

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 12 September 2017

Present: Cllrs Winstanley (Vice-Chair), Brown, Parker-Jones and Mignot

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllrs Dean and Harris

Public Session 1 member of the public was present

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Public Session

42 Apologies for Absence

42.1 Apologies had been received and were accepted from Cllrs Thornton, Tidridge and Toher.

43 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 July 2017

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

43.2 Cllr Parker-Jones requested amendments to Minutes 33.1, 36.1 and 37.1 to make them clearer and provide a fuller explanation. The Committee were reminded that the purpose of Minutes is to record decisions taken. The Clerk indicated he would amend as requested.

Action: Clerk

43.3 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

44 To consider Matters Arising from the above Minutes

44.1 Minute 31.1 – The Clerk reported that he had spoken with Sandra McCoye of Anchor Village to inform them of the Parish's concerns.

44.2 Minute 31.2 – The Clerk reported that he had contacted Darren Miller – the new Police Chief Inspector in Eastleigh. Dates are now being considered for him to come and talk with the Council.

44.3 Minute 31.4 – The Clerk reported that bench consultation is yet to happen.

44.4 Minute 35.2 – The Clerk reported that he is awaiting a response from the insurers, which has been promised "within 5 working days"

45 Declarations of Interest and Requests for Dispensation

45.1 Cllr Winstanley declared an interest in Item 10 as the Borough representative to the Bishopstoke Community Centre.

45.2 Cllr Parker-Jones declared an interest in Item 11 as a member of the Bishopstoke Players

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46 To receive reports from Working Groups

46.1 Cemetery: Cllr Parker-Jones reported that the Cemetery Working Group had met recently, and that Cllrs had been provided with the notes from that meeting as part of the support papers for this meeting. There were no questions for Cllr Parker-Jones, who noted that the two recommendations from that meeting were being discussed at this meeting.

46.2 Carnival: The Clerk reported that Carnival preparations were in the final stage. All is ready and it is now just a case of hoping that the weather is favourable.

46.3 Standing Orders: The Clerk reported that the work is progressing well. A final meeting has been provisionally booked and following that, the amended Standing Orders will be circulated.

46.4 Community Buildings: Cllr Harris reported that following the flood damage over the summer, the Community Centre was now open again. The County Council have now looked at the tower and concluded that it is leaning. There are no live signs of bats, but evidence that they have previously been there. The Clerk reported that he had attended the most recent meeting of the Memorial Hall committee and reported back to the Community Buildings Working Group.

47 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for July and August 2017

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

47.2 The RFO stated that play area maintenance would be over budget this year, as will the budget for the churchyard. The delay in the Sayers Road play area, along with repeated vandalism, have meant larger than expected repair bills. The churchyard requires some retarmacking to ensure safety, and this is the Council's responsibility. Additionally the work has to be done by hand rather than heavy machinery, and so this is likely to increase costs. Cllrs asked if it might be possible to revert to a grass path and the Clerk was requested to ask the question.

Action: Clerk

47.3 Proposed Cllr Mignot, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

48 To make recommendations regarding the Cemetery Seat Policy

48.1 A report had been prepared on a seat policy for the cemeteries which had been circulated with the papers for this meeting.

48.2 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RECOMMENDED** unanimously that the recommendations contained in the Cemetery Seat Policy report be adopted.

49 To recommend the demolition without replacement of the Cemetery hut

49.1 The Clerk stated that the current Cemetery hut was unused, unkempt and falling apart. It had previously been used to store shoring but was no longer required for this, and should be demolished before it becomes dangerous.

49.2 Cllr Parker-Jones stated that in Stoke Common Cemetery, a foundation for a new hut had been laid, but no further work had been done on it. Additionally, the foundation itself is in the wrong place. Finally, if there is any need for storage then the new allotment building can be used, and so there is no need for a new hut.

49.3 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the existing Cemetery hut be demolished and not replaced.

50 To discuss and make recommendations regarding the PCSO contract

50.1 The committee agreed to defer this discussion until Chief Inspector Miller can be present. Cllr Parker-Jones also requested that the current contract be sent to Councillors again.

Action: Clerk

51 To make recommendations regarding the Carnival Street Collection grant requests

51.1 The grant requests had been circulated with the supporting papers for this meeting.

51.2 The Clerk confirmed that only £1500 of the £6000 grant budget from the Parish Council had been spent, and so there is money available, if needed, to make up the difference between the street collection and the amount awarded. The Clerk also noted that last year the street collection had been approximately £450.

