

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 24 January 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 L Parker-Jones
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.

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Public Session

123 Apologies for Absence

123.1 Apologies had been received and accepted from Cllrs Roling, Chaffey and Moore.

124 Councillors' Questions and Announcements

124.1 Cllr Winstanley welcomed everyone to the first Council meeting of 2017.

124.2 Cllr Toher requested an update regarding the surgery petition. Cllr Winstanley replied that she was hoping to meet with the organisers in the following week and may be able to report back at a subsequent meeting.

124.3 Cllr Toher noted that the bus stop at the corner of Riverside and the main road is causing some difficulties. When buses stop at the markings, traffic can flow freely, however in order to let passengers on and off at the bus shelter, the buses have to stop away from the markings, meaning traffic cannot pass around the bus due to the traffic island. The Clerk was requested to write to both Hampshire County Council, and the bus company, to ask them to address this issue. The Clerk was additionally asked to include in the letter to HCC that the road is still liable to flooding.

Action: Clerk

124.4 Cllr Parker-Jones informed the Council that a number of residents, particularly the more elderly, had requested a bus stop nearer to the Central Convenience Store (what used to be the Co-op) to avoid having to walk back from the Riverside stop when using the Post Office.

124.5 Cllr Daly informed the Council that the Housing Association have now replaced the missing back door behind the bungalows on Portal Road. Cllr Daly also noted that the waste bin on the Riverside bus stop is too high and causes difficulties for those emptying the bins as well as those trying to use them. The Clerk was asked to investigate and see whether the bin can be moved.

Action: Clerk

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124.6 Cllr Parker-Jones informed the Council of an issue regarding the developers building The Chase and the New Cemetery. The issue is to do with soil and concrete being dumped on the New Cemetery. Cllr Parker-Jones also informed the Council that the Assistant Clerk was following this up.

124.7 Cllr Dean asked for an update on the potential bench at Otter Close, and the requested safety railings on the path from Green Close to Strawberry Mead. The Clerk informed the Council that he had held a further meeting with the resident regarding the bench to agree the position, and when the bench had been chosen he would bring the matter back to the Council. Regarding the safety railings, the Clerk informed the Council that the responsibility lay with the County Council. The last contact with the resident indicated that the County were actively looking at putting railings in.

124.8 Cllr Francis expressed her disappointment regarding the small space given to Local Plan information in the last newsletter. Cllr Tidridge also asked whether many survey responses had been received. The Clerk stated that to date, he believed fewer than 20 had been received, but that he would collate the data for the Communications and Engagement Working Group.

Action: Clerk

125 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 22 November 2016

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

125.2 Cllr Toher noted a Cllr name missing in the Public Session, the incorrect inclusion of Cllr Roling in Minute 109.2, and the fact that she is not the Chair of the Memorial Hall Management Committee as stated in Minute 111.1, but the Secretary. The Clerk was asked to amend accordingly.

Action: Clerk

125.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously, subject to the amendments listed in 125.2, to adopt as a true record the minutes of the Parish Council meeting held on 22 November 2016.

126 To consider Matters Arising from the above Minutes

126.1 Minute 108.2 The Clerk reported there has still been no progress regarding the bridleway.

126.2 Minute 108.3 This had not been discussed at the previous Finance & General Purposes meeting and the Clerk was requested to add it to the next one.

Action: Clerk

126.3 Minute 118.3 Cllr Parker-Jones requested that, in addition to the changes made to procedure by the standing order amendment, each agenda item be annotated to show whether there are no supporting papers, a verbal report, or a paper report.

Action: Clerk

127 Declarations of Interest and Requests for Dispensations

127.1 Cllr Winstanley declared an interest in Item 9 on the agenda as she is the recipient of one of the payments.

128 Correspondence received

128.1 The Clerk reported that Cllr House of Eastleigh Borough Council had replied to the Parish's request regarding a Local Plan leaflet. Cllr House had indicated that the Borough considered its existing communications to be sufficient for the job of keeping residents informed regarding the Local Plan. However, Cllr House stated that the Parish was free to publish its own leaflet.

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128.2 Cllr Francis requested that there be a Local Plan article in the next newsletter. Cllr Francis also offered to write it.

Action: Cllr Francis

128.3 Cllr Tidridge expressed her disappointment in the response from Cllr House and stated that residents do not always receive the Borough News. Cllr Toher suggested that the newsletter article should also focus on the Neighbourhood Plan and suggested that the Neighbourhood Plan group meet with Cllr Francis to create the article.

