

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 9 May 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 L Parker-Jones
Councillor M Thornton
Councillor S Toher

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

Public Session 1 member of the public was present.

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Public Session

Cllr Winstanley welcomed everyone to the Annual Meeting of Bishopstoke Parish Council.
There were no members of the public wishing to speak.

1 Election of Chair

1.1 Proposed Cllr Parker-Jones, Seconded Cllr Moore that Cllr Toher be elected Chair of Bishopstoke Parish Council.

1.2 Proposed Cllr Thornton, Seconded Cllr Mignot that Cllr Winstanley be elected Chair of Bishopstoke Parish Council.

1.3 A vote was duly held, with Cllr Toher receiving 6 votes and Cllr Winstanley 5 votes.

1.4 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** that Cllr Toher be elected Chair of Bishopstoke Parish Council

2 Election of Vice-Chair

2.1 Proposed Cllr Thornton, Seconded Cllr Mignot that Cllr Winstanley be elected Vice-Chair of Bishopstoke Parish Council.

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Moore that Cllr Tidridge be elected Vice-Chair of Bishopstoke Parish Council.

2.3 A vote was duly held with Cllr Winstanley receiving 5 votes and Cllr Tidridge 5 votes. Cllr Toher, in her role as Chair, used her casting vote in favour of Cllr Tidridge.

Initial: _____ Date: _____

2.4 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** that Cllr Tidridge be elected Vice-Chair of Bishopstoke Parish Council.

2.5 Cllr Toher thanked Cllr Winstanley for all her work as Chair of Bishopstoke Parish Council in the previous year.

3 Apologies for Absence

3.1 Apologies had been received and accepted from Cllrs Roling, Tidridge and Chaffey.

4 Councillors' Questions

4.1 Cllr Moore asked the Chair if she would conduct meetings in a more relaxed, less gestapo-like fashion. Cllr Toher responded that she was certain Council meetings had always been conducted in the best interests of the Parish Council and she hoped that would continue.

4.2 Cllr Toher asked the Clerk if progress had been made on Neighbourhood Plan notes, and when the next steps would be taken regarding the Memorial Hall. The Clerk responded that the Neighbourhood Plan notes would be sent out later that week and a Memorial Hall meeting would be called following the appointment of the Working Group at this meeting.

Action: Clerk

4.3 Cllr Dean asked if there had been any progress on getting surveys done on the Memorial Hall and Community Centre. The Clerk answered that quotes had been obtained and a decision would be made soon.

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

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

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

6 To consider Matters Arising from the above Minutes

6.1 Cllr Toher noted with sadness that the proposed fete at Anchor Village is now not going ahead.

6.2 Actions from the previous meeting were reviewed.

160.1 HALC indicated the questionnaire can be published but not analysed.

160.2 The duck signs are still in place.

160.3 The steps have been covered in roofing felt.

160.4 The yellow lines are to do with speed bumps, not the bus stop, so they will remain.

167.4 The agenda item has been requested.

167.5 The update has been requested.

171.1 Contact not made yet, but the Clerk reported that the Local Area Manager, Andy Thompson, was involved in the project and may also be worth contacting.

171.5 The reminder was sent.

171.6 The letter was handed over.

173.1 Cllr Parker-Jones requested that the press releases also go to Cllrs.

7 Declarations of Interest and Requests for Dispensations

7.1 None declared or requested.

Initial: _____ Date: _____

- 8 Report on Planning Committee Meetings of 28 March 2017, 11 April 2017 and 25 April 2017 – to note resolutions and determine recommendations**
- 8.1 The Planning Committee Minutes from 28 March 2017, 11 April 2017 and 25 April 2017 had been circulated prior to the meeting.
- 8.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 28 March 2017 and 25 April 2017 be noted.
- 8.3 Proposed Cllr Thornton, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 11 April 2017 be noted.
- 9 Report on Finance and General Purposes Committee Meeting of 11 April 2017 – to note resolutions and to determine recommendations.**
- 9.1 The Finance and General Purpose Committee meeting minutes from 11 April 2017 had been circulated prior to the meeting.
- 9.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 11 April 2017 be noted.
- 9.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Statement of Internal Control be adopted by Bishopstoke Parish Council.
- 9.4 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Finance and General Purpose Committee meeting of 11 April 2017 be noted.
- 10 To review and confirm the terms of reference for Committees**
- 10.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the terms of references for Committees be confirmed.
- 11 Appointments to Planning Committee and Finance & General Purposes Committee**
- 11.1 The following Cllrs were appointed to the Planning Committee: Cllrs Brown, Dean, Francis, Greenwood, Thornton, Tidridge and Toher.
- 11.2 The following Cllrs were appointed to the Finance & General Purposes Committee: Cllrs Brown, Mignot, Parker-Jones, Thornton, Tidridge, Toher and Winstanley.
- 12 Appointments to Working Groups and external panel membership**
- 12.1 Working Groups were appointed as follows:
- Carnival: Cllrs Brown and Winstanley
- Travel Token: Cllrs Dean, Moore, Parker-Jones, Thornton and Toher
- Cemetery: Cllrs Brown, Dean, Moore, Parker-Jones and Toher
- Communications and Engagement: Cllrs Francis, Tidridge and Winstanley
- Neighbourhood Plan: Cllrs Dean, Tidridge, and Toher
- Community Buildings: Cllrs Greenwood, Tidridge, Toher and Winstanley

Standing Orders Review: Cllrs Greenwood, Parker-Jones, Thornton and Winstanley

Human Resources: The HR Group will consist of the Chair and Vice-Chair of the Parish Council, the Chair of Planning and the Chair of the Finance & General Purposes Committee.

