

# **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 14 November 2017**

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

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

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

**FGP\_1718\_M06/**

**Public Session**

### **70 Apologies for Absence**

70.1 No apologies had been received. Cllr Mignot was not present.

### **71 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 October 2017**

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

71.2 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** (Cllr Parker-Jones abstained as she had been absent) that the Minutes of the Finance and General Purposes Meeting held on 10 October 2017 be accepted as a true record.

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

72.1 Minute 62.1 – The Clerk reported that written confirmation is still being awaited.

72.2 Minute 62.3 – The Clerk noted that consultation had not been started yet due to the impending budget discussions, and the impact that might have on future play area plans.

72.3 The Clerk reported that he had now had a response regarding the Breach Lane archaeology report. There had been a lack of communication regarding the report, which was only now being written up, so it is not expected to be available until the Spring. The Clerk was asked to determine when the Borough stated that the Parish Council had received the report and also to forward to all Cllrs the email from the Borough confirming the update.

**Action: Clerk**

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

73.1 Cllr Thornton declared an interest in agenda item 12, as Chair of 12<sup>th</sup> Eastleigh Scouts.

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

74.1 The latest Cemetery Working Group minutes had been included in the supporting papers for this meeting. Cllr Parker-Jones informed the Committee that advice regarding Transfers and Memorials now including a helpful FAQ section, and this had been added to the Council website. There is also an increase in fly-tipping at the new site and a record is being kept. Hampshire County Council have now

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appointed a Fly-tipping Partnership Manager which should help. Finally, Cllr Parker-Jones reported that the recommendation of the working group is that fees remain unchanged for the coming year.

74.2 The Clerk reported that the Carnival working group had had its final meeting for Carnival 2017, which looked at the whole process to determine what had gone well and what would need changing for the coming year. The significant impact of both the weather and volunteer illness had been discussed, and so a re-organisation of the chain of command is planned to mitigate against future problems. The first planning meeting for Carnival 2018 is on November 22<sup>nd</sup>. Finally the Clerk informed the Committee that the Carnival Court would be in the parade for the Eastleigh lights switch-on on Saturday 18<sup>th</sup> November.

74.3 Cllr Toher reported on behalf of the Travel Token working group. There has been a significant increase in take up this year, going from 10 at the start of the financial year, to 27 now, with more applications in the pipeline. More tokens have been ordered to cope. The change in eligibility does not yet appear to have had an impact. The recommendations of the Travel Token working group are that in the Terms of Reference, Clause 4.1 be amended to simply state “annual meeting”, rather than October; the residents of the retirement village be considered ineligible for the scheme; token numbers be increased from 72 (84 if a companion is needed) to 84 and 108; the budget for the year remain at £1,200, and the proposal to offer a second amount of tokens in October each year, totalling 50% of their initial allocation, to anyone who has been in the scheme for more than 3 months, be adopted.

74.4 Cllr Winstanley asked if there is any information on the location of token recipients to ensure that we are covering the whole of the Parish. The Clerk was asked to produce a report.

**Action: Clerk**

74.5 Cllr Winstanley also questioned whether the retirement village should or could be excluded from the scheme. Cllr Toher replied that this had not been come to lightly, but it was felt that as the residents of the retirement village have access to their own bus it was the appropriate thing to do.

74.6 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Winstanley abstaining) that the Council adopt the proposals contained in Minute 74.3

**75 To receive the RFO’s Report, and approve Budget Monitoring and Non-Confidential Payments Reports for October 2017**

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

75.2 Cllr Brown asked about the payments to Mr O’Conner. The Clerk stated that Mr O’Connor has been engaged on a number of jobs for the Council as a handyman in recent weeks. Cllr Toher clarified Chair’s expenses regarding the Remembrance Wreath.

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

**76 To appoint the Council’s internal auditor for 2017-18**

76.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously to re-appoint Do The Numbers as the Council’s internal auditor for 2017-18.

**77 To approve Burial Board fees and allotment rents for 2018-19**

77.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that Burial Board fees and allotment fees remain unchanged for 2018-19.

## **78 To discuss and make recommendations regarding water storage on the allotments**

78.1 A report regarding allotment water storage had been circulated prior to the meeting with the support papers. This followed comments from one of the allotment site reps at October's Full Council meeting.

78.2 Cllrs noted the sensible precaution of Council officers monitoring water temperature regularly in order to determine if there is ever an increased risk. The need to make any solution as practical as possible for the allotment holders was also noted. Cllrs agreed that any new system should be trialled for 12 months, following discussion with the site reps.

78.3 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council buy a thermometer and instigate regular testing of water temperature; ensure all Council baths are emptied in October and the water switched off; remind all tenants annually of health and safety concerns and ensure all Council baths are cleaned in March prior to the water being turned back on again.

