to ask the Planning Authority to refer to the Bishopstoke Conservation Area Appraisal and Management Proposals in considering this application. The Committee also

Initial: _____ Date: _____

recommended management rather than felling. 23 Portal Road is listed specifically in the document with the following Article 4 restrictions placed on normal permitted development due to its presence in the Conservation Area:

The removal, replacement or alteration of rendered façade being development comprised within Class A of Part 1 of Schedule 2 of the Order and not being development comprised within any other Class;

The removal, replacement or alteration of lintels and cills being development comprised within Class A of Part 1 of Schedule 2 of the Order and not being development comprised within any other Class;

The removal, replacement or alteration of bay windows being development comprised within Class A of Part 1 of the Order and not being development comprised within any other Class;

The alteration or enclosure of recessed front doors or the erection or construction of a porch being development comprised within Classes A and D of Part 1 of Schedule 2 of the Order and not being development comprised within any other Class;

The erection, construction, improvement or alteration of boundary walls or railings being development comprised within Class A of Part 2 of Schedule 2 of the Order and not being development comprised within any other Class;

110.5 H/18/83985 – 5 Dartington Road – Two storey and single storey rear extension, first floor side extension, alterations to fenestration and external timber cladding – The Committee agreed to raise no objection but wished to comment on the lack of a Design and Access statement that should apparently have been present.

111 Report on recent planning decisions

111.1 H/18/83692 – 3 Beaver Drive – Two storey side extension and single storey rear extension – The Committee agreed to object to this application on the grounds of overdevelopment and loss of parking, as the number of bedrooms is being increased but the parking is not – The Borough Council permitted the application.

111.2 H/18/83814 – 1A Sedgwick Road – Erection of a 1.8m fence and gate around the garden of 1A Sedgwick Road – The Committee agreed to object on the grounds that the line of sight for vehicles at the Sedgwick Road / Hamilton Road junction would be severely impaired and as such this was a health and safety risk. Additionally, the Committee believe there is a limit on height of fences at road junctions of 1 metre which this obviously breaches, and the posts for the fence appear to have been laid within the public footpath rather than within the boundary of the property – the Borough Council have refused the application

111.3 T/18/83105 – 13 Otter Close – 1 Oak, reduce canopy by up to 1.5m on lower south-eastern section – this application was received by email on 12th September and the consultation period apparently ends on 3rd October. However, the application was received by the Borough on 2nd May and was consented to on Sept 14th, 2 days after we received it. The Clerk was asked to register the Committee's unhappiness with this.

Action: Clerk

112 Clerk's Report

112.1 The Clerk advised the Committee that there was nothing further to report.

Initial: _____ Date: _____

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

113.1 The next meeting will be on Tuesday 9 October 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

113.2 Any agenda items should be submitted in writing to the Clerk by Monday 1st October.

114 Motion for Confidential Business

114.1 Proposed Cllr Brown, Seconded Cllr Toher, **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.

115 Reported Breaches of Development Control (Confidential Business)

115.1 The Clerk reported one new alleged breach of Development Control.

115.2 The Clerk reported one concluded breach of Development Control.

115.3 Cllrs reported no additional items of confidential business

115.4 Cllr Brown gave the Committee an update on an item raised at a previous meeting.

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 Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 9 October 2018

Present: Cllrs Brown (Chair), Greenwood, Dean (from para.120), Francis, Harris and Toher

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Ray Dean of Eastleigh Borough Council

Public Attendance: 0 members of the public were present

PLAN_1819_M12/

Public Session

116 Apologies for Absence

116.1 Apologies were received and accepted from Cllr Mignot.

117 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 25 September 2018

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

117.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** that the minutes of the Planning Committee meeting held on 25 September 2018 be accepted as a true record.

118 To consider Matters Arising from the above Minutes

118.1 Item 108.1 The Clerk was asked to keep trying regarding covenants.

Action: Clerk

119 Declarations of Interest and Requests for Dispensations

119.1 None declared or requested.

Cllr Dean arrived at this point

120 Consideration of Planning Applications

120.1 H/18/84102 – 1 East Drive – Two and single storey rear extension and rooflights to front roof slope – The Committee agreed to Raise No Objection to the Planning Application.

120.2 H/18/84115 – 119 Church Road – Two storey side and single storey rear extensions and new front porch - The Committee noted that although the Borough website mentions a porch, the application form does not. The Committee agreed to Raise No Objection to the application but comment on the differing details provided.

