

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 11 October 2016

Present: Cllrs Thornton (Chair), Chaffey (Vice-Chair), Dean, Mignot, Parker-Jones, Tidridge, Toher and Winstanley

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

Public Session 1 member of the public was present.

FGP_1617_M05/

71 Apologies for Absence

71.1 All Cllrs were present.

72 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 13 September 2016

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

72.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 13 September 2016 be accepted as a true record.

73 To consider Matters Arising from the above Minutes

73.1 Minute FGP_1617_M04/Item 55.8 – Cllr Winstanley noted that a decision on the Y-Zone settlement for the year is made at the preceding budget discussions in November. Hence, this amount for 2016/17 was agreed at the budget discussions in November 2015.

73.2 Item 57.4 – Cllr Winstanley informed the Committee that Carnival programmes had been placed in all shops and pubs in Fair Oak, which has been the practice for the past 5 years. They are also usually placed in Colden Common. This has led to an increased number of adverts and sponsorship this year.

73.3 Item 58.5 – The Clerk informed the Committee that this has been passed to the Assistant Clerk, and completed.

73.4 Item 63.1 – The Clerk informed the Committee that this would be done as soon as a date was agreed by the Cemetery Working Group. Cllr Parker-Jones noted that this could not take place without the Volunteer Policy being agreed.

73.5 Item 64.1 – The Clerk had reminded Cllrs of the consultation as requested.

73.6 Item 66.5 – The non-cultivation policy had been brought forward and agreed.

73.7 Item 66.8 – The trench had been filled in.

74 Declarations of Interest and Requests for Dispensation

74.1 None declared or sought.

75 Carnival Working Group – to receive progress report

Initial: _____ Date: _____

75.1 The Clerk reported on behalf of Mr Harris, Chair of the Carnival Working Group, that although final accounts are not yet ready to be presented, indications are that Carnival this year did approximately £800 better than had been budgeted for. In addition, two new volunteers had already come forward, and expressions of interest have been received from others.

75.2 The date for next year's Carnival has been set as Saturday 16th and Sunday 17th of September 2017. This will allow Stoke Park Junior School enough time to build river floats and also avoid clashes with the Romsey show, the Concorde Car show and the Fair Oak music festival.

75.3 The first Carnival Working Group meeting for the next Carnival will take place on Monday 14th November 2016 in the Parish Office.

75.4 A question was raised regarding the quizzes. Cllr Winstanley informed the Committee that it is hoped to have two quizzes in each of the participating venues. A suggestion was made that it might be possible to hold quizzes in the Memorial Hall and the Community Centre, and this would be passed to the Carnival Working Group to consider.

Action: Clerk

76 Cemetery Working Group – to receive an update

76.1 Cllr Parker-Jones informed the Committee that, in addition to the minutes already received from the first Working Group meeting, there had been another since then. Visits have been made to the Cemetery and both St Marys churchyards. Volunteer work would now not go ahead until the Council has completed its Volunteer Policy. Various options around bins were discussed including the possibility of getting wheely bins from Eastleigh. Cllr Winstanley suggested the Parish Council might also subscribe to a garden waste bin.

77 To make recommendations on the use of volunteers by Bishopstoke Parish Council

77.1 Notes on potential uses of volunteers and possible issues that might be created had been circulated by the Clerk with the meeting papers.

77.2 The Clerk stated he had also gathered various pre-existing Volunteer Policies from other Parish Councils, as well as using the HALC round robin to put out a request for more information. These would also be used to inform the creation of Bishopstoke Parish Council's policy.

77.3 A discussion took place on the various levels of work it would be appropriate to allow volunteers to perform. Several examples of existing use of volunteers were given, but it was stressed that the Council did not want to replace those doing paid work, but merely to allow volunteers to help where needed. The willingness and community spirit of Bishopstoke residents was also noted.

77.4 The Clerk was asked to continue gathering information with a view to bringing a policy to the next Finance & General Purposes meeting.

