

# **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 9 January 2018**

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

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

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

**FGP\_1718\_M08/**

**Public Session**

### **95 Apologies for Absence**

95.1 Apologies had been received and accepted from Cllr Mignot.

### **96 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 12 December 2017**

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

96.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** (Cllrs Parker-Jones and Winstanley abstained having been absent) that the Minutes of the Finance and General Purposes Meeting held on 12 December 2017 be accepted as a true record.

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

97.1 Minute 90.2 – The Clerk reported that he now obtained the appropriate person to pay for the wreath and would have a cheque drawn up at his next meeting with the Assistant Clerk.

97.2 Minute 91.1 – The topic of defibrillators has been placed on the agenda for this meeting.

97.3 Minute 92.2 – The actions for the budget had been completed and the budget discussion has been placed on the agenda for this meeting.

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

98.1 Cllr Toher declared an interest in Item 10 on the agenda, the discussion on a grant for the Memorial Hall

*At this point, the Committee agreed to a request from Cllr Greenwood to bring forward the discussion of the Community Governance Review.*

### **99 To discuss the Community Governance Review**

99.1 Cllr Toher, with Cllrs Winstanley and Greenwood had attended a meeting at the Borough Council to discuss possible boundary and warding changes. The Parish Council is now in a position when it can potentially choose whether or not to request to include Stoke Heights within its boundaries, whether to keep the current split of the Parish into 3 wards, and whether the polling districts need to be changed.

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99.2 The general consensus was that the Committee felt it unwise to include Stoke Heights. Taking it would mean changing the parish boundary for the Neighbourhood Plan, and may be unwelcomed by the residents. Additionally the Committee felt it appropriate to keep 3 wards, as the prospect of electing 14 councillors on one sheet of paper will put people off voting.

99.3 It was thought worthwhile to look at whether the wards could be better arranged, in particular to avoid having residents on either side of a road in different wards. Additionally, some of the polling centres that people are allocated to do not make sense, and it was hoped that this could be better organised.

99.4 Cllr Winstanley offered to contact Kath Richards at the Borough to determine exactly what the Parish is permitted to do at this point, and obtain the necessary data for the Parish to be able to base its decisions on and the Committee accepted gratefully.

**Action: Cllr Winstanley**

99.5 The Committee appointed Cllr Winstanley, Cllr Toher, Cllr Greenwood and Cllr Dean to a short-term task and finish group to look at determining the best arrangement of wards and districts and report back to full council.

**Action: Cllrs Winstanley, Toher, Greenwood and Toher**

*Cllr Greenwood left at this point*

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

100.1 Carnival Working Group – The Clerk reported that the Carnival Group had met on the previous night for their second planning meeting towards Carnival 2018. Following the success of a stall being run directly by the Carnival Group last year, we are trying to increase the number of games available to bring in more money for the Carnival. There is also the possibility of a change in parade route which is being discussed at the next meeting.

100.2 Travel Tokens – Cllr Toher reported that she, Cllr Parker-Jones and the Clerk had met with Sandra McCoye of Anchor Park to discuss the eligibility of Anchor Park residents for Travel Tokens. The concerns over the taxi / bus service being provided by Anchor for their residents had been alleviated. Therefore, no change is recommended to the eligibility criteria.

100.3 Neighbourhood Plan – Cllr Toher offered her thanks to Ray Dean for organising the delivery rounds and all the volunteers for their help delivering the questionnaire, which had now been delivered to almost every house in Bishopstoke. So far, including online, there have been almost 300 responses, which is extremely encouraging. Cllr Toher is in contact with the Borough Council to arrange a meeting with our new contact regarding the Neighbourhood Plan. The next meeting is on January 25<sup>th</sup> which will take a provisional look at the responses and begin to determine what evidence we need to ask either the Borough or County Councils for. It was also suggested we encourage younger people to fill in the questionnaire, especially online.

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

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

101.2 The Clerk reported that he will be meeting with the Internal Auditor later in the month for the interim check of Parish accounts. Before then, both a VAT return and final payment of Carnival money will take place. The Clerk noted that the Cemetery Fence has now been finished, with the repair and – where necessary – replacement of the original fence being done to a high standard by the contractor. Additionally, various work had been undertaken to make pathways safe in the allotments.