51.3 Cllr Brown declared an interest in the application from Stoke Park Junior School, as a governor.

51.4 Cllr Winstanley suggested that as all bar one requests were in the region of £150 to £200, the committee recommend granting all requests less than £200 in full, and all requests of £200 or over be awarded £200. Discussion of what to do if the Carnival were forced to cancel due to weather also took place, with the Committee agreeing that grant requests should still be fulfilled.

51.5 Proposed Cllr Winstanley, Seconded Cllr Brown, **RECOMMENDED** unanimously that Carnival grant requests of less than £200 should be awarded in full, grant requests of £200 or more should be awarded £200, and that cancellation of the Carnival should not affect these awards.

52 To make recommendations on the grant request Bishopstoke Memorial Hall

52.1 The grant request from the Memorial Hall had been circulated with the supporting papers prior to the meeting.

52.2 Cllr Winstanley declared an interest as the Borough Council representative to the Memorial Hall.

52.3 Proposed Cllr Brown, Seconded Cllr Mignot, **RECOMMENDED** unanimously that Bishopstoke Memorial Hall be awarded a grant of £1640.

53 To make recommendations on the Parish Council taking over the Memorial Hall

53.1 A report detailing the recommendations had been circulated with the supporting papers for this meeting.

53.2 Cllr Parker-Jones asked what would happen with regard to the charitable status of the Memorial Hall Committee. The Clerk stated that at the most recent meeting of the Memorial Hall Committee, and the Community Buildings Working Group, the most obvious answer had been to stop being a charity. Cllr Brown asked whether all the trustees, including Lloyds Bank, were in favour, and the Clerk was asked to contact the Memorial Hall committee to find out.

Action: Clerk

53.3 Proposed Cllr Mignot, Seconded Cllr Brown, **RECOMMENDED** unanimously that the recommendations contained in the report on taking over the Memorial Hall be adopted.

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

54.1 Parish Office: The Clerk reported that the Parish is currently trialling a new handyman to assess their suitability for working more regularly with the Parish. If acceptable, this will hopefully lead to a

Initial: _____ Date: _____

hand rail to the office door being installed, and a step put in to make accessing the letter box safer. The office will also be closed on Friday 29th September and Monday 2nd October.

54.2 Play Area: As previously reported, Sayers Road play area has now been booked for maintenance work, as has the heavily vandalised Brookfield play area. Templecombe Road also has had vandalism and quotes are being sought to repair as necessary.

54.3 Allotments: The Clerk reported site reps have been appointed for the coming year, with no need for elections due to the small number of volunteers. A decision regarding baths and troughs will be coming before the Committee next month. Rent letters are going out shortly. Thefts from allotments are on the increase, and the police have asked to be kept informed. Security arrangements are being reviewed.

54.4 Cemetery / Churchyards: The Clerk reported that the diocese is proving slow to respond regarding work and the Borough is being slow in responding to questions about bins. There was 1 new and 1 re-opened burial in August. September has 1 re-opening of a burial and 1 ashes re-opening booked. There have been 2 new burials, 3 re-openings, 2 new ashes and 7 re-openings in the year so far.

54.5 The Clerk reported ID cards will shortly be created. The photos used will be the ones on the website. If any Cllr is not happy with their photo, or has not provided one, they were requested to either provide a "head and shoulders" photo by Full Council on 26th September, or expect to be photographed there. There are currently no further details regarding equipment to be displayed in Shears Mill.

Action: Cllrs

55 Date, time, place and Agenda Items for the next meeting

55.1 The next meeting is scheduled to be on Tuesday 10 October 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

55.2 Agenda Items for this meeting should be received by the Clerk no later than Monday 2 October 2017.

There being no further business, the Chair closed the meeting at 8.50pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

43.2 that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

47.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

Recommendations for consideration by the Full Parish Council

48.2 that the recommendations contained in the Cemetery Seat Policy report be adopted.

49.3 that the existing Cemetery hut be demolished and not replaced.

51.5 that Carnival grant requests of less than £200 should be awarded in full, grant requests of £200 or more should be awarded £200, and that cancellation of the Carnival should not affect these awards.

52.3 that Bishopstoke Memorial Hall be awarded a grant of £1640.

53.3 that the recommendations contained in the report on taking over the Memorial Hall be adopted.

Chair's Signature: _____ Date: _____

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