**Action: Clerk**

## **79 To discuss the draft expenditure budget and identify changes**

79.1 The first draft of the expenditure budget along with a list of identified potential extra items had been circulated with the papers for this meeting.

79.2 The Committee noted the split between base budget and extra items and thanked the Clerk for this sensible change. Cllr Brown noted that one-off items can still have ongoing maintenance charges. A general desire was expressed for the Council to provide the quality services that residents desire. It was recognised that this would mean increasing the budget accordingly, for example regarding replacement of play areas.

79.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Clerk be asked to include all one-off items in the next draft of the budget, to give the Committee the full potential cost for the coming year.

**Action: Clerk**

## **80 To note meeting dates for 2018-19**

80.1 The meeting dates for 2018-19 had been circulated prior to the meeting and were noted by the Committee.

## **81 To make recommendations on grant requests from Friends of Stoke Park, 12<sup>th</sup> Eastleigh Scout Group and Stoke Park Infants' Association**

81.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Friends of Stoke Park be awarded a grant of £1,000.

81.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Stoke Park Infants' Association be awarded a grant of £1,000.

81.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Thornton abstaining due to a declared interest) that the 12<sup>th</sup> Eastleigh Scouts be awarded a grant of £800.

## **82 To discuss and amend the policy regarding the allocation of allotment plots**

82.1 The current allotment allocation policy, a report on recommended changes, and the current waiting list had been circulated with the supporting papers prior to the meeting.

82.2 Cllr Tidridge asked whether groups such as schools or scouts could take an allotment. The Clerk replied he believed they could, and that he was in favour of it. The Clerk was asked to contact local groups to see if they would be interested.

**Action: Clerk**

82.3 The Committee agreed to increase the maximum number of rods permitted to 20, with the caveat that such an increase would only be allowed if the waiting list is empty. It was also agreed that the residential requirement be the same as for being a Parish Councillor – living within 3 miles of the Parish. All other recommendations were agreed.

82.4 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RESOLVED** unanimously that the recommendations contained in the report on the allocation of allotments, as amended in 82.3, be adopted.

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

83.1 Glebe Meadow: The Clerk reported that recently a couple of small fires had been set up near the Skate Park. Police believe this was for warmth, not vandalism.

83.2 Blackberry Drive: The Clerk noted that some of the newly installed dragons' teeth have been vandalised – ones around the path at the end of Blackberry Drive. The Borough is repairing them.

83.3 Burial Statistics: The Clerk reported that there had been 1 re-opening of a burial in October, 1 new ashes interment and 2 ashes re-openings. This brings the total for the year to 23 interments.

83.4 Cemetery / Churches: The Clerk reported that the large mound on the left of Sewell Drive is now being removed as expected. A fencing contractor will be working in the Cemetery for the week commencing 27<sup>th</sup> November, and it is hoped that the vandalised Cemetery Hut will be removed at the same time.

83.5 Fencing: The Clerk reported work will soon begin on some fencing around the various allotments.

83.6 Trees: The Clerk reported that a substantial amount of tree work has now been ordered to take place over the next few months. This will complete the tree work from the 2016 survey, in preparation for a new survey in 2018.

83.7 Newsletter: The Clerk requested content for the next newsletter from Cllrs or their contacts to be sent to him by the end of December.

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

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

84.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

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

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

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

71.2 that the Minutes of the Finance and General Purposes Meeting held on 10 October 2017 be accepted, as amended, as a true record.

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

76.1 to re-appoint Do The Numbers as the Council's internal auditor for 2017-18.

79.3 that the Clerk be asked to include all one-off items in the next draft of the budget, to give the Committee the full potential cost for the coming year.

82.4 that the Council advertise the allotment sites; that allotment allocation policy be site specific; that at Underwood Road there be a maximum of 20 rods per person (only permitted above 10 when the waiting list is empty), plot holders be required to live within 3 miles of the parish, and that 2.5 rod plots be allowed with previous allotment holders being initially offered these smaller plots

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

74.3 that in the Travel Token Terms of Reference, Clause 4.1 be amended to simply state "annual meeting", rather than October; the residents of the retirement village be considered ineligible for the scheme; token numbers be increased from 72 (84 if a companion is needed) to 84 and 108; the budget for the year remain at £1,200, and the proposal to offer a second amount of tokens in October each year, totalling 50% of their initial allocation, to anyone who has been in the scheme for more than 3 months, be adopted.

77.1 that Burial Board fees and allotment fees remain unchanged for 2018-19.

78.3 that the Council buy a thermometer and instigate regular testing of water temperature; ensure all Council baths are emptied in October and the water switched off; remind all tenants annually of health and safety concerns and ensure all Council baths are cleaned in March prior to the water being turned back on again.

81.1 that the Friends of Stoke Park be awarded a grant of £1,000.

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