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

**102 To recommend the Parish Council support the provision of defibrillators around the Parish, seeking grants to cover the installation costs and agreeing to cover the maintenance costs**

102.1 Cllr Winstanley reported that she had been working to obtain information and figures from other local Parishes where defibrillators are already in place. The original request had come from a local businessman who was willing to pay half upfront costs, and train their staff to use it, but was seeking for the maintenance to be paid by the parish. The location suggested was inside the premises meaning that it would be unavailable on a regular basis.

102.2 Other potential locations that have been identified include the Bishopstoke Community Association, St Paul's Church and the YZone youth centre. The Borough Council Local Area Manager has confirmed that there are sufficient developer funds available to cover the installation costs of four units. Responses from other parishes indicate that maintenance costs are approximately £60 to £100 per year. Cllr Winstanley stated that she had received no negative reports regarding vandalism.

102.3 Following discussion, the Committee agreed that having a number of defibrillators was a good idea in principle. They should be located outside so that they are available at all times. Other possible locations might be pubs or near local surgeries. Cllr Winstanley was asked to continue her research and bring a full proposal regarding how many units and where they would be located to a future Finance & General Purposes meeting. The Clerk was also requested to check whether this would affect the Parish insurance policy.

**Action: Cllr Winstanley and the Clerk**

**103 To make recommendations on the expenditure budget and precept for 2018-19**

103.1 The amended budget proposals and associated paperwork had been circulated with the supporting papers for the meeting.

103.2 Following discussion it was agreed that there were still some concerns over the PCSO contract. Cllr Winstanley advised that the original contract had been agreed by the Eastleigh District Association of Parish and Town Councils, and that they had indicated they would look at it again. Details of the next meeting of EDAPTC would be forwarded to Cllr Toher to attend. Cllrs were asked to send their questions and concerns directly to Cllr Toher for her to take to the meeting. Following that discussion, the item will be added to a future Council agenda.

**Action: All**

103.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments. This to be paid for through the precept, developer funds, and income from the Cemetery and allotments. Additionally, £45,000 is to be transferred from reserves to mitigate the rise in precept, which would thus rise from £47.96 to £55.15 instead of £66.96 for an average Band D dwelling (figures subject to final confirmation from the Borough Council)

**104 To make recommendations on the grant request from Bishopstoke Memorial Hall**

104.1 Cllr Dean asked whether it was better for the Parish Council to award money to the Memorial Hall pending the Council taking over the Hall, or whether it would be better for the Hall to run down its bank accounts prior to any transfer. The Clerk replied that he had taken advice from an experienced solicitor, who had stated that the Parish would need to become the sole trustee of the charity running the Hall, and so the Parish would continue to run the charity bank accounts. Therefore there is no need to run down the accounts of the charity.

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104.2 The Clerk advised that whilst there was not sufficient money in the Grant budget to accommodate the request, there was still money left in the budget for Community Facilities, of which the Memorial Hall is certainly one, and this money could be used in this case.

104.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Toher abstaining due to a declared interest) that Bishopstoke Memorial Hall be awarded a grant of £1,500.

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

105.1 The Clerk reported there were some minor repairs to play areas still awaiting completion. Additionally, following a request for the quotes for Sayers Road play area to be discussed by the Committee, the Clerk gave details of the quotes and was asked to consult residents on the quote from VitaPlay.

105.2 With regard to allotments, the Clerk noted that contact is being made with residents who have previously expressed an interest in having a 2.5 rod plot, and that the vacancies at Underwood Road are being advertised along with the relaxing of restrictions on plot ownership at that site.

105.3 Burial statistics for November and December include 2 new burials, 1 burial re-opening and 2 ashes re-openings. This brings the total for the year from April to 24. The Clerk also noted that at a recent meeting there had been discussions with a number of Parishes that supply gravedigging services directly, and this might be something that the Parish wanted to look into. Cllr Parker-Jones asked for any information or proposals to be brought to the Cemetery Working Group in the first instance.

**106 Date, time, place and agenda items for the next meeting**

106.1 The next meeting is scheduled to be on Tuesday 6 February 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

106.2 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 8.50pm*

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

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

96.2 that the Minutes of the Finance and General Purposes Meeting held on 12 December 2017 be accepted as a true record.

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

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

103.3 that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments. This to be paid for through the precept, developer funds, and income from the Cemetery and allotments. Additionally, £45,000 is to be transferred from reserves to mitigate the rise in precept, which would thus rise from £47.96 to £55.15 instead of £66.96 for an average Band D dwelling (figures subject to final confirmation from the Borough Council).

104.3 that Bishopstoke Memorial Hall be awarded a grant of £1,500

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

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