

# **BISHOPSTOKE PARISH COUNCIL**

## **Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 28 February 2017**

**Present:** Councillor A Winstanley (Chair)  
Councillor G Chaffey  
Councillor A Daly  
Councillor A Dean  
Councillor J Francis  
Councillor C Greenwood  
Councillor L Parker-Jones  
Councillor A Roling  
Councillor M Thornton  
Councillor G Tidridge  
Councillor S Toher

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

**Public Session** 1 member of the public was present.

**FULL\_1617\_M08/**

### **Public Session**

#### **140 Apologies for Absence**

140.1 Apologies had been received and accepted from Cllrs Brown, Mignot and Moore.

#### **141 Councillors' Questions and Announcements**

141.1 Cllr Tidridge offered thanks to Dave Tilbury for his work on the bridleway at the Cemetery. It has now been agreed that the original bridleway will be reopened from the 3<sup>rd</sup> March 2017, as there have been significant delays in providing the promised new bridleway.

141.2 Cllr Parker-Jones reported on her concerns regarding the footpath running through the New Cemetery and pedestrian access to the Old Cemetery. Eastleigh Borough Council have now spoken to the developers and suggested 2 new routes. Going forward, the footpath should be connected to the bridleway and there will be pedestrian access to Bishopstoke Cemetery. Cllr Parker-Jones offered to circulate the plans showing the proposed routes.

#### **Action: Cllr Parker-Jones**

141.3 Cllr Chaffey reported back on his research into the space that should be provided for chickens in an allotment plot. The legal minimum is 2 square feet per chicken, but the recommendation is for at least 3 square feet per chicken, and this is what he is suggesting for the Parish Council chicken agreement. In addition, outside space should be at least 9 square feet per chicken, but as the current wording requires more than that, he is happy to leave that in place.

141.4 Cllr Toher reported that the speed warning sign had been positioned on Alan Drayton way, which was good news. However, it had recently been moved to a position on the Olympic Way side of the road and no longer appeared to be working. The Clerk was asked to report this so that the problem can be rectified.

#### **Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr Toher also reported residents' concerns regarding the wall by the river channel along Montague Road. The residents wanted to know if there are any plans to clean and maintain it on a regular basis. Cllr Toher was requested to contact the County Council regarding this matter.

**Action: Cllr Toher**

141.5 Cllr Daly reported that the pedestrian bridges on the way into Eastleigh had been well cleaned, but that there was a drainage issue as the path floods when it rains. Cllr Daly was asked to take this up with the County Council

**Action: Cllr Daly**

Cllr Daly also reported Health and Safety, and traffic issues being caused by deliveries to the General Store on Spring Lane. The Clerk was asked to contact the manager and ask whether the Council can do anything to ease the problems.

**Action: Clerk**

Cllr Daly informed the Council that on the evening of January 28<sup>th</sup> there had been a long queue of traffic heading into Eastleigh. This was apparently caused by ambulances attending an incident on the railway bridge. Cllr Daly wondered why there had been no police presence to help with directing traffic. Cllr Daly was advised to take the matter up with the Police Service.

**Action: Cllr Daly**

**142 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 24 January 2017**

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

142.2 Cllr Toher requested that the numbers voting each way be recorded in Minute 139.5

**Action: Clerk**

142.3 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously, subject to the amendment listed in 142.2, to adopt as a true record the minutes of the Parish Council meeting held on 24 January 2017.

**143 To consider Matters Arising from the above Minutes**

143.1 Minute 124.3 Cllr Toher advised that she would meet with the Clerk to discuss the exact nature of the problem.

143.2 Minute 128.2 Cllr Francis reported that this had been done.

**144 Declarations of Interest and Requests for Dispensations**

144.1 Cllrs Winstanley, Parker-Jones and Toher declared an interest in Item 15 on the agenda as Borough Council representative member of the Memorial Hall Committee & member of the Community Centre Committee; member of Bishopstoke Players; and Secretary of the Memorial Hall Committee respectively.

**145 Correspondence received**

145.1 The Clerk had received a poster for the next Dementia Friends session to be held at Orchard Gardens, on Wednesday 22 March at 11am. The Clerk reported he had attended a previous session and found it to be both informative and rewarding. Cllr Parker-Jones asked whether it was still the intention to make the Parish Council website dementia friendly and the Clerk reported that it was.

145.2 The Clerk reported that it was his intention to remove "Correspondence received" as a permanent agenda item. As almost all communication arrives via email, it is now far easier to simply forward it to Cllrs as it arrives, and so the item is no longer necessary.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**146 Report on Planning Committee Meetings of 24 January 2017 and 14 February 2017 – to note resolutions and determine recommendations**

146.1 The Planning Committee Minutes from 24 January 2017 and 14 February 2017 had been circulated prior to the meeting.

146.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 24 January 2017 and 14 February 2017 be noted.

**147 Report on Finance and General Purposes Committee Meeting of 14 February 2017 – to note resolutions and to determine recommendations.**

147.1 The Finance and General Purpose Committee meeting minutes from 14 February 2017 had been circulated prior to the meeting.

