

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 27 September 2016

Present: Councillor A Winstanley (Chair)
Councillor P Brown
Councillor G Chaffey
Councillor A Daly
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 0 members of the public were present.

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Public Session

72. Apologies for Absence

72.1 Apologies had been received and accepted from Cllr Dean (holiday), Cllr Francis (family commitment), Cllr Mignot (compassionate) and Cllr Moore (meeting).

72.2 Apologies had also been received and accepted from County Councillor Martin Lyons.

73 Councillors' Questions and Announcements

73.1 The Chair offered her thanks and congratulations to all those involved in making the Carnival a success this year. She also reminded Councillors of the Armistice service held in the Bishopstoke Memorial Hall on Friday 11th November. As Chair, she would also be laying a wreath at St Marys on the Sunday, and this wreath would then be transferred to the parish office and laid outside as usual.

73.2 Cllr Toher asked whether it was possible to have a flashing speed limit sign on Alan Drayton Way. Cllr Winstanley replied that this is one of the locations on the Borough Council's rolling programme for such signs. She also stated that it cannot be a permanent sign as this would be illegal.

73.3 Cllr Toher also asked for clarification on the status of regular invitees such as Borough or County Councillors during ordinary meetings, and for information on when it is appropriate for them to speak. The Chair replied that if attending Full Council then there is a permanent agenda item allowing them to report on matters of interest. However, if attending other meetings or for other reasons, they should be treated as members of the public. In practice this means they can speak in the Public Session, and if present to speak on a specific agenda item can be allowed (at the Chair's discretion) to speak when that item is tabled. Normal debating rules apply in that they should only speak through the Chair and at the Chair's invitation.

73.4 Cllr Tidridge stated she had received an email from a resident regarding the bridleway running past Bishopstoke Cemetery. She was aware this had been discussed by the Planning

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Committee but requested that the Clerk contact the Rights of Way Officer to ascertain the current position regarding the bridleway.

Action: Clerk

73.5 Cllr Tidridge also wanted to accept with thanks the Chair's offer of a guided walk round the Parish to allow Councillors to see for themselves what the Council is, and is not, responsible for. She requested that some form of transport be made available to avoid a string of cars driving from location to location. The Clerk offered to drive a minibus should that be required.

73.6 Cllr Parker-Jones raised the issue of the recent Newsletter. She stated that many residents in Drake Road had not received it, along with some residents in Church Road, Bishops Court and various other streets. She stated her concern that a third of the Council had not received it, and her deep disappointment that it had not gone out to everyone.

73.7 The Chair replied that this was being followed up by the Clerk, and that the Council usually receive good service from the delivery company. It would be possible to use the Post Office, but that would cost a great deal more and would mean that Council newsletters would be delivered as junk mail.

73.8 Cllr Toher expressed her thanks that the Clerk had indicated future newsletters would be published on the website and Facebook at the same time as they were being delivered.

73.9 Cllr Chaffey reported that he had attended training on Basic Finance.

73.10 Cllr Daly was pleased to report that the bus stop on Spring Lane has now been repaired. He also asked about some of the lights in Glebe Meadow being off, as it was now approaching winter. Cllr Toher replied that two of the lights were operated by the Memorial Hall, and that she would ensure they were switched on for future Parish Council meetings.

Action: Cllr Toher

73.11 Cllr Daly raised the issue of the storm drains behind Spring Lane and Portal Road being silted up. Cllr Winstanley advised that this was land belonging to First Wessex and Cllr Daly should raise it with them.

Action: Cllr Daly

73.12 The Chair reminded Cllrs that casework is for them to do on behalf of their local residents, and is not simply to be passed on to the Clerk.

73.13 Cllr Greenwood requested the Parish Council be issued with identity cards for use when visiting residents, and asked whether the possibility of local government email addresses had been considered. Cllr Tidridge asked whether the Clerk had made any progress on Bishopstoke Parish Council email addresses. The Clerk replied that he believed identity cards to be a good idea and would provide them as soon as he was able. Also, he believed that "gov.uk" addresses were not available to the Council at this time, but that generic Parish Council emails would be provided as soon as is practical.