Action: Clerk

78 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2016

78.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting.

78.2 The RFO reported that the Manor Farm soakaway was now in as a separate line on the budget. Other items of note were the increased spend on Parish publicity, due to the resumption of the newsletters; the high level of Cemetery maintenance, due to an increase in dumping there in the first half of the year; and the expected overspend on training costs.

Initial: _____ Date: _____

78.3 The Committee discussed ways of ensuring the Cemetery was not used as a dumping ground, and the Clerk was asked to investigate the costs associated with the Lengthsman scheme, and include that in the budget discussions.

Action: Clerk

78.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Budget Monitoring report for September 2016 be noted.

78.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Non-Confidential Payments for September 2016 be approved.

79 To make recommendations on the Grant Aid application from Amy Benjamin

79.1 The Clerk reported that the Council is unable to grant Miss Benjamin any money, as the Council no longer has the General Power of Competence. This was the only way that Parish Councils could grant money to individuals.

80 To recommend adoption of the Terms of Reference for the Communications and Engagement Group

80.1 The Committee noted some minor amendments that needed to be made.

80.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that, subject to the minor amendments required, the Terms of Reference of the Communication and Engagement Working Group be adopted.

80.3 A discussion then took place regarding the different rules that apply to different Working Groups. The Clerk was asked to look into this more closely, with a view to presenting a report at the next Finance & General Purposes Committee meeting. This should cover membership of the groups, the legal terms that apply and the power or otherwise to authorise spending of Council money.

Action: Clerk

80.4 In light of the request made to the Clerk in 80.3, it was agreed to defer recommendation of the adoption of the Communications & Engagement Working Group until the work on Working Groups generally had been completed.

81 Communications and Engagement Working Group – to receive an update

81.1 The minutes of the previous Communications and Engagement Working Group meeting had been circulated with the papers before this meeting.

81.2 Cllr Tidridge explained the recommendation to switch to 3 newsletters per year, rather than 4, as being led by the needs of the Council. Cllr Winstanley stated that 4 had been a necessity for Quality Parish Council status, but as that no longer existed, it was no longer necessary.

81.3 A request was again made for items to go in the Christmas newsletter, as there is a tight deadline for getting everything done. The Clerk requested any items be with him by Friday 21st October.

Action: All

82 To approve taking a survey of Bishopstoke Residents and, if necessary, agree its content and method

82.1 The proposed survey questions had been circulated with the papers for this meeting.

82.2 The need to gather opinions on both the Newsletter and the Carnival was agreed, and minor adjustments were made to the proposed questions. It was agreed that both surveys should go out with the newsletter if possible, and also be available on the web and Facebook.

Initial: _____ Date: _____

82.3 Cllr Winstanley suggested that, to aid in collecting replies, local shops could be asked to take “Have Your Say” boxes on behalf of the Parish Council. This would make it easier for people to return the surveys and thus bring more data in to the Parish Council. It was also thought the same process could be used with Neighbourhood Plan consultations.

82.4 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** unanimously that the Council undertake surveys on both the Newsletter and the Carnival.

83 To make recommendations on the Council’s response to the Local Government Finance Settlement Consultation

83.1 The Clerk passed on the recommendations from HALC, NALC and the SLCC that this should be strongly resisted. It is believed that, in time, the proposals would apply to all Parish Councils, and this would make it almost impossible for the Council to take on any new significant projects, as they would not be able to raise their precept sufficiently without also adding the cost of a referendum.

83.2 Cllr Winstanley informed the Committee that there is a line in the consultation which asks whether the rules should apply to all.

83.3 The Committee discussed the Consultation further, and decided simply to recommend further discussion at Full Council.

83.4 Proposed Cllr Winstanley, Seconded Cllr Chaffey, **RECOMMENDED** that the Council’s response to the consultation be added to the agenda of the next Parish Council meeting.

