

BISHOPSTOKE PARISH COUNCIL

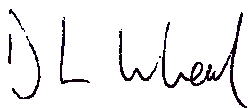
**Members of the Parish Council are summoned to attend a meeting to be held at the Parish Office,
Riverside, Bishopstoke on Tuesday 26 March 2019 at 7.30pm
This Meeting is Open to the Public (7.30pm – Question Time)**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County
councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

AGENDA

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 26 February 2019
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 26 February and 12 March 2019 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 12 March 2019 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the February 2019 Statement of Accounts
9. To receive reports from County, Borough and Parish Councillors on matters of interest
10. To receive the Clerk's Monthly Report
11. To consider content for the March 2019 Press Release
12. Date, time, place and agenda items for next meeting – Tuesday 23 April 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke



*D L Wheal
Clerk to Bishopstoke Parish Council
19th March 2019*

*Members: Cllrs Toher (Chair), Dean (Vice-Chair), Brown, Daly, Francis, Greenwood, Harris,
Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley*

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 26 February 2019

Present: Councillor Sue Toher (Chair)
Councillor Anne Dean (Vice-Chair)
Councillor Andrew Daly
Councillor Chris Greenwood
Councillor Geoff Harris
Councillor Trevor Mignot
Councillor Louise Parker-Jones
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mr Ray Dean (Eastleigh Borough Councillor)

Public Session 0 members of the public were present.

FULL_1819_M10/

Public Session

138 Apologies for Absence

138.1 Apologies had been received and were accepted from Cllrs Brown, Francis and Thornton. Cllrs Moore and Roling were not present.

139 Councillors' Questions

139.1 Cllr Greenwood asked whether the Council had a mobile speed warning sign that could be deployed on Fair Oak Road where there is frequent speeding. The Clerk responded that the Council has no such equipment. Cllr Parker-Jones offered to ensure that the site is included in the Borough Council list of where their equipment goes. The Clerk was additionally requested to contact the police to ask if they can include this spot in their speed patrols.

Action: Clerk and Cllr Parker-Jones

139.2 Cllr Winstanley asked whether there are plans for a newsletter and whether there could be a meeting of the Communications and Engagement Working Group. The Clerk replied that there was certainly enough material for a newsletter and that either he, or the Lead Member of the Group could call a meeting. Cllr Tidridge indicated that she was happy to call the meeting and the Clerk was requested to forward a current list of Group members to Cllr Tidridge.

Action: Clerk

139.3 Cllr Daly asked whether there could be a notice placed near the tattoo shop reminding people to dispose of their cigarette ends responsibly. Cllrs believed this to be a Borough matter and Cllr Parker-Jones offered to find out.

Action: Cllr Parker-Jones

139.4 Cllr Daly also asked whether anything could be done about the water in the Parish noticeboards and the height of the boards. The Clerk indicated that other than the board outside the Memorial Hall

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(which has now been replaced) he was not aware of any board with water issues other than condensation. Regarding the height of the boards the Clerk noted that the board at the Junior School is a lower height, and that the Memorial Hall board is now much lower and closer to the pavement. The Clerk agreed to look at whether boards could be lowered and whether anything could be done about condensation.

Action: Clerk

140 To adopt and sign Minutes of the Parish Council meeting held on 22 January 2019

140.1 The minutes of the above meeting had been circulated prior to this meeting.

140.2 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 22 January 2019.

141 To consider Matters Arising from the above Minutes

141.1 Minute 123.1 The Clerk reported that no reply had yet been received from BT regarding the phone boxes. Cllr Harris added that according to his contacts within BT there is no final plan yet around the removal of the boxes.

142 Declarations of Interest and Requests for Dispensations

142.1 None declared or requested.

143 Report on Planning Committee Meetings of 22 January and 12 February 2019 – to note Resolutions and to determine Recommendations

142.1 The Planning Committee Minutes from 22 January and 12 February 2019 had been circulated prior to this meeting.

142.2 Proposed Cllr Greenwood, Seconded Cllr Dean, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 22 January and 12 February 2019.

144 Report on Finance and General Purposes Committee Meeting of 12 February 2019 – to note Resolutions and to determine Recommendations

144.1 The Finance and General Purposes Committee Minutes from 12 February 2019 had been circulated prior to this meeting.