147.2 Minute 140.6: Cllr Parker-Jones reported she had now completed signing the bank reconciliation and found everything to be in order. Cllr Parker-Jones also noted the Co-op bank's current situation and suggested the Council consider changing banks. Cllr Winstanley noted that as HALC also use the Co-op for banking services it would be worth contacting them for advice. It was also noted that the bank statement is still addressed to the previous Clerk and the current Clerk was asked to look into this.

**Action: Clerk**

147.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 February 2017 be noted.

147.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve, subject to the changes listed both in FGP\_1617\_M09/Item 144.3 and in FULL\_1617\_M08/Item 141.3, the agreement for keeping chickens; and to approve the Street Pastors request for a grant of £500.

147.5 Cllr Greenwood reported that the closing date for grants from County Councillors had now been reached. It will reopen in June.

147.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 February 2017 be noted.

**148 To receive the RFO's report and approve the January 2017 Statement of Account**

148.1 The RFO reported that format of the Statement of Account has now changed to make them easier to follow.

148.2 The January 2017 Statement of Account had been circulated prior to the meeting and was noted.

**149 To appoint a working group to conduct an annual review of Standing Orders from July each year, reporting to the Council in September**

149.1 Cllrs Winstanley, Greenwood and Thornton volunteered to be part of the Working Group.

149.2 The Clerk was requested to contact Cllrs Brown, Mignot and Moore to ask if any of them is willing to take part.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**150 To appoint a working group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward**

150.1 Cllr Winstanley suggested that the Working Group would also have responsibility for staff appraisal and interviews. It was agreed that the Chair and Vice-Chair of Council, along with the Chairs of Planning and Finance & General Purposes, would form this Working Group. Cllrs Winstanley, Mignot, Toher and Thornton were duly appointed.

**151 To discuss and, if appropriate, decide on moving three bus shelters as requested by Eastleigh Borough Council**

151.1 Information regarding the bus shelters proposed and the suggested new locations had been circulated prior to the meeting. The Clerk reported that all the shelters had been previously transferred from the Borough Council to the Parish Council at no cost, and that as two of them were proposed to move out of the Parish it would reduce the shelter cleaning bill. He also noted that it would be important to ensure that ownership of the shelters was also transferred, to avoid the Parish having to pay for repairs to shelters that were in neighbouring parishes.

151.2 During discussions, it was noted that the current location of a bus stop outside St Mary's church is a useful place for some residents to rest as they walk up or down the hill. The Council agreed that either the bus shelter, or a suitable replacement, should be kept in this location. A concern was also raised that the shelter located on Hamilton Road may be used by the Wyvern school bus service. The Clerk was requested to ascertain if that is the case, and Cllrs were requested to contact the Clerk if they had any suggestions as to other places the bus shelters might be better relocated.

**Action: All**

**152 To agree the Council's response to the Hampshire Police and Crime Panel, and the Eastleigh Sports Facilities Needs Assessment & Playing Pitch Strategy**

152.1 Cllrs agreed that Bishopstoke does not match the criteria referred to in the Hampshire Police and Crime Panel survey and so no response is necessary.

152.2 The Clerk noted that an important question for the Playing Pitch Strategy was whether the Council believed that the facilities available in neighbouring parishes were sufficient for Bishopstoke residents, or whether something within the Parish was required. Cllr Tidridge suggested this could be covered in the consultations being undertaken for the Neighbourhood Plan. Cllr Tidridge had also provided some other comments which the Clerk was requested to circulate to all Cllrs.

**Action: Clerk**

**153 To agree the Council's response to EBC's letter with regard to the delay to the Local Plan and consider a proposed communication to Bishopstoke residents from the Parish Council**

153.1 Proposed text for both communications had been circulated prior to the meeting.

153.2 The Clerk reported that the period of purdah for elections in May begins on 27 March and lasts until 4 May. During this time government advice is that Councils should not produce publicity on any policy that is politically controversial. This affects the Council's ability to publish regarding the Local Plan. The Clerk suggested that a newsletter in April reporting on the Parish Assembly and any local news stories would be appropriate, and that a leaflet covering both the Local Plan and the Neighbourhood Plan could be produced for publication in early May. The Clerk also advised against publishing two separate items on the Local Plan so close together.

153.3 Various options were discussed, and the Clerk was requested to check with HALC regarding the possibility of publishing Local Plan related material during purdah.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

153.4 The Council discussed the suggested response to the letter from Eastleigh Borough Council regarding the Local Plan. It was agreed to begin the letter with “Thank you”, and to amend the final sentence to read “Bishopstoke Parish Council is preparing its own communication and as requested, and as a courtesy, before publishing we will send it to EBC for comment.”

153.5 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** unanimously, subject to the amendments listed in 153.4, to respond to Eastleigh Borough Council as suggested by Cllr Tidridge.

**154 To note the report on progress regarding the Bishopstoke Memorial Hall and Community Centre, and approve the next steps**

154.1 Proposed Cllr Thornton, Seconded Cllr Chaffey, **RESOLVED** (Cllrs Winstanley and Toher abstaining as Committee members) to note the report on progress regarding the Bishopstoke Memorial Hall and Community Centre, and approve the steps outlined in the report’s recommendations.