120.3 H/18/84116 – 41 Whalesmead Road – Single storey side extension – The Committee agreed to object on the grounds that the tree in question is not diseased, and would benefit from management.

121 Report on recent planning decisions

Initial: _____ Date: _____

121.1 H/18/83678 – 34 Drake Road – Single storey side and rear extension – The Committee agreed to raise no objection to the planning application – The Borough Council permitted the application.

121.2 H/18/83985 – 5 Dartington Road – Two storey and single storey rear extension, first floor side extension, alterations to fenestration and external timber cladding – The Committee agreed to raise no objection but wished to comment on the lack of a Design and Access statement that should apparently have been present – The Borough Council permitted the application.

121.3 T/18/83626 – 3 Manor Farm Grove – Fell 1 Thuja Occidentalis – The Committee agreed to object on the grounds that the tree in question is not diseased, and would benefit from management – The Borough Council consented to the application.

122 Clerk's Report

122.1 The Clerk reported that the developers at Breach Lane have been in contact to request a meeting regarding the new allotment building. Cllr Toher and Assistant Clerks Taylor and Thorogood will be attending. The Clerk was requested to try to get the S106 agreement for Breach Lane and forward it to all Cllrs.

Action: Clerk

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

123.1 The next meeting will be on Tuesday 23 October 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

123.2 Any agenda items should be submitted in writing to the Clerk by Monday 15th October.

123.3 Cllrs Brown and Harris gave their apologies for the meeting on 23 October.

124 Motion for Confidential Business

124.1 Proposed Cllr Brown, Seconded Cllr Toher, **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.

125 Reported Breaches of Development Control (Confidential Business)

125.1 The Clerk reported no new alleged breaches of Development Control.

125.2 The Clerk reported three concluded breaches of Development Control.

125.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.16pm

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 9 October 2018

Present: Cllrs Harris (Chair), Brown, Dean, Thornton, Toher and Winstanley

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Mrs C Taylor (Assistant Clerk to Bishopstoke Parish Council)
Cllr Ray Dean of Eastleigh Borough Council

Public Session 0 members of the public were present

FGP_1819_M06/

Public Session

66 Apologies for Absence

66.1 Apologies had been received and were accepted from Cllr Tidridge.

67 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 September 2018

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

67.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 September 2018 be accepted as a true record.

68 To consider Matters Arising from the above Minutes

68.1 Minute FGP_1819_M05/55.3 –Work is continuing on the carnival documents.

68.2 Minute 56.2 – The Clerk reminded all Cllrs to send items to him for budget consideration.

68.3 Minute 56.3 – The Clerk reported that all budget heads are being reviewed for the coming budget.

68.4 Minute 60.4 – Open Sight have been contacted'

68.5 Minute 62.2 – The change in financial regulations is on this agenda.

68.6 Minute 64.6 – Twynams have agreed to move their meeting day.

69 Declarations of Interest and Requests for Dispensation

69.1 None declared or requested.

At the request of the Clerk, the Committee agreed to move items 11 and 12 from the agenda up.

70 To approve Burial Board fees for 2019-20

70.1 The recommended fees for 2019-20 had been circulated with the supporting documents for this meeting.

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70.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Burial Board fees, as recommended by the Cemetery Working Group, be approved.

71 To approve amending the qualifying age for child interments

71.1 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the qualifying age for free interments be raised from 12 to 18.

72 To receive reports from working groups

72.1 Cllr Toher reported that the recent Neighbourhood Plan meeting had made one minor change to one of the previously agreed objectives. These were now being sent to a Neighbourhood Plan consultant for them to advise on, and for the next steps to be agreed.

72.2 Cllr Harris advised the Committee that the Carnival group had had their washup meeting. It had been agreed that they would try to find ways to improve the street collection and that the route would remain the same next year. Cllr Thornton suggested that marshals could also have collection tins. The date for next year's Carnival would be September 14th and 15th.

73 To receive the RFO's report and approve the Budget Monitoring and Payments reports for September 2018

73.1 The Clerk reported that budget work was underway and reminded Cllrs to have any suggestions in by the end of October. The audit has been passed and the next step is to adopt the audit and publicise it. Both the audit, and the appointment of an internal auditor are agenda items today.

Action: Cllrs

73.2 The Budget Monitoring and Payments reports for September 2018 had been circulated with the supporting documents for this meeting.