12.2 Other appointments were made as follows:

Passenger Transport Forum: Cllr Thornton

Eastleigh District Association of Parish and Town Councils: Chair and Vice-Chair

Bishopstoke Memorial Hall: Cllr Dean

Bishopstoke Community Centre: Cllrs Thornton and Winstanley

BPC / LAC Liaison: Chair and Vice-Chair

Airport Consultative Committee: Cllr Toher (primary) and Cllr Moore (secondary)

Charities (inc. Twynhams): Cllr Winstanley

CPRE: Cllr Tidridge

Public Art (Bishopstoke Park & Cemex): Cllr Winstanley

Y-Zone: Chair

13 To receive the RFO's report and approve the March 2017 and April 2017 Statements of Account

13.1 The RFO reported that the Parish Council final accounts for 2016-17 had been approved by the internal auditor. All audit paperwork will be brought to the Finance & General Purposes Committee meeting on June 6th.

13.2 The March 2017 and April 2017 Statements of Account had been circulated prior to the meeting and were noted.

13.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to receive the RFO's report and approve the March 2017 and April 2017 Statements of Account.

14 To determine the consultation procedure for Sayers Road Play Area and plans to be included

14.1 The various plans for Sayers Road play area were on display in the Parish Office and notable items were explained by the Clerk. In addition to discussing the plans, Cllrs also discussed exploring possible options for prevention of vandalism. Consultation should be both in local schools and in the play area itself.

14.2 Cllr Winstanley advised that if one particular piece of equipment in an otherwise unsuccessful plan were to prove popular it might be possible to ask the company to switch equipment.

14.3 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council undertake a public consultation including play area plans from VitaPlay, Sovereign and Sutcliffe.

15 To approve the Open Spaces contract specification and appoint the tender panel

Initial: _____ Date: _____

15.1 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Open Spaces contract specification be approved.

15.2 It was agreed that the tender panel would consist of the Chair, Vice-Chair, Chair of Finance & General Purposes and Cllr Winstanley.

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

16.1 Cllr Brown reported that he had attended a governors' meeting at Stoke Park Junior School at which cuts to the budget and a need for new governors had been discussed. Cllr Thornton reported that similar discussions were being had at Wyvern

16.2 Cllr Parker-Jones asked about the notices regarding the Carnival Court and Carnival Programme Cover competition that were on the Parish noticeboards. The Clerk replied that there were 4 entries for the Carnival Court and around 30 for the Programme Cover.

17 To receive the Clerk's monthly report

17.1 The Clerk reported on a recent increase in vandalism at Brookfield Play Area, which has also been reported by a member of the public. This has been reported to the Police and they are following up. A Dementia Friends session is taking place at Anchor Village on 24th May and both the Clerk and Cllr Greenwood recommended this to Cllrs. The new deadline for the newspaper to go to print is June 8th, so any amendments should be with the Clerk by June 1st. The Clerk also requested text from the Neighbourhood Plan group by 1st June. The Travel Token group are due to meet but that has been put on hold until the Travel Token publicity can go out with the newsletter. Following a request from Cllr Tidridge the Clerk was pleased to announce he had ordered hedgehog awareness stickers to be placed on allotment machinery and held in the office, and a bees nest and a number of tadpoles have been safely removed from the allotment sites and rehomed.

17.2 The Clerk noted the resignation of Cllr Chaffey from the Parish Council. The Council accepted his resignation with regret and asked about the procedure going forward. The Clerk indicated he would make the necessary public declarations the following day and contact the Borough Council for further information. If 10 or more electors from the Bishopstoke East electorate request a poll then a bye-election will take place, for which the Parish Council will have to pay. If there are fewer than 10 such requests then the Council can co-opt a new Councillor.

17.3 The Clerk was asked to send an official acceptance of Cllr Chaffey's resignation.

Action: Clerk

18 To consider content for the May 2017 press release

18.1 It was agreed that the press release would mention the new Chair of the Council and the Committees; the Play area consultation; the Carnival – with a focus on the parade and the recent work on moles at Bishopstoke Cemetery.

Action: Clerk

19 Date, time, place and agenda items for next meeting – Tuesday 20 June 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

19.1 Agenda items to the Clerk by Friday 9 June 2017 please.

There being no further business, the Chair closed the meeting at 8:35pm

Initial: _____ Date: _____