

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 10 October 2017

Present: Cllrs Thornton (Chair), Brown, Mignot, Tidridge and Toher

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

Public Session 1 member of the public was present

FGP_1718_M05/

Public Session

56 Apologies for Absence

56.1 Apologies had been received and were accepted from Cllrs Parker-Jones and Winstanley.

57 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 12 September 2017

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

57.2 Cllr Toher noted that Item 52.3 was missing the name of the seconder. The Clerk stated that Cllr Brown was missing and he would amend as appropriate.

57.3 Proposed Cllr Mignot, Seconded Cllr Brown, **RESOLVED** unanimously (Cllr Toher abstained as she had been absent) that the Minutes of the Finance and General Purposes Meeting held on 12 September 2017 be accepted, as amended, as a true record.

58 To consider Matters Arising from the above Minutes

58.1 Minute 43.2 – The Clerk reported that he had amended the minutes and would confirm with Councillor Parker-Jones before getting them signed.

58.2 Minute 44.2 – The Clerk reported that he had contacted Darren Miller again and offered a meeting outside of normal Council meetings.

58.3 Minute 44.3 – The Clerk reported that the bench consultation is now printed and is awaiting delivery.

58.4 Minute 44.4 – The Clerk reported that the insurers have confirmed users of the mowers will be covered by our insurance.

58.5 Minute 47.2 – The Clerk reported that the Church have confirmed they wish to keep the path tarmac.

58.6 Minute 50.1 – The Clerk confirmed that the PCSO contract has again been sent to all Councillors.

58.7 Minute 53.2 – The Clerk confirmed that the only current trustees of the BMH are the sitting Committee members.

Initial: _____ Date: _____

59 Declarations of Interest and Requests for Dispensation

59.1 None declared or requested.

60 To receive reports from Working Groups

60.1 The Clerk reported that no working groups had met since the previous Finance and General Purposes meeting. The Carnival group would be holding their washup meeting on October 25th and so they would report back at the next Finance & General Purposes meeting.

61 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017

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

61.2 The RFO stated tree spending would be rising over the coming months.

61.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

62 To discuss and make recommendations regarding Sayers Road play area

62.1 Cllr Mignot reported that the Borough Council are now able to put a figure on the funding available to Bishopstoke Parish Council for new play areas and this would be communicated to the Council in writing. Additionally, the Clerk was asked to request that the Borough keep the Parish Council informed of any new S106 agreements that impact upon the Parish.

Action: Clerk

62.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that once written confirmation of the money from the Borough has been received then the final stage of consultation regarding Sayers Road play area should begin.

62.3 In the wider discussion of how Bishopstoke Parish Council delivers play areas going forward, the Clerk was asked to consult with residents as to the kind of play area they would prefer in Bishopstoke.

Action: Clerk

63 To adopt the Volunteer Policy

63.1 The draft policy had been circulated prior to the meeting.

63.2 After discussion, various minor amendments were agreed to the policy: Using the manager instead of supervisor throughout; changing section 4.4 to "bringing tools" rather than their own tools; changing 4.5 to "an inspection"; changing 6.1 to "agreed expenses"; renaming appendix A - a "Sample Volunteer Agreement" to allow for multiple signature sheets to be used, and removing the word diligent from the Appendix. Finally, the last sentence of section 3.1 from the previous draft will be reinstated.

63.3 The Clerk was thanked for his time and effort involved in producing the policy.

63.4 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Volunteer Policy, as amended, be adopted.

64 To discuss and make recommendations regarding water storage on the allotments

64.1 A report from the Assistant Clerk had been circulated prior to the meeting with the support papers. Additionally, the Clerk informed the Committee that another option was to replace all Council troughs with water butts, which would maintain a supply of stored water for tenants but reduce cleaning and testing bills compared to keeping the troughs. The Clerk also noted that several tenants have their own water storage solutions, and that it may be prudent to offer them a replacement water butt. Finally, the Clerk noted that the latest tenancy agreement prohibits new tenants from having a trough or bath.

64.2 After discussion it was agreed to proceed with the removal of all Council water troughs and their replacement with water butts. Additionally, all tenants currently using a bath would be informed of the need for it to be removed, and that the Council would provide a complimentary water butt as a replacement.

64.3 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council replace all water troughs and baths with water butts, and that the Council absorb the cleaning and testing costs for all water butts – whether Council owned or privately owned.

65 To make recommendations regarding proposed works in Bishopstoke Cemetery

65.1 The specification of works had been circulated with the supporting papers for this meeting.

65.2 The Committee offered its thanks to the Assistant Clerk for the two reports submitted.

65.3 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council go ahead with the proposed Cemetery works.

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

66.1 Parish Office: The Clerk reported that the Parish would be closed on Monday 23rd October.

66.2 Play Area: The Clerk noted that the main repair work at Sayers Road and Brookfield had been completed.

66.3 Allotments: The Clerk reported that the waiting list now only has 35 names on it.

66.4 Cemetery / Churches: The Clerk reported that Cemetery hut has now been carefully vandalised, meaning that we have to remove it immediately, rather than doing so at the Parish's convenience. There were 3 interments in September bringing the total for the year so far to 15. The work on St Mary's Churchyard Wall will now take place in 2018 / 19. In the meantime, the wall will be glued for safety reasons.

66.5 Fencing: The Clerk reported that several fencing firms were now about to quote for work at both the Cemetery and the Allotments. It is hoped that the work will start shortly after.

66.6 Website: The Clerk reported more problems with the website and that he has begun trialling another provider.

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

67.1 The next meeting is scheduled to be on Tuesday 14 November 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

67.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 3 November 2017.

Initial: _____ Date: _____

68 Motion for confidential business

68.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed in relation to the tender contract, it is 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 the room

69 To make recommendations on the Open Space Ground Maintenance contract

69.1 Information concerning the tender process had been circulated prior to the meeting with the supporting paperwork.

69.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that Green Smile be offered a 4 year contract to be the Bishopstoke Parish Council Open Space Ground Maintenance Provider.

There being no further business, the Chair closed the meeting at 9.00pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

57.3 that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

61.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

63.4 that the Volunteer Policy, as amended, be adopted.

68.1 that in view of the confidential nature of the business about to be discussed in relation to the tender contract, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

Recommendations for consideration by the Full Parish Council

62.2 that once written confirmation of the money from the Borough has been received then the final stage of consultation regarding Sayers Road play area should begin.

64.3 that the Council replace all water troughs and baths with water butts, and that the Council absorb the cleaning and testing costs for all water butts – whether Council owned or privately owned.

65.3 that the Council go ahead with the proposed Cemetery works.

69.2 that Green Smile be offered a 4 year contract to be the Bishopstoke Parish Council Open Space Ground Maintenance Provider.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____