144.2 Cllr Parker-Jones questioned why the allotment bench policy was a resolution, not a recommendation; why the single bench had been considered before the policy and why there were separate policies for benches in different areas. The Clerk responded that there is no requirement for Policy to be brought to Full Council for discussion, the bench had been considered first because it had been brought to the Council first and had then triggered the need for a bench policy, and that it was appropriate for different areas to have different policies in the same way that different allotment sites have different plot allocation policies, or the two Cemetery sites have different memorial bench policies. Cllr Parker-Jones asked whether standing orders should be changed to require all policies to be brought before Full Council and Cllr Toher requested that this be put before the Standing Orders Working Group.

Action: Clerk

144.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 12 February 2019 be noted.

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144.4 The Clerk noted that the Financial Systems Risk Assessment is covered in the Full Council agenda.

144.5 Proposed Cllr Harris, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that EBS Counselling be granted £100.00.

145 To receive the RFO's Report and approve the January 2019 Statement of Accounts

145.1 The Clerk reported that the internal audit had taken place on 12 February and that the auditor had indicated that she was happy with the Council's financial administration and affairs. As a result, there is no report of actions to be taken following this visit.

145.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to receive the RFO's report and approve the January 2019 Statement of Accounts.

146 To approve the Financial Systems Risk Assessment

146.1 The Financial Systems Risk Assessment had been circulated with the supporting papers for the meeting.

146.2 The Clerk noted that this Assessment would need to be modified upon the completion of the takeover of the Memorial Hall.

146.3 Proposed Cllr Tidridge, Seconded Cllr Greenwood, **RESOLVED** unanimously that the Financial Systems Risk Assessment be approved.

147 To approve the Complaints Procedure

147.1 The Complaints Procedure had been circulated with the supporting papers for the meeting.

147.2 The Clerk reported that the Complaints Procedure was unchanged from the last time it had been approved.

147.3 Cllr Mignot asked how many complaints had been received over the course of the previous 12 months. The Clerk confirmed that no complaints had been received.

147.4 Proposed Cllr Mignot, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Complaints Procedure be approved.

148 To approve the model publication scheme for Freedom of Information requests

148.1 The model publication scheme had been circulated with the supporting papers for the meeting.

148.2 The Clerk stated that the scheme is produced by the Information Commissioner's Office for the use of Parish Councils and recommended that it be adopted.

148.3 Cllr Parker-Jones asked whether more information should be available online instead of just hard copy and the Clerk responded that more was being added to the website every week, and the details would be updated as this happened.

148.4 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RESOLVED** unanimously to approve the model publication scheme for Freedom of Information requests.

Initial: _____ Date: _____

149 To adopt the Freedom of Information Policy

149.1 The proposed Freedom of Information Policy had been circulated with the supporting papers for the meeting.

149.2 Cllr Parker-Jones requested the inclusion of a statement to the effect that all Freedom of Information requests and their responses would be published online.

149.3 Proposed Cllr Parker-Jones, Seconded Cllr Mignot, **RESOLVED** unanimously that, subject to the amendment in 149.2, the Freedom of Information Policy be adopted.

150 To adopt the Data Protection Policy

150.1 The proposed Data Protection Policy had been circulated with the supporting papers for the meeting.

150.2 Proposed Cllr Mignot, Seconded Cllr Harris, **RESOLVED** unanimously that the Data Protection Policy be adopted.

151 To adopt the Data Privacy Notice

151.1 The proposed Data Privacy Notice had been circulated with the supporting papers for the meeting.

151.2 Proposed Cllr Winstanley, Seconded Cllr Dean, **RESOLVED** unanimously that the Data Privacy Notice be adopted.

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

152.1 Cllr Harris reported that he had attended the Airport Committee meeting. The Clerk was requested to forward on the report to all Cllrs. Cllr Daly asked how many responses there had been to the consultation regarding the Masterplan for the airport. Cllr Harris answered that there had been 2 public sessions held so far with 2 more planned. Over the 2 sessions there have been 100 attendees. There have been 160 responses on the airport website of which 73% were positive.