Action: Clerk

74. To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 26 July 2016

74.1 A number of minor amendments were agreed by Council

74.2 Proposed Cllr Chaffey, Seconded Cllr Toher, **RESOLVED** unanimously, subject to the minor amendments mentioned in 74.1, to adopt as a true record the minutes of the Parish Council meeting held on 26 July 2016.

75. To consider Matters Arising from the above Minutes

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75.1 Minute 54 Cllr Winstanley stated that the BCA are supposed to be holding their AGM on Wednesday 28th September, at which the future of the BCA is supposed to be discussed. However, an agenda had not yet been sent out.

75.2 Minute 56.4 The Clerk reported he had contacted the developers and was waiting for a response.

75.3 Minute 59.1 The Clerk reported that Cllr Greenwood would be attending on behalf of the Parish Council.

76. Declarations of Interest and Requests for Dispensations

76.1 Cllr Toher declared an interest in Item 10 on the agenda, as a trustee and management committee member of the Memorial Hall.

76.2 Cllr Toher declared an interest in Item 12 as Chair and a trustee of Age Concern.

76.3 Cllr Winstanley declared an interest in Item 10 as the Borough Council representative on the Memorial Hall committee.

76.4 Cllr Parker-Jones declared an interest in Item 10 as a member of the Bishopstoke Players – the main users of the Bishopstoke Memorial Hall.

77. Correspondence received

77.1 The Clerk had received a communication from Steven Lugg, Chief Executive of the Hampshire Association of Local Councils. It refers to the consultation taking place at the moment regarding the 2017/18 Local Government Finance Settlement. Councils and Councillors are strongly urged to read and respond to the consultation, which Mr Lugg warns will have a devastating impact on the whole Local Government sector if it is taken on.

77.2 Cllr Winstanley added that when a similar proposal had been put forward a few years ago, the National Association of Local Councils and others had lobbied strongly against it and had managed to limit its effect to principal authorities. The Clerk advised that this would be discussed at both the next Finance & General Purposes Committee meeting and the next Parish Council meeting.

77.3 The Clerk reported that Cllr Chaffey had expressed an interest in the Lantra Tree course, but was not certain of being able to attend yet. If any other Cllr wanted to take the course Cllr Chaffey would be happy to step aside.

78 Report on Planning Committee Meetings of 26 July, 9 August and 13 September 2016 – to note resolutions and determine recommendations

78.1 The Planning Committee Minutes from 26 July, 9 August and 13 September 2016 had been circulated prior to the meeting.

78.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 26 July, 9 August and 13 September be received and accepted.

79 Report on Finance and General Purposes Committee Meeting of 13 September 2016 – to note resolutions and to determine recommendations.

79.1 The Finance and General Purpose Committee meeting minutes from 13 September had been circulated prior to the meeting.

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79.2 It was noted that the reported absence of Cllr Roling should read Cllr Winstanley. The Clerk was asked to amend this.

Action: Clerk

79.3 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 13 September be noted.

79.4 The recommendation to consider taking over the Bishopstoke Memorial Hall in its entirety as requested with a view to keeping it as a community asset (FGP_1617_M04/59.7) had led to its inclusion on the agenda being discussed (as Item 10).

79.5 There was some discussion over the Parish Council grants procedure and what the money could and should be spent on.

79.6 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RESOLVED** that £1,000 be granted to Stoke Park Infants Association to fund the purchase of a Storyteller's Throne.

79.7 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RESOLVED** unanimously that £350 be granted to Bishopstoke Guides Association to fund the purchase of a lawn mower and strimmer to help maintain their grounds.