73.3 Cllr Brown asked if the indicator of what percentage of year has passed could be restored to the report.

Action: Clerk

73.4 The Committee accepted the RFO's report and the Budget Monitoring and Payments reports.

74 To approve the delegation policy

74.1 The amended Delegation policy had been circulated with the supporting papers for this meeting.

74.2 The Clerk informed the Committee that section 1.3 had been reworded as requested and the legal quotation had been removed in light of the difficulties in keeping up with the myriad amendments. The Committee requested that the vote be to **RECOMMEND** rather than **RESOLVE** and the Clerk indicated he was happy to accept this.

74.3 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council approve the Delegation Policy.

75 To recommend the Parish Council's response to the Airport Consultation.

75.1 After discussion, the Committee agreed to defer this item until the next Full Council meeting.

76 To recommend approval and adoption of the audited Annual Return for the year ended 31st March 2018

76.1 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council adopt the audited Annual Return for the year ended 31st March 2018.

Initial: _____ Date: _____

77 To approve the appointment of the Council's internal auditor for 2018-19

77.1 The Clerk indicated that as the Council have only used their current auditor for two years, and have been happy with the service provided, he was happy to recommend continuing to work with Do The Numbers.

77.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council appoint Do The Numbers as their internal auditor for 2018-19

78 To recommend the amendment to Financial Regulations 10.1

78.1 The proposed amendment had been circulated with the supporting documents for this meeting.

78.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the amendment to Financial Regulations 10.1 be adopted.

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

79.1 Allotments – rent letters have been sent out and payment is starting to come in. The new allotment building at the Breach Lane site has run into some complications so there is a meeting set up for October 19th. The Chair and Assistant Clerks will be attending on behalf of the Parish Council. We are initiating a conversation with Fair Oak about potential sharing of some allotment space – they have a waiting list and we don't, with the exception of Jockey Lane. We now have a volunteer to be site rep at Jockey Lane. There is a meeting this Thursday to confirm that.

79.2 Cemeteries and Closed Churchyards – We are currently getting quotes for the next phase of work at the Cemetery. The Silent soldier is in place at the Memorial Hall and we are awaiting installation of the others now that they have all arrived. Armistice Day arrangements are still being finalised. Posters will go up to invite people to the event. We now have permission to move the memorials that are laying against the wall of St Marys and have recently removed a couple of branches that were posing a risk to pedestrians in Old St Marys

79.3 Play Areas – Following the latest set of inspections, the programme of maintenance has finally caught up with what was previously left undone.

The only outstanding items are:

Stoke Common / Church Road play area.

The timber trail bridge. Additionally there is concern over the wear and tear on the chains for the basket swing. We are advised to monitor that and replace when it gets to a certain point.

Glebe Meadow

The only concern is once again there are apparently some lifting panels on the big halfpipes. This has been looked at before so I have asked for extra details.

Sayers Road

The basket swing.

Otter Close

No concerns

Templecombe

No concerns

Brookfield

There are bolts missing above the goal mouth by the large swing unit.

Initial: _____ Date: _____

79.4 The Liaison meeting postponed from the 2nd is now happening on Thursday, when the Clerk is also meeting with the Chair and Assistants to discuss arrangements for the next fortnight. Litter picking equipment is now in use and has been advertised.

79.5 The Clerk reported that the format of the minutes has been amended to include an “Actions” sheet, in addition to the “Recommendations and Resolutions sheet. It is hoped that this will make things easier and clearer for those reading the minutes.

79.6 Armistice Day will be special this year as it falls on Remembrance Sunday. The service will be held on Glebe Meadow, with the possibility of using the Memorial Hall if the weather is bad. Following the service and wreath laying, all are welcome to join the scouts and other organisations as they parade up Church Road to St Mary’s. There will be a normal service in St Mary’s afterwards. These details will be published on the website, Facebook page and in a press release.

Action: Clerk

79.7 The Clerk reported that there have been a couple of dens built in the land south of Brookfield which are causing the Borough some issues. Although this is not parish land, Cllrs are advised to keep alert for any signs of similar activity in the Parish

79.8 The Clerk shared with the Committee correspondence received from Challengers. They had written to say they were grateful for the Parish Council grant and to invite anyone from the Council to visit and see the work they do.

80 Date, time, place and agenda items for the next meeting

80.1 The next meeting is scheduled to be on Tuesday 13 November 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

80.2 Agenda items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

There being no further business, the Chair closed the meeting at 8:50pm

Resolutions to be noted by the Full Parish Council

67.2 that the Minutes of the Finance and General Purposes Meeting held on 11 September 2018 be accepted as a true record.