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

155.1 Cllr Winstanley reminded Cllrs of the forthcoming Parish Assembly on March 7 at the Methodist Church on Sedgwick Road at 7:30pm. There is to be a talk on the history of the Memorial Hall, the usual speeches from the Chair and the Clerk, and guests from the Street Pastors, ARK Eastleigh, Age Concern and the Memorial Hall to give a little information about how grants from the Parish Council help them with their work. Also Cllr Winstanley mentioned the upcoming HALC conference on 22 March at St Marys Football Stadium. Anyone wishing to book a place should contact the Clerk. Cllr Parker-Jones asked why there are no Standing Orders regarding the Parish Assembly. Cllr Winstanley replied that it is because it is not a Parish Council meeting. It is called by the Chair of the Parish Council to give residents a report on the activities of the Council in the previous year, and for the Clerk to report to residents on the finances of the Council. Cllr Parker-Jones requested the relevant legislation be sent to her and the Clerk was asked to do this.

**Action: Clerk**

155.2 Cllr Thornton noted that Items 2 and 16 on the current agenda seem to overlap and wondered if one could be removed. Cllrs agreed that the original intention of each item had been different to how they were currently used. It was agreed to amend item 2 to just “Cllrs Questions”.

**Action: Clerk**

155.3 Cllr Dean reported that she and Cllr Parker-Jones would be attending Core Skills training on Wednesday 8 March.

155.4 Cllr Francis reported that she had attended the BIFOHH Local Area Committee on 25 January, at which the application for Pembers Hill had been passed. Following that she had called Borough Cllr Vickieye Parkinson-MacLachlan to discuss the procedures followed by the LAC and find out more about how they work. She reported it had been a useful conversation. Cllr Francis thought it would be useful for other Cllrs, especially on the Planning Committee and raised the possibility of Cllr Parkinson-MacLachlan, along with the other Borough Cllrs, attending a meeting to provide some insight to Cllrs and residents about how the LAC is required to work.

155.5 Cllr Toher reported that she had attended a recent Bishopstoke Memorial Hall meeting. There have been various problems with gas and electrics recently, but those either have been or are being fixed. Cllr Toher had also attended the last Airport Consultative Committee meeting. There were few noise complaints in the second half of 2016; the Noise Action Plan is being reviewed in 2018; and there is a report being submitted on drone activity and regulation.

Cllr Toher had also attended the latest Neighbourhood Plan meeting. A survey form is being prepared and it is hoped that the next meeting, on 9 March, will agree it and then arrange for residents to receive it.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

155.6 Cllr Tidridge announced that the next meeting of the Communications and Engagement Working Group would be on 2 March.

*Cllr Roling left at this point*

155.7 Cllr Parker-Jones reported that she had also attended the LAC meeting, and was disappointed that the Bargate application for Church Road had also been passed as she was concerned about the Rookery there. Also, Cllr Parker-Jones stated she would be attending the HALC Conference on March 22.

155.8 Cllr Greenwood reported that he had met with Paul Naylor of the Borough Council. They had discussed that the County Council have instructed EBC to cut the weedkill budget, and so EBC will now only weedkill once per year. Cllr Greenwood requested that Cllrs keep an eye out for any problems that result from this. Cllr Greenwood had also attended that last Council meeting of EBC, and had found the experience interesting and informative, and recommended Cllrs to attend if they had the chance.

#### **156 To receive the Clerk's monthly report**

156.1 The Clerk reported that the paths in Glebe Meadow, and the play area, had been cleaned and looked extremely good. The skate park graffiti had also been cleaned up. Cllr Toher noted the work that had been done on the paths and requested a letter of thanks be sent to the Borough Council for the excellent job that had been done.

**Action: Clerk**

156.2 The Clerk also asked Cllrs to publicise the Parish Assembly, and asked if any Cllr wished to take up the opportunity to train as a Tree Warden.

156.3 The Clerk also noted recent publications regarding the Cemetery. The Clerk stated that, contrary to those reports, all of the notices regarding memorial repairs had gone up as a result of inspections that had taken place in June 2016, where for the first time ALL memorials had been inspected to ensure safety. None of the issues were suspected to be from subsidence, but are completely in accord with what would be expected of a rural Cemetery of that age. All the repairs that had been needed following that inspection had now been completed. Cllr Toher requested that notices to that effect be placed on the noticeboards around the Parish, including in the Cemetery.

**Action: Clerk**

#### **157 To consider content for the February 2017 press release**

157.1 It was agreed that the press release would mention the grant to the Street Pastors, the bridleway and footpaths at the Cemetery, the memorial inspections and the Carnival dates, including the Carnival Court and Programme cover competitions.

**Action: Clerk**

#### **158 Date, time, place and agenda items for next meeting – Tuesday 28 March 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke**

158.1 Agenda items to the Clerk by Tuesday 21 March 2017 please.

*There being no further business, the Chair closed the meeting at 9:20pm*

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

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