Action: Clerk

152.2 Cllr Dean reported she had attended a Memorial Hall committee meeting as well as the 1st meeting of the hall use group to discuss potential plans for the future of the Hall. The Cllr had also attended the recent Neighbourhood Plan meeting.

152.3 Cllr Parker-Jones reported that she had undertaken a travel token visit with Cllr Toher and would be doing another visit in a few days. Cllr Parker-Jones had also attended recent Borough Council meetings at which the gambling policy and licensing policy had been approved, as well as agreeing the Budget for the year. The next LAC meeting is set for March 27th. Finally, Cllr Parker-Jones reported that the archaeological report for Breach Lane has finally been received. The Clerk was requested to send it out to all Cllrs.

Action: Clerk

152.4 Cllr Winstanley reported that Carnival is hosting an Easter Egg Hunt in April. Cllr Winstanley also reported that she had attended a recent Bishopstoke Community Association meeting. Hampshire County Council have now stabilised the tower with scaffolding and the building is now open again. The BCA are still waiting to hear Hampshire's plans for the tower.

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152.5 Cllr Tidridge reported that she had attended an LAC meeting at which it had become apparent that the Parish is not receiving all the planning applications that it should. Cllr Toher confirmed that she will be attending the next LAC meeting in March to raise this matter. Cllr Tidridge also noted that there has been an amendment to the action plan of the LAC – congestion and parking are now considered key priorities for the area. The Cllr had also attended a meeting of the Borough Council and had been successful in a proposal that the Borough should write to the Government requesting a change in the National Planning and Policy Framework to the effect that Councils should be entitled to require that all roads should be of adoptable standard. The permissive paths at Bishopstoke Park are now open and Cllr Tidridge reported that they are a lovely walk and encouraged other Cllrs to take a stroll down there. Additionally, Cllr Tidridge reported that new bins are now in place across the Borough and that she had attended the latest Litter Heroes litter pick

152.6 Cllr Toher had attended a Liaison meeting with the Borough at which Brookfield, bins and the Memorial Hall had been discussed and the Neighbourhood Plan meeting at which the draft policies had been looked at in light of the comments provided by Planet. Cllr Toher informed the Council of her belief that we are not too far from a first draft of the plan itself. Additionally, Cllr Toher had attended the BMH user group meeting and was looking forward to the next one later this week. Cllr Toher confirmed her intention to attend the LAC meeting in March. Finally, Cllr Toher reported that the transfer of the Hall was moving forward with the trustees having undergone the final bits of paperwork for the solicitor, and with some remedial work being done on the two entrances in the near future.

153 To receive the Clerk's Monthly Report

153.1 The Clerk reported that the next Beat Surgery is scheduled for 22nd March at 2:30pm in the Parish Office, two new noticeboards have been installed in the Cemetery and at the Office and that the retarmacking of the entrance to the Cemetery has now been completed.

153.2 The takeover of the Memorial Hall continues to make progress and the trustees have now provided the necessary forms that hopefully complete things from this end. Following the first meeting of the Hall user group there will be a second meeting this week at which the architects will present their current ideas for the Hall. The Clerk had also received advice from the Parish solicitor that indicated the Parish would receive 80% business rates relief providing that the Hall is run by a charity, which is the intention.

153.3 The Clerk reported that he had various meetings coming over the next month including walking round Brookfield with the Borough to try to finally determine the transfer of the site to the Parish by the end of March, the user group of the Memorial Hall, meeting the Borough again to discuss enforcement, a Liaison meeting on 4th March and a meeting of the Community Buildings group on 20th March.

153.4 Glebe Meadow has been suffering from litter on an increasing basis. The new bin was vandalised within one day and the Clerk reported that he is asking the Borough to reinstall it in a more secure fashion. The Clerk also noted that he has been asked by the Finance & General Purposes to determine the costs involved with removing the shelter and the bench from the skate park area.

153.5 Eastleigh Borough Council are holding awards for volunteers in the Community and the Clerk reported that he had suggested Cllr Tidridge might like to nominate Drew Mellor who has done a great deal of work in promoting litter picking and recycling. Cllr Tidridge indicated that she had spoken with Drew's parents and would be nominating him.

153.6 Finally the Clerk reported a forthcoming meeting with a clock repair company to investigate whether it is possible to fix the two Parish clocks.