79.8 Cllr Daly asked whether the Cemetery Working Group would be discussing the rules on design, size, and inscriptions allowed on headstones, and was concerned about the boundaries of good taste. Cllr Winstanley replied that there were rules in place already, but that the Working Group may well see fit to look at them at some point in the future. The Clerk advised that the Cemetery regulations are available on the Parish Council website, but that he would also provide a paper copy to Cllr Daly.

Action: Clerk

79.9 Proposed Cllr Parker-Jones, Seconded Cllr Chaffey, **RESOLVED** unanimously that the Council adopt the Terms of Reference of the Cemetery Working Group.

80 To receive the RFO's report and approve the July and August 2016 Statements of Account

80.1 The RFO reported that the election expenses from the May elections had now been invoiced by Eastleigh Borough Council. They were substantial this year as it was a full election, but was within the approved budget.

80.2 The July and August 2016 Statements of Account had been circulated prior to the meeting.

80.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the July and August 2016 Statements of Account be approved as tabled.

81 To discuss the potential taking over of the Bishopstoke Memorial Hall and, if necessary and appropriate, appoint a Working Group to oversee the process

81.1 Cllr Winstanley observed that any Working Group looking at the technicalities of potentially taking over the Memorial Hall should also be prepared to look at the Bishopstoke Community Centre, should it be asked of the Council.

81.2 Cllr Brown asked Cllr Toher about the trustees and ownership as it stands at the moment. Cllr Toher replied that the request is for the Parish Council to take over both the building, and the grounds, in their entirety. To the best of her knowledge the trustees are herself, George Brown (Chair) and Chris Shehan (Treasurer). All the trustees were in agreement with the request, and it had been approved at a meeting of the Memorial Hall management committee. There is little interest from new people in helping run the Hall, and it is a valuable community asset that may be in danger of closing down if there is no one to run it. The Parish Council are seen as the safest way of ensuring it continues

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as a usable community building, particularly as it has been identified as an Asset of Community Value by the Council.

81.3 Cllr Winstanley observed that the Memorial Hall was in danger if no one was found to run it. She stated that it was common for Parish Councils to manage community buildings, and in fact could be seen as one of the purposes of a Parish Council, even if the Hall were to be run at a small loss. A community building is needed for local residents.

81.4 Cllr Toher stated that the Memorial Hall currently has no debts.

81.5 A discussion followed covering topics such as respecting the original purpose of the Hall, the need to provide some sort of community building even if it is not the Memorial Hall, the potential for a new Hall to include a Parish Office and a Meeting Room, potential parking issues and possible solutions and possible sources of funding.

81.6 Proposed Cllr Winstanley, Seconded Cllr Thornton **RESOLVED** unanimously to appoint a working group to look more deeply into how and whether the Parish Council should take over the running of the Memorial Hall in its entirety.

81.7 The Working Group initially will be Cllr Toher, Cllr Winstanley, Cllr Roling and Cllr Tidridge. The Clerk was asked to ensure that Cllrs not in attendance were also offered the chance to volunteer.

Action: Clerk

81.8 The Clerk was asked to provide draft Terms of Reference for the Working Group.

Action: Clerk

82 To approve the non-cultivation policy for Allotments

82.1 The Clerk explained the background of and reasons for having a new non-cultivation policy rather than relying on the existing clause in the tenancy agreement. Cllr Tidridge asked whether there is a policy or clause on non-native invasive plants and the Clerk stated he would discuss that with the Assistant Clerk and report back to Council.

Action: Clerk

83 To approve Carnival street collection distribution – applications received from Age Concern, New Hope and ARK Eastleigh

83.1 The Clerk explained the need for a decision on Carnival Grants at this meeting in order to meet the deadline of the Street Collection Licence.

83.2 Cllr Thornton declared an interest in the New Hope application, and apologised for not doing so earlier.

Cllr Roling left at this point

Cllr Toher and Cllr Parker-Jones left at this point

83.3 Cllr Brown asked if the Council is allowed to grant £200 to each applicant. Cllr Winstanley replied that the Council is able to grant money from both the Street Collection, and from the normal Grant budget, but that the entire Street Collection must be used. Cllr Winstanley also informed the Council that if an applicant has requested a specific amount, the Council is not allowed to give more than that amount.

