

# **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 July 2017**

**Present:** Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge and Toher

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

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

**FGP\_1718\_M03/**

**Public Session**

### **29 Apologies for Absence**

29.1 Apologies were accepted from Cllrs Mignot and Winstanley.

### **30 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 6 June 2017**

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

30.2 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 6 June 2017 be accepted as a true record.

### **31 To consider Matters Arising from the above Minutes**

31.1 Cllr Toher reported that a tree had fallen by the entrance to the Anchor Village. The Clerk was asked to contact the village asking whether the remaining trees were being checked to ensure they are safe.

**Action: Clerk**

31.2 Minute 18.3 – Cllr Parker-Jones asked why it was taking so long to get a response. Cllr Tidridge alerted the Council to reports of anti-social behaviour at the Ants Nest in Stoke Park Woods. The Clerk was asked to inform both the Police and the Forestry Commission. The Clerk was also asked to request a meeting with the Chief of Police, including Cllr Thornton in the contact, and to add the PCSO contract to the September Finance and General Purposes agenda.

**Action: Clerk**

31.3 Minute 22.5 – The Clerk reported that the forms and procedures have been amended.

31.4 Minute 23.1 – The Clerk circulated pictures of potential bench locations and it was agreed the Council is now able to go ahead with the consultation.

**Action: Clerk**

31.5 Minute 25.5 – The item had been discussed at Full Council, with an Allotment Group agreed, but with no Cllrs volunteering to take part.

31.6 Minute 26.3 – No quotes have been obtained yet.

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31.7 Minute 27.1 – Cllrs had received the wording of the memorial notices.

31.8 Minute 27.5 – The Clerk reported that it had been agreed that Cllr Toher, as Chair, would contact the Chief Executive of the Borough Council. In the meantime, a response had been received from the Borough Officers. Enforcement is now following up on the soil dumping at the Cemetery Extension.

31.9 Cllr Parker-Jones asked what progress was being made on the Play Area consultation. It was agreed that in the event of the Borough not being able to help or respond in time, that Bishopstoke Parish Councillors could, in rotation, be at Sayers Road play area to do the consultation.

## **32 Declarations of Interest and Requests for Dispensation**

32.1 There were no declarations of interest or requests for dispensation.

## **33 To receive reports from Working Groups**

33.1 Cemetery: Cllr Parker-Jones reported that the Cemetery Working Group had met during the previous week and gave a brief overview of their discussions as contained in the Working Group minutes attached to these minutes. The Clerk would be circulating the notes from that meeting.

**Action: Clerk**

## **34 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for June 2017**

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

34.2 The RFO reported that a number of items in the payments list relate to work completed over preceding months by Jason Bruno. No other builder has come forward offering to do any work for the Council. The RFO also reported that the next VAT return would be completed by the end of the month. In addition, the question of whether developer's money would count as the Parish Council contribution to new play areas or the Borough Council was raised by the RFO. Should it be the latter, then that would have implications for the finances of the Council.

34.3 Cllr Toher asked whether there was a figure on the cost of the recent election and the RFO reported that the Parish Council had not yet been billed by the Borough.

## **35 To receive the Internal Auditor's final report on the year ending 31 March 2017 and determine actions**

35.1 The Internal Auditor's report and the subsequent actions had been circulated with the supporting papers for this meeting.

35.2 The Clerk went through the responses to the report. The Committee requested the signatories to the bank account be updated as soon as possible. The Clerk was also requested to add a procedure for keeping these up to date to be added to the agenda for the Standing Orders Working Group, to disseminate the expense form for Cllrs to see, and to check that the site representatives are insured for use of the Council equipment.

**Action: Clerk**

35.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive the internal auditor's report and approve the recommended actions.

**36 To discuss and, if necessary, make recommendations on replacement signage for Bishopstoke Cemetery**

36.1 Cllr Parker-Jones reminded the Committee of the Cemetery Working Group's proposal for 2 double-sided signs to be installed, which had been included in the supporting documents.

36.2 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RECOMMENDED** unanimously that 2 double-sided signs be installed on lampposts on either side of Sewall Drive, directing residents to the Cemetery.

**37 To discuss and, if necessary, make recommendations on the naming of the Cemetery Extension**

37.1 Cllr Parker-Jones updated the Committee on the reasons for the suggested names, which had been based on responses from local residents.

37.2 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Cemetery Extension be named Stoke Common Cemetery.

**38 To review the current Emergency Plan and determine any necessary changes**

38.1 The current emergency plan had been circulated with the supporting papers for this meeting.

38.2 Following discussion, it was agreed that the current plan needs a full update. At present it is not clear who the plan is for. Additionally, the actual instructions contained within the plan are often confusing. It was agreed that the plan should be separated out into advice for householders, information for people, and a part for the Parish Council.

38.3 The Clerk was asked to obtain advice from the Emergency Services, a copy of the Borough Emergency Plan and see if HALC are able to help.

**39 To make recommendations on the grant request from Victim Support**

39.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council grant £200 to Victim Support.

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

40.1 Parish Office: The Clerk reported that the Parish Office would be closed on Thursday 27<sup>th</sup> July due to staff holiday. The meetings on July 26<sup>th</sup> will be minuted by the Assistant Clerk

40.2 Play Area: The Clerk reported that repairs to Brookfield play area are being chased, and that there has been one piece of equipment vandalised in Templecombe Play Area.

40.3 Allotments: The Clerk reported that the judging for the best kept allotment at Jockey Lane was about to take place. Additionally, the rules on what counts as cultivation are being re-examined due to problems with their application recently.

40.4 Cemetery: The Clerk reported that the memorial inspections are now complete, and that the Assistant Clerk will be sending out letters to those affected. There has been 1 new ashes plot in June and 3 re-openings, making the total for the year so far 1 new burial, 1 new ashes plot and 5 ashes re-openings. There are 3 dates already booked for July. The Clerk also reported an accident involving a car rolling into one of the bollards at the Cemetery, and a contractor skidding on a paving slab.

40.5 The Clerk reported that the building surveys on the Memorial Hall and the Community Centre have now been completed. Copies of both will be forwarded to all Councillors, and to the relevant other parties.

**41 Date, time, place and Agenda Items for the next meeting**

41.1 The next meeting is scheduled to be on Tuesday 12 September 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

41.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 1 September 2017.

*There being no further business, the Chair closed the meeting at 8.55pm*

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

**Resolutions to be noted by the Full Parish Council**

30.2 that the Minutes of the Finance and General Purposes Meeting held on 6 June 2017 be accepted as a true record.

35.3 to receive the internal auditor's report and approve the recommended actions.

**Recommendations for consideration by the Full Parish Council**

36.2 that 2 double-sided signs be installed on lampposts on either side of Sewall Drive, directing residents to the Cemetery.

37.2 that the Cemetery Extension be named Stoke Common Cemetery.

39.1 that £200 be granted to Victim Support.

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

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