Initial: _____ Date: _____

154 To consider content for the February 2019 Press Release

154.1 It was agreed that the press release would include the grant to EBS Counselling (with a link to their website), the permissive paths around Anchor Park, Travel Tokens, the Carnival Easter Egg Hunt and the usual Beat Surgery information.

Action: Clerk

155 Date, time, place and agenda items for next meeting

155.1 The next meeting will be on Tuesday 26 March 2019, at 7:30pm in the Parish Office.

155.2 Agenda items for February's Full Council meeting to the Clerk by Monday 18 March 2019 please.

155.3 Cllr Parker-Jones gave her apologies for the meeting on 18 March.

There being no further business, the Chair closed the meeting at 8.40pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 22 January 2019

Resolutions approved by the Full Parish Council

- 140.2 to adopt as a true record the minutes of the Parish Council meeting held on 22 January 2019.
- 142.2 that the resolutions of the Planning Committee meetings held on 22 January and 12 February be noted.
- 144.3 that the resolutions of the Finance and General Purposes Committee meeting held on 12 February be noted.
- 144.5 that EBS Counselling be granted £100.00.
- 145.2 to receive the RFO's report and approve the January 2019 Statement of Accounts.
- 146.3 that the Financial Systems Risk Assessment be approved.
- 147.4 that the Complaints Procedure be approved.
- 148.4 to approve the model publication scheme for Freedom of Information requests.
- 149.3 that, subject to the amendment in 149.2, the Freedom of Information Policy be adopted.
- 150.2 that the Data Protection Policy be adopted.
- 151.2 that the Data Privacy Notice be adopted.

Actions arising from this meeting

- 139.1 The **Clerk** was requested to contact the police to ask them to include Fair Oak Road near Alan Drayton Way (East) in their speeding patrols.
- 139.1 **Cllr Parker-Jones** offered to ensure that Fair Oak Road near Alan Drayton Way (East) is added to the list of locations for the Borough mobile speed indicator.
- 139.2 The **Clerk** was requested forward a list of members of the Communications and Engagement Working Group to Cllr Tidridge.
- 139.3 **Cllr Parker-Jones** offered to investigate whether a "no littering" notice could be placed near the shops on Riverside.
- 139.4 The **Clerk** was requested to look at the height of notice boards and to investigate ways to combat condensation.
- 144.2 The **Clerk** was requested to add a discussion on whether all policies should be discussed at Full Council to the next Standing Working Group meeting.
- 152.1 The **Clerk** was requested to forward the Airport Committee report from Cllr Harris to the Full Council.

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152.3 The **Clerk** was requested to forward the Breach Lane archaeology report to all members.

154.1 The **Clerk** was requested to include the following in the press release: the grant to EBS Counselling (with a link to their website), the permissive paths around Anchor Park, Travel Tokens, the Carnival Easter Egg Hunt and the usual Beat Surgery information.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 26 February 2019

Present: Cllrs Greenwood (Vice Chair), Dean, Harris, Mignot and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr R Dean (Eastleigh Borough Councillor)

Public Attendance: 0 members of the public were present

PLAN_1819_M19/

185 Apologies for Absence

185.1 Apologies had been received and were accepted from Cllrs Brown and Francis.

186 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 12 February 2019

186.1 The Minutes of the above meeting had been circulated prior to the meeting.

186.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** that the minutes of the Planning Committee meeting held on 12 February 2019 be accepted as a true record.

187 To consider Matters Arising from the above Minutes

187.1 Item 181.1 The Clerk reported that Cllr Toher has been provided with a list of relevant planning applications, which is still growing, and which will be taken to the Local Area Committee meeting in March.

188 Declarations of Interest and Requests for Dispensations

188.1 There were no declarations or requests.

189 Consideration of Planning Applications

189.1 H/19/84923 – 1 Itchen Avenue – Conversion of garage to habitable accommodation, single storey rear extension, replace existing flat roof to garage with new pitched roof with 2no. roof lights – The Planning Committee agreed to Raise No Objection to this application, but wished to comment on possible loss of parking.

189.2 H/19/84849 – 77 Church Road – Single storey side and rear extensions – The Planning Committee agreed to Raise No Objection to the application, but wished to request that the same conditions which were applied the previous time this application was brought forward should be applied this time.