71.1 that the qualifying age for free interments be raised from 12 to 18.

Recommendations for consideration by the Full Parish Council

70.2 that the Burial Board fees, as recommended by the Cemetery Working Group, be approved.

74.3 that the Council approve the Delegation Policy.

76.1 that the Parish Council adopt the audited Annual Return for the year ended 31st March 2018.

77.2 that the Council appoint Do The Numbers as their internal auditor for 2018-19.

78.2 that the amendment to Financial Regulations 10.1 be adopted.

Actions arising from this meeting

73.1 **Cllrs** were reminded to forward any budget suggestions to the Clerk.

73.3 The **Clerk** committed to reinstating the percentage of year passed to the budget monitoring forms.

79.6 The **Clerk** was requested to publish the details for Armistice Day.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 25 September 2018
MONTHLY STATEMENT OF ACCOUNT (August 2018)

ITEM 8

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 66,503.21	£ 1,695.00		£ 24,901.41		£ 43,296.80
EBC	£ 93,540.87					£ 93,540.87
Total	£ 160,044.08	£ 1,695.00	£ -	£ 24,901.41	£ -	£ 136,837.67

Receipts in detail		
Burial Board	£	1,250.00
Allotments		
Carnival	£	445.00
VAT refund		
Misc.		
Total	£	1,695.00

VAT	
Previously Claimed	
Claimed in April	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Sept	£ 127,591.03	£ 92,231.51	£ 13,336.38	£ 381.95	£ 140,000.00	£ 93,540.87
Sept						£ 93,540.87

Notes	

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BISHOPSTOLE PARISH COUNCIL (HAMPSHIRE)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

FULL 1819-M02 / 28-2

dated

22/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Susan M. Toher

Clerk

Shirley Wheat

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.bishopstokepc.org

Section 2 – Accounting Statements 2017/18 for

BISHOPSTOCK PARISH COUNCIL CHAMPSHIRE

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	166,194	173,575	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	141,520	157,793	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	36,736	33,477	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	47,110	58,293	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	123,764	161,868	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	173,575	144,685	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	169,320	139,093	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	225,232	231,849	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Dh W. Wheeler - Wheeler

08/05/2018

Date

I confirm that these Accounting Statements were approved by this authority on this date:

22/05/18

and recorded as minute reference:

FULL 1819 - M02 / 29.3

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Susan M. Toher

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Bishopstoke Parish Council (HA0027)**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report(s), the internal auditor has drawn attention to weaknesses in relation to minuting the action plans arising from matters raised through external and internal audit. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

REPORT TO BISHOPSTOKE PARISH COUNCIL

23rd October 2018

Agenda Item:

Report Subject: Membership of other bodies	
Report Author: The Clerk	
Executive Summary: This report details the various bodies that Bishopstoke Parish Council is a member of or pays subscriptions or fees to.	
Recommendations: The Parish Council is recommended to: 1) Approve continued membership of all bodies on the list	
Notes: NALC (National Association of Local Councils) Levy plus HALC (Hampshire Association of Local Councils) Affiliation Fees HALC HR Consultancy Fee Hampshire Playing Fields Association ICCM (Institute of Cemetery and Crematoria Management) Subs Friends of Prior Hill Copse (Tree Wardens) National Allotment Society Data Protection Registration Fee	£1389 £180 £60 £90 £100 £66 £35
Reasons for the Decision: All bodies provide useful services that we take advantage of from time to time	
Background Papers: None	

David Hillier-Wheal
 Clerk to Bishopstoke Parish Council
 13th October 2018

BURIAL AUTHORITY FOR THE PARISH OF BISHOPSTOKE
RECOMMENDED CEMETERY FEES AND CHARGES FOR THE YEAR 2019-2020

The current level of fees has been in place since 1st April 2017 – prior to this, a fee increase took place on 1st April 2014, following the original fee decision when Bishopstoke Parish Council took over the Cemetery on 1st April 2010. The following changes to the fees, and the fee structure, are recommended by the Cemetery Working Group to the Finance and General Purposes Committee:

To increase the age where the interment is free, from a child up to 12 years of age, to a child up to 18 years of age.

To retain the current fees for headstones, but to introduce a new fee of £30 for any changes to a memorial following installation of the original memorial. This would result in a charge of £30 for additional inscriptions, for replacing an existing memorial with a new memorial, or for adding items such as vases, additional memorials, or kerb sets.

To increase the fee for the transfer of exclusive right of burial to £30 (which has remained at £25 since 1/4/2010).