Action: Clerk

84 Asset Management Review

84.1 Cemetery – The Clerk reported that, following a meeting with Eastleigh Borough Council, it had been confirmed that the “Management Period” of the new Cemetery was likely to begin in Summer 2017, with final handover expected in Summer 2018. The tree immediately outside the Old Cemetery gates remains an issue and the Clerk informed the Committee that he was attempting to resolve the ownership of that tree. The Clerk also reported that knotweed control has begun and mole control is coming soon.

84.2 The Clerk was asked to check whether the ownership of the land comes directly to Bishopstoke Parish Council, or whether it passes to Eastleigh first.

Action: Clerk

84.3 The Clerk was asked to forward a copy of the S106 agreement to all Cllrs.

Action: Clerk

84.4 The Clerk was asked to discover what trees were taken out by the developer, and to check they had the authority to do that.

Action: Clerk

84.5 Play Areas – The Clerk reported that all maintenance quotes are now in and he is awaiting confirmation from EBC that they will pay for 50% of the work, as they have done previously. Part of the meeting with EBC confirmed that, through S106 money, there is an opportunity to redevelop the teen area in Glebe Meadow. This is timely as there is an excessive amount of vandalism and litter there at the moment. The Clerk stated that he had asked the police to increase their presence in the area and was investigating methods of repairing the lights and preventing future damage.

84.6 The Clerk was asked to investigate the possibility of a Street Meet with the PCSOs, and Cllrs Winstanley, Toher and Thornton.

Action: Clerk

Initial: _____ Date: _____

84.7 The Clerk reported that he had spoken with HALC's internal auditor regarding the funding of future play area replacement and the optimum strategy appears to be replacing the Parish Council's 6 play areas on a rolling basis, one every two years. This would then mean budgeting for half a play area every financial year. This fits in with the estimated life span of a play area of 10-15 years.

84.8 The other areas the Parish Council is responsible for – the MUGA and BMX area at Brookfield, and the teen area at Glebe Meadow, are all on the Borough priorities list for developer funding.

84.9 Allotments – The Clerk reported that rent letters were being sent that week.

85 To receive the Clerk's Report

85.1 The Clerk reported that he had received training towards the approaching budget that day, and that three users of the skate park had presented some initial ideas for its redevelopment.

85.2 The Clerk expressed the Parish's thanks to Pastor Paul Hatchard of the Bishopstoke Evangelical Church for his years of service. The Council wished him well in his retirement.

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

86.1 The next meeting was scheduled to be on Tuesday 8 November at 7:30pm in the Parish Office, Riverside, Bishopstoke.

86.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** that the date of the next meeting be moved to Tuesday 15 November.

86.3 The next meeting will be on Tuesday 15 November at 7:30pm in the Parish Office, Riverside, Bishopstoke

86.4 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 8 November 2016.

87 Motion for Confidential Business

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

1 member of the public left at this point

88 To approve payment of staff hours of work, mileage and out of pocket expenses for September 2016

88.1 Members noted the report tabled by the RFO which is attached to these minutes.

88.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the September 2016 staff payments be noted as tabled.

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

Resolutions to be noted by the Full Parish Council

- 72.2 that the Minutes of the Finance and General Purposes Meeting held on 13 September 2016 be accepted as a true record.
- 78.4 that the Budget Monitoring report for September 2016 be noted.
- 78.5 that the Non-Confidential Payments for September 2016 be approved.
- 82.4 that the Council undertake surveys on both the Newsletter and the Carnival
- 86.2 that the date of the next meeting be moved to Tuesday 15 November
- 87.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 88.2 that the September 2016 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

- 83.4 that the Council's response to the consultation be added to the agenda of the next Parish Council meeting

Payments in September 2016 in excess of £500 published in accordance with the Government's transparency directive

Green Smile	Grounds Maintenance (September)	£3,283.82
Sarsen Press	Carnival Programme	£995.00