189.3 T/19/84831 – 1 Spring Lane – 1 no. Yew. Crown lift tree to 5 metres over highway and 3 metres over footpath. Reduce crown by up to 3 metres over the grass to the north and up to 2 metres over highways to the south. Reduce height of crown by 2m – The Planning Committee agreed to Raise No Objection to this application, but noted that the application form states the tree is not in a conservation area when in fact it is, and the Committee wished to refer the Planning Officer dealing with the case to the Bishopstoke Conservation Area document from 2011.

Initial: _____ Date: _____

190 Report on recent planning decisions

190.1 H/18/84686 – 57 Haig Road - Conversion of loft space into habitable accommodation including 1no. rear dormer and 2no. front roof lights – The Committee agreed to Raise No Objection to the planning application although they wished to comment on the loss of parking for the dwelling given the conversion from 2 bed to 4 bed – The Borough Council permitted this planning application.

190.2 H/18/84691 – 11 Whalesmead Road – Single storey extension and additional dormer to the front elevation. Two storey rear extension with alterations to roof creating a gable end with 3no. rooflights – The Committee were of the opinion that this represents overdevelopment and would also result in a loss of parking spaces. Additionally, it was noted that a similar application had been previously refused. The Committee agreed to object on the grounds of overdevelopment, loss of parking and the reasons given by the Borough for refusing the previous application – The Borough Council permitted this planning application.

190.3 H/18/84667 – 12 Sydney Road – Single storey side and rear extension, part garage conversion and alterations to front door and new canopy – The Planning Committee agreed to Raise No Objection to this application – The Borough Council permitted this planning application.

190.4 H/19/84746 – 15 Sydney Road – Single storey front extension with 2no. roof lights, single-storey side extension and conversion of garage to habitable accommodation – The Planning Committee agreed to Raise No Objection to the application but wished to comment on the loss of parking – the Borough Council permitted this planning application.

191 Clerk's Report

191.1 The Clerk reported two of the three applications discussed at this meeting had not been sent through by the Borough and would therefore be added to the list being taken to the Local Area Committee meeting by Councillor Toher.

192 Date, time, place and agenda items for next meeting

192.1 The next meeting will be on Tuesday 12th March 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

192.2 Any agenda items should be submitted in writing to the Clerk by Monday 4th March 2019.

193 Motion for Confidential Business

193.1 Proposed Cllr Greenwood, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

194 Reported Breaches of Development Control (Confidential Business)

194.1 The Clerk reported four new alleged breaches of Development Control.

194.2 The Clerk reported one concluded breach of Development Control.

194.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 12 March 2019

Present: Cllrs Brown (Chair), Dean (from para 198), Francis, Greenwood, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

PLAN_1819_M20/

195 Apologies for Absence

195.1 No apologies had been received. Councillor Mignot was not present.

196 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 26 February 2019

196.1 The Minutes of the above meeting had been circulated prior to the meeting.

196.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Planning Committee meeting held on 26 February 2019 be accepted as a true record.

197 To consider Matters Arising from the above Minutes

197.1 Item 191.1 Cllr Brown asked when the LAC meeting will be. Cllr Toher replied that it is on the 27th March.

Cllr Dean arrived at this point

198 Declarations of Interest and Requests for Dispensations

198.1 There were no declarations or requests.

199 Consideration of Planning Applications

199.1 H/19/84964 – 3 Blackberry Drive – Single storey rear and side extensions – The Planning Committee agreed to Raise No Objection to this application.

199.2 H/19/84865 – 36 St Margarets Road – Single storey front extension – The Planning Committee agreed to Raise No Objection to the application but wished to request it be ensured there is no loss of parking as a result of the application.

199.3 H/19/84987 – 1 Olympic Way – First floor side extension, alterations to existing rear garden room, store and utility – The Planning Committee agreed to Raise No Objection to this application but wished to comment that they were concerned about potential loss of parking.

200 Report on recent planning decisions

200.1 A/18/84372 – The Welcome Inn, 154 Fair Oak Road – Display of 2 externally illuminated fascia signs, 1 externally illuminated freestanding pictorial pub sign and 2 amenity signs – The Committee agreed to raise no objection but wished to comment that they had concerns over the brightness of the proposed lights and whether they would be illuminated throughout the night – The Borough Council consented to the application.