Action: Cllr Toher

128.4 The Clerk gave further information regarding recent issues at the Cemetery. The developer is currently placing large quantities of soil and concrete blocks on the ground that is to be the New Cemetery. Assurances have been given that the concrete blocks have been separated out so that they can be removed, and the soil will be spread out. This will add approximately 50cm to the ground level at the New Cemetery. The Clerk stated that this could cause problems as graves can only be reliably dug in ground that is compact. The Assistant Clerk is liaising with Eastleigh Borough Council to determine if this has been picked up and will be dealt with.

129 Report on Planning Committee Meetings of 22 November 2016, 13 December 2016 and 10 January 2017 – to note resolutions and determine recommendations

129.1 The Planning Committee Minutes from 22 November 2016, 13 December 2016 and 10 January 2017 had been circulated prior to the meeting.

129.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 22 November 2016, 13 December 2016 and 10 January 2017 be noted.

130 Report on Finance and General Purposes Committee Meeting of 13 December 2016 and 10 January 2017 – to note resolutions and to determine recommendations.

130.1 The Finance and General Purpose Committee meeting minutes from 13 December 2016 and 10 January 2017 had been circulated prior to the meeting.

130.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 13 December 2016 be noted.

130.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to vire between existing budget headings for 2016/17 by reducing the Carnival budget to £4000, increasing allotment maintenance to £4500, increasing Cemetery grounds maintenance to £5200 and increasing general burial board maintenance to £3000

130.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 10 January 2017 be noted.

131 To receive the RFO's report and approve the November 2016 and December 2016 Statements of Account

131.1 The RFO reported that the PCSO invoice for the year has now been received and paid; the initial meeting with the Internal Auditor had taken place and the report – along with associated proposals – would be brought to the next Finance and General Purposes meeting; and that the Auditor had recommended a different form of Financial Risk Assessment. A draft version of this would be presented at the next Finance and General Purposes meeting.

Action: Clerk

131.2 The November 2016 and December 2016 Statements of Account had been circulated prior to the meeting and were noted.

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131.3 Cllr Thornton requested more information on the Cemetery Seat Maintenance and the Clerk offered to contact him with the details.

Action: Clerk

131.4 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the November 2016 and December 2016 Statements of Account

132 To approve the Expenditure budget and determine the Precept for 2017-18

132.1 The Budget as recommended by the Finance & General Purposes Committee and supporting paperwork had been circulated prior to the meeting. The budget is attached to these minutes.

132.2 The Clerk explained the process that the Finance and General Purposes Committee had been through, and went through the examples of what effect different Council Tax rises would have. The Clerk also informed the Council that if they opted for the recommended 10% rise in band D Council Tax then Bishopstoke Parish Council would still have the lowest Council Tax of any Parish in the Borough. The increase would be £4.36 per year for a band D household and would mean that a band D house would still pay less than £1 per week for the services provided by the Parish Council. The Parish is undertaking work on the Neighbourhood Plan, doing preparatory work on the possibility of taking over the Bishopstoke Memorial Hall and Bishopstoke Community Centre, repairing or replacing the Cemetery fencing and beginning the refurbishment of the play areas amongst other things.

132.3 Cllr Parker-Jones asked about the PCSO and YZone budgets. The Clerk explained that as the Parish Council does not yet know the cost of the PCSO contract beyond April 2017 the budget included a modest increase as a safety net. The YZone contract is expected to be put forward for renewal and so it is included as a potential cost. The Clerk was requested to invite the Police inspector in Eastleigh to attend a meeting as the Council has concerns about current PCSO provision.

Action: Clerk

132.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget as recommended by the Finance & General Purposes Committee be approved and that the Parish Council request its Precept based on a 10% rise in Band D Council Tax.

133 To approve joining the National Allotment Society

133.1 Information regarding the benefits of joining the Society had been circulated prior to the meeting. The Clerk informed the Council that the cost would be £55 per year.

133.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Parish Council join the National Allotment Society

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

134.1 Cllr Parker-Jones reported that she, along with Cllrs Francis, Dean, Tidridge and Toher had attended Code of Conduct training. All attendees agreed it had been informative and useful, and wished to express their thanks to Steven Lugg for providing the training. The Cllrs also recommended that other Cllrs, both new and experienced, attend this training if the opportunity presented itself.

134.2 Cllr Brown reported that he had attended a recent meeting of the Carnival Working Group, which had been focussed on ideas to involve areas of Bishopstoke that are not normally reached by Carnival, including Brookfield and the YZone.

134.3 Cllr Toher reported that she had attended a meeting of the Memorial Hall Committee, who are keen for the Parish Council to begin the process of taking over. Cllr Toher had also attended the

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Local Plan update provided by Eastleigh Borough Council before Christmas, which she had found interesting.