The fee changes are indicated in red alongside the fees for 2018/19. The Cemetery Working Group would also like to advise the Committee that it is not intended that there be a further change in fees for the following financial year of 2020/2021.

INTERMENTS	(Interment form required)	£	£
A child up to 18 years of age		Free	Free
A person 18 years and over – single depth		300	325
– double depth		350	375
Ashes burial within grave		150	175
Scattering of ashes where grave turf is removed		75	100
Scattering of ashes around perimeter of Cemetery		Free	Free

EXCLUSIVE RIGHTS OF BURIAL	£	£	£	£
	(for 30 years)		(for 60 years)	
Adult plot	375	400	750	800
Child plot	375	400	750	800
Ashes plot	275	300	550	600
Transfer of Exclusive Right of Burial	£25	£30		

HEADSTONES, MONUMENTS, TABLETS

AND MEMORIAL INSCRIPTIONS (application form required)	£	£
Headstone (new)	175	175
Vase/ flat tablets (new)	125	125
Additional inscriptions/replacement memorials /any other changes	Free	30

Notes: these charges are doubled in all cases where the person interred was not, at the time of death, a resident within the Parish of Bishopstoke. Persons residing outside the Parish at the time of death, in sheltered, care or nursing homes and hospitals are accepted, if immediately prior to their removal thereto, they were residents within the Parish of Bishopstoke. The above fees exclude all charges for labour, grave digging and the Minister's fee.

REPORT TO BISHOPSTOKE PARISH COUNCIL

23rd October 2018

Agenda Item: 15

Report Subject: Legionella Training
Report Author: Geoff Harris
<p>Executive Summary:</p> <p>This report gives the essential information I obtained from a training course on legionella that I took on behalf of both the Parish Council and the BCA. I am not recommending any action, other than the Clerk and Assistant Clerks bear this information in mind when dealing with Parish assets.</p>
<p>Recommendations:</p> <p>The Parish Council is recommended to:</p> <p>1) N/A</p>
<p>Notes:</p> <p>There are 3 types of the disease</p> <p>Legionnaires Disease, the most serious and without treatment can be fatal. Pontiac Fever and Lochgoilhead fever. These two are generally survivable and if treated last only days (unless it goes to the lungs when it then is re-designated as Legionnaires Disease.</p> <p>There are HSE, COSHH and Management of Health and Safety at Work regulations 1999 that can be used to prosecute individuals or the person named as the responsible person on the mandatory HSE notice that should be in every building.</p> <p>I won't go through the symptoms or where it can be found because the latter is simply everywhere where there is water</p> <p>Thinking about Parish Assets and potential Parish Assets, then it could be in the hot and cold water systems, any mobile evaporative coolers. hoses, sprinklers etc.</p> <p>Unfortunately for us humans it multiplies at fastest rate at 37 degrees C.</p> <p>For info. 6 degrees C and below, and 60 degrees C and above it dies</p> <p>6 degrees C to 20 degrees C and 45 degrees C to 60 degrees C it is alive but doesn't multiply</p> <p>20 - 45 degrees C its making hay</p>

The requirements for the control and management are no surprise, a risk assessment, the name of the responsible person, a diagram of the "system", a list of Potential sources of risk,existing control measures including monitoring, inspections and checks. All logged of course

Any additional measures and a review date

This assessment can be done by a competent person or an expert, it depends on the simplicity of the "system".

The allotments are simple so the council could do either, the Memorial Hall may not be as simple so the need for an expert is more likely. In my opinion and that of the tutor, I knew enough about the BCC to be competent.

While I remember, as the Memorial Hall is a commercial transfer of asset the solicitor acting for you should have asked for all assessments and logs (including Legionnaires) in order for the "new" responsible person can assess and do what is needed to continue the control, monitoring, inspections and checks.

The one thing that was emphasised was that simple prevention can be easy, checks can be quick, the costs come when and if you need to de-scale or replace aged infrastructure like rusty, scaled up pipes etc.,

All logged of course

One thing is for sure the paperwork associated is something that could save "you" from prosecution or bury "you" ("you" being the responsible person). I just wonder how many other organisations are aware of this. Certainly the BCC has work to do, or does HCC? a question that is number one on my list of things to do

The course was worth it as it really taught me in straight forward terms that HSE treat this seriously and what they expected to be done.

Reasons for the Decision: N/A

Background Papers: N/A

Geoff Harris
Bishopstoke Parish Councillor
13th October 2018