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201 Clerk's Report

201.1 The Clerk reported that he had provided Cllr Toher with an updated list of problem applications to take to the LAC later in March. The Clerk also reported that he had recently attended a meeting at the Borough where enforcement was being discussed. This is included planning enforcement. The Borough is increasing the size of its enforcement team for planning and is also intending to continue the tougher line they say they have been pursuing over the recent months.

202 Date, time, place and agenda items for next meeting

202.1 The next meeting will be on Tuesday 26th March 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

202.2 Any agenda items should be submitted in writing to the Clerk by Monday 18th March 2019.

203 Motion for Confidential Business

203.1 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

204 Reported Breaches of Development Control (Confidential Business)

204.1 The Clerk reported no new alleged breaches of Development Control.

204.2 The Clerk reported one concluded breach of Development Control.

204.3 Cllrs reported no additional items of confidential business

There being no further business, the Chair closed the meeting at 7.10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 12 March 2019

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mr Ray Dean (Eastleigh Borough Cllr)

Public Session 0 members of the public were present

FGP_1819_M11/

Public Session

Cllr Ray Dean had been asked, in his professional capacity, to investigate the two Jubilee clocks to see whether they could easily be repaired. The Whalesmead clock needed replacement batteries and on one side the hands are catching. The Riverside clock was unable to be investigated before the meeting due to the weather, but it is assumed the battery will also need replacing. It also appears that the hands and at least one clock face are in need of work. Cllr Dean will be providing a quote to the Council in due course.

132 Apologies for Absence

132.1 Apologies had been received and were accepted from Cllr Winstanley.

133 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 12 February 2019

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

133.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 12 February 2019 be accepted as a true record.

134 To consider Matters Arising from the above Minutes

134.1 Minute FGP_1819_M10/125.1 – The Clerk reported that this has not yet been done.

134.2 Minute 130.3 – Quotes have been requested but none received yet.

134.3 Minute 130.4 – Cllr Tidridge reported that the developers of Breach Lane are hoping to be finished by July although there are still some issues that need resolving.

135 Declarations of Interest and Requests for Dispensation

135.1 Cllr Toher declared an interest in Item 10. Cllr Toher also advised the Committee that the correct name is Age Concern, Bishopstoke.

136 To receive reports from working groups

136.1 Cllr Tidridge reported that the Communications and Engagement were hoping to meet soon, most likely on April 4th.

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136.2 Cllr Toher reported that the Neighbourhood Plan group had recently met briefly to discuss policies. The next meeting is set for 21st March at which Planet will be attending to develop the policies further and work on a position statement.

136.3 Cllr Brown reported that the recent Carnival group meeting had been useful in moving things forward, including co-operatively working with the Toby Carvery on the Saturday.

137 To receive the RFO's report and approve the Budget Monitoring and Payments reports for February 2019

137.1 The Clerk provided the Committee with the RFO's report. Water bills at the allotments are high due to the extremely hot weather last year. Debit cards have now been received and are being used by officers. Planned works at the Cemeteries and closed churchyards continue. The increased use of the office has led to an increase in the direct debit for electricity.

137.2 The Budget Monitoring and Payments reports for February 2019 had been circulated with the supporting documents for this meeting.

137.3 Proposed Cllr Harris, Seconded Cllr Brown, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for February 2019.

138 To recommend the approval of the Annual Investment Strategy

138.1 The Annual Investment Strategy had been circulated with the supporting documents for this meeting.

138.2 Cllr Tidridge asked for the Council to consider whether ethics should be a consideration in future investment strategies. Cllr Thornton asked the Clerk to find out what interest rate is being provided by the Borough Council.

Action: Clerk

138.3 Proposed Cllr Thornton, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council approve the Annual Investment Strategy.

139 To recommend approval of the Council having an Amazon business account

139.1 The Clerk indicated to the Council that this item should apply to other companies from which Officers of the Council may make purchases. Using personal accounts leaves open the possibility of accidentally using the wrong card details for a purchase and so in the interests of financial security it would be preferable for the Council to have business accounts to which Council debit cards can be linked.