134.4 Cllr Greenwood reported that he had also attended the Local Plan event. He had also had a meeting with a resident regarding a sinking road. During this meeting the subject of cleaning the road gullies had come up. Cllr Greenwood stated that there were a number of areas he was aware of that do not appear to be being cleaned. He had reported this to Nick Tustian at the Borough Council. He urged Cllrs to photograph any examples they find of gullies being silted up or in need of cleaning and send them to him. Cllr Greenwood will then forward them on to the Borough Council.

Action: All Cllrs

134.5 Cllr Thornton reported that, as Chair of the Wyvern Governors Personnel Committee, he was concerned about school funding over the next few years, especially given the Hampshire County Council consultation. Cllr Thornton also reported attending the Asian Welfare and Cultural Association diversity awards. The Association is hoping to encourage more community involvement from all cultures, and planning for this year's MELA is well underway.

134.6 Cllr Winstanley reported attending a seminar at the YZone with a number of other Councillors, both Parish and Borough, to learn about the work being done there. An offer has been extended by Min Partner, the Borough contact there, for any Cllr that was unable to attend the presentation – Cllrs can get in touch with Min and she will arrange a tour for them. Cllr Winstanley also informed the Council of a group known as In Touch. This is a group for autistic teenagers being run at the Yzone. David Carter, who runs In Touch, and his wife were recently presented with an award by the Asian Welfare and Cultural Association for the work they do. The slides from the presentation are now available and Cllr Winstanley offered to pass them to the Clerk for distribution to all Cllrs.

Action: Cllr Winstanley and Clerk

135 To receive the Clerk's monthly report

135.1 The Clerk reported that he had undertaken the third day out of four for his CiLCA training. The Clerk stated that he had not yet registered for the qualification itself as there is a time limit of one year to complete the course once registered. The recommendation is that up to 5 hours per week of normal Clerk's hours be given over to the work required, and that would not have been possible over the budget period. Maintenance work has now been agreed for all the Play Areas bar Sayers Road and is due to begin soon. With Sayers Road, several companies have been invited to provide quotes for completely replacing the Play Area. The Borough Council have been requested to clear the graffiti at the Skate Park on Glebe Meadow and the moss from the Play Area and paths.

135.2 The Clerk also reported damage to a fence in St Mary's Churchyard, which he had been notified of by a resident. The Clerk offered to take the Cemetery Working Group round to show them the damage and discuss possible options for the fence as a whole around the Churchyard.

Action: Clerk and Cemetery Working Group

135.3 Cllr Toher requested that, in light of the earlier conversation regarding PCSOs and the YZone, Cllrs be provided with a copy of the relevant contracts. It was noted that Cllrs had already received the PCSO contract. The Clerk was asked to locate and distribute the YZone contract.

Action: Clerk

136 To consider content for the January 2017 press release

136.1 It was agreed that the press release would mention the grant to the Street Pastors, the Precept, Play Area maintenance, upcoming verge protection at the Cemetery and the Council joining the National Allotment Association.

Action: Clerk

Initial: _____ Date: _____

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

137.1 Agenda items to the Clerk by Tuesday 21 February 2017 please.

138 Motion for Confidential Business

138.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

The Clerk and 1 member of the public left at this point

139 To determine Recommendations from Finance and General Purposes meeting of 13 December 2016

139.1 The Council appointed Cllr Toher to minute the discussions

139.2 Proposed Cllr Winstanley, Seconded Cllr Toher that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1st January 2017.

139.3 An amendment was then Proposed by Cllr Tidridge, Seconded Cllr Parker-Jones that the Clerk's hours remain at 30 hours per week, with the limited overtime approved by the Chair. Those in favour – 4, those against – 6, abstentions – 1, so the proposed amendment failed.

139.4 An amendment was then proposed by Cllr Parker-Jones, Seconded Cllr Tidridge that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1st April 2017. Those in favour – 6, those against – 5, abstentions – 0, so the proposed amendment was carried.

139.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** (7 in favour, 3 against, 1 abstention) that the Clerk's hours be increased to 37 hours per week from January 1 2017, with up to 8 hours per week overtime, as required, without additional Chair approval, and that the Clerk be awarded an annual scale point increase from 1st April 2017.

139.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Assistant Clerk's hours be increased to 10 hours per week from January 1 2017, with up to 10 hours per week overtime, as required, without additional Chair approval, and that the Assistant Clerk be awarded an annual scale point increase from 1st April 2017.

139.7 Members requested that the reasons for any future overtime be reported at subsequent meetings. The Clerk was requested to contact HALC to determine whether this is appropriate and, if so, at what meeting it is appropriate to make the report.

Action: Clerk

There being no further business, the Chair closed the meeting at 10:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____