Cllrs Toher and Parker-Jones returned at this point

83.4 Proposed Cllr Brown, Seconded Cllr Chaffey, **RESOLVED** with Cllrs Toher and Thornton abstaining, to grant each applicant £200, consisting of the Street Collection of £445.12, and £154.88 from the Parish Council Grant fund.

84 To approve and adopt the audited Annual Return for the year ended 31 March 2016

84.1 The Clerk stated that he wished to put on record his thanks to the Assistant Clerk for all the help she had given him in preparing the audit, and for all the work she had put in prior to 2016.

84.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to approve and adopt the audited Annual Return for the year ended 31 March 2016.

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

85.1 Cllr Greenwood reported that he had been asked his opinion on whether the new waste facility near Asda should take trade waste. He stated that he was of the opinion that it should not. He also reported that the County Councillor grant fund was now available, for which Parish Councils are eligible to apply.

85.2 Cllr Parker-Jones reported she had attended the Local Area Committee meeting for Bishopstoke, Fair Oak and Horton Heath. There was some discussion there over the Public Art money being provided by the Bellway development, and whether it should be limited to Cemetery Gates, or provide wider features for the Cemetery. Cllr Parker-Jones expressed her desire for the Cemetery Working Group to discuss the Public Art money available. Also at the meeting, the land that had been encroached upon by 5 Jockey Lane was discussed. Cllr Parker-Jones reported that the sale of the land to the current owner of 5 Jockey Lane was approved.

85.3 Cllr Tidridge reported attending the Core Skills training which she described as excellent.

85.4 Cllr Toher reported attending a meeting of the Bishopstoke Memorial Hall Committee. They are making progress in attracting new hirers. Cllr Toher also attended Botley Neighbourhood Plan exhibition, at which she was able to liaise with those organising the Botley bid. Cllr Toher expressed her apologies for not having moved more swiftly with the Bishopstoke bid, but reported that herself, Cllr Dean and Cllr Tidridge had a meeting arranged with Toby Ayling of Eastleigh Borough Council. Cllr Winstanley reported that Fair Oak are also about to start the process.

85.5 Cllr Winstanley advised the Council that there would be two Public Art groups – one with the developments at Breach Lane and The Mount, for which Cllr Parker-Jones is the liaison, and one for the Cemetery development.

86 To receive the Clerk's monthly report

86.1 The Clerk reported that his training for the CiLCA qualification had now started in earnest, and he would have 12 months to complete the course from the date of registration.

86.2 Current repairs taking place include the bench near the basket swing in Glebe Meadow, the noticeboard on the main Fair Oak road, and quotes are being obtained for work on the fencing at the front of the Cemetery.

86.3 Quotes have been received for 4 out of the 6 play areas and are being considered. It is likely that the funds required could exceed the originally budgeted amount for maintenance of play areas for the year.

86.4 Cleaning of the Glebe Meadow play area is to be undertaken and the Clerk asked for any volunteers to help him do it. Once a date has been decided, the Clerk will notify the Council and any Cllrs who wish to come along can do so.

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86.5 Cllr Chaffey asked whether the traffic to the website could be monitored and the Clerk replied he would take this up with the host.

Action: Clerk

87 To consider content for the September 2016 press release

87.1 It was agreed that the press release would mention the Carnival, and the grants from the Street Collection. Also, the Parish Council grants as decided at Finance & General Purposes would be mentioned.

88 Date, time, place and agenda items for next meeting – Tuesday 25 October 2016 at 7:30pm in the Parish Office, Riverside, Bishopstoke

88.1 Agenda Items to the Clerk by Tuesday 20 October 2016 please.

There being no further business, the Chair closed the meeting at 9:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____