139.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the recommendation be changed to approval that "the Council have business accounts for purchases".

139.3 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council have business accounts for purchases.

140 To recommend the updating or installation as necessary of dog signage at play areas

140.1 Cllr Tidridge noted recent posts on social media highlighting that some people have been taking dogs not on leads into the play area at Brookfield. In order to highlight that this is not appropriate the Council are being asked to consider updating or installing as necessary the dog signage at all the play areas.

140.2 The Clerk reported that all play areas have written signs that include "no dogs", although one is missing at Brookfield. Currently only Sayers Road has pictorial signs, but they are badly faded.

140.3 After discussion it was agreed that the best place for the signs to go would be on the fencing next to the gates into the play areas.

140.4 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council update or install pictorial dog signage at all play areas.

141 To make recommendations on the grant request from Age Concern

141.1 The Clerk indicated that granting the full amount requested by Age Concern, Bishopstoke would mean overspending the grant budget by £46.86. The Finance Committee are empowered to overspend on any budget by up to £500, but in the case of grants they only have the power to recommend, not resolve. In this instance, the Clerk indicated it would be within the power of the Committee to recommend overspending the grant budget in order to give the full grant that is being sought.

Cllr Toher left at this point

141.2 Cllrs wished to note that they understood that granting the full amount would also mean overspending the budget on grant requests.

141.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that Age Concern, Bishopstoke be awarded a grant of £1000.

Cllr Toher returned to the meeting at this point

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

142.1 Allotments – The Clerk reported that the next allotment site meeting is set for 6th April. The annual cleaning and disinfecting of baths at the allotments is due to take place soon. Quotes so far have been wildly different and more are being sought.

142.2 Cemeteries and Churchyards – The Clerk reported that permission is now being sought from the diocese to go ahead with the second stage of wall repair to the front wall at St Mary's. The final bollards are being installed at the Cemetery to protect the grass verge, bank and noticeboard.

143 Date, time, place and agenda items for the next meeting

143.1 The next meeting is scheduled to be on Tuesday 9 April 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

143.2 Agenda items for this meeting should be received by the Clerk no later than Monday 1st April 2019.

There being no further business, the Chair closed the meeting at 8:15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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 12 March 2019

Resolutions to be noted by the Full Parish Council

133.2 that the Minutes of the Finance and General Purposes Meeting held on 12 February 2019 be accepted as a true record.

137.3 that the Committee approve the Budget Monitoring and Payments reports for February 2019.

139.2 that the recommendation be changed to approval that “the Council have business accounts for purchases”.

Recommendations for consideration by the Full Parish Council

138.2 that the Council approve the Annual Investment Strategy.

139.3 that the Council have business accounts for purchases.

140.4 that the Council update or install pictorial dog signage at all play areas.

141.3 that Age Concern, Bishopstoke be awarded a grant of £1000.

Actions arising from this meeting

138.2 The **Clerk** was requested to plan for adding ethics to the Annual Investment Strategy in future.

138.2 The Clerk was requested to determine what interest rate applies to the money held on behalf of the Parish Council by Eastleigh Borough Council.

Continuing actions

125.1 The **Clerk** was requested to investigate the byelaws in place at Fair Oak.

130.3 The **Clerk** was requested to investigate the cost of removing the shelter at Glebe Meadow skate park.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 26 March 2019
MONTHLY STATEMENT OF ACCOUNT (February 2019)

ITEM 8

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 12,198.42	£ 1,954.00	£ 20,000.00	£ 24,148.52		£ 10,003.90
EBC	£ 151,099.90				£ 20,000.00	£ 131,099.90
Total	£ 163,298.32	£ 1,954.00	£ 20,000.00	£ 24,148.52	£ 20,000.00	£ 141,103.80

Receipts in detail	
Burial Board	£ 1,875.00
Allotments	£ 64.00
Carnival	£ 15.00
VAT refund	
Misc.	
Total	£ 1,954.00

VAT	
Previously Claimed	£ 18,705.59
Claimed in Feb	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2018 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Feb	£ 127,591.03	£ 184,463.51	£ 13,336.38	£ 708.98	£ 175,000.00	£ 151,099.90
Feb					£ 20,000.00	£ 131,099.90

Notes