

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 11 July 2023**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Dave Francis
Councillor Martin Lyon
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Cheryl Taylor (former Projects Officer for Bishopstoke Parish Council)
Cllr Karen Caws (Eastleigh Borough Council)

Public Session 2 members of the public were present.

The Chair welcomed everyone to the meeting.

Mrs Taylor was invited to come forward and was presented with a pair of engraved glasses by way of thanking her for over thirteen years of dedicated service to Bishopstoke Parish Council. Over the years Cheryl has looked after the Council finances, run both the allotments and the cemetery, helped set up the travel token scheme and provided Council support to Bishopstoke Carnival. The Clerk warmly thanked Cheryl for all the support she had given him and wished her well for the future.

A resident asked for an update on the Memorial Hall and Parish Office. The Clerk noted that demolition of both would be taking place soon. The Borough Council is waiting for confirmation from the Land Registry before it can proceed with demolition. It is hoped that demolition would take place shortly after Bishopstoke Carnival. The demolition will also include the Parish Office although, in response to another question from the resident the Clerk noted that if any party were interested in making an offer for the Office the Council would give it serious consideration.

The resident also asked about the defibrillator at Underwood Road allotments. The Clerk offered to contact the resident the following day to discuss that further and this was accepted.

Action: Clerk – to contact the resident to arrange a meeting

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21 Apologies for Absence

21.1 Apologies were noted from Cllrs A Dean, R Dean, Harris, Kirby and Thornton

Initial: _____ Date: _____

22 To adopt and sign Minutes of the Parish Council meeting held on 9 May 2023

22.1 The minutes of the above meeting had been included in the document pack for this meeting.

22.2 Proposed Cllr Moore, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 9 May 2023 be adopted as a true record.

Action: Clerk & Chair – to sign and publish the minutes and document pack

23 Declarations of Interest and Requests for Dispensations

23.1 Cllrs Hillier-Wheal and Francis declared an interest in the item on allotments as allotment plot holders. Cllr Tidridge declared an interest in the Greening Campaign.

24 Reports from Committees, Working Groups, Officers and Councillors

24.1 The resolutions from Council Committees were noted.

24.2 The Clerk reported that the Communications Group had recently considered the draft Communications Policy. There were some minor amendments to complete but it should soon be ready to come to Full Council. The latest newsletter is delayed but will be published as soon as possible. The Glebe Meadow Group had also recently met following the receipt of the minutes from the restart meeting with the Borough Council back in April. It is confirmed that the Borough will not arrange the demolition until the Land Registry have confirmed they have completed the process of registering the three separate parcels of land as one. The appointment of architects / designers will not take place until after the demolition. Cllr Lyon noted that the CDM Regulations of 2015 require that a Principal Designer be appointed for demolition projects and the Clerk was asked to confirm with the Borough whether they or the Parish Council would be appointing one.

With regards to the War Memorial relocation, the Diocese has been contacted for their opinion as has the Parochial Church Council. A planning application is shortly to be submitted and the plans will be available for the public to see. Cllr Francis asked the Clerk to contact the Local Area Manager to ask whether the planning application decision could be a delegated one rather than called in to Committee.

Action: Clerk – to contact the Borough Council regarding the appointment of a Principal Designer and the delegation of the planning application to relocate the War Memorial

24.3 The Clerk thanked the numerous Cllrs who had sent in written reports. These will be added to the minutes as they were not received in time to be included in the document pack. Cllr Tidridge added that in addition to her report she had attended the latest Horton Heath Development Committee and that the Parish Council's remarks had been delivered. Cllr Winstanley noted that she had included Citizens' Advice in her report for information and had also attended the launch meeting of Eastleigh Town Council's Greening Campaign.

Cllr Karen Caws of Eastleigh Borough Council arrived at this point.

24.4 Cllr Caws, as the newly elected Borough Councillor for Bishopstoke, was invited to introduce herself to the Council. Cllr Caws informed the Council that in addition to being on the Local Area Committee, she was also on the Licensing Committee. Her main interests are ensuring that Stoke Park Farm is established as the best place for nature it can be, and finding ways to improve the anti-social behaviour currently centred on Bishy Beach. Finally Cllr Caws is also keen to pursue the idea of a community garden.

Initial: _____ Date: _____

24.5 In addition to the written report, the Clerk informed the Council that a potential bus shelter cleaning company had been contacted and a quote was being sought for a contract to clean the Parish's bus shelters. The bus shelter on Spring Lane is fairly damaged and companies are being contacted to provide quotes for the repair. Cllr Daly asked about the damaged picnic table at Glebe Meadow play area. The Clerk noted that all six main slats are due to be replaced but that if the metal is too damaged then the bench will simply be removed pending the new play area being installed. The Clerk's report was noted.

25 To approve the payments list for June 2023

25.1 The Clerk noted that this item had been withdrawn as the procedure for dealing with the payments list which would be detailed at the next Finance Committee meeting.

26 To re-adopt the Code of Conduct

26.1 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** unanimously to adopt the Code of Conduct.

Action: Clerk – to update and publish the Code of Conduct

27 To re-adopt the CCTV Policy

27.1 The Clerk noted that the Policy had been updated by adding a clause stating that the Parish Council currently does not have any CCTV equipment. This policy had been adopted at a time when CCTV equipment was being considered.

27.2 Cllr Tidridge suggested the Council would need, in the future, to consider amending the policy to include Automatic Number Plate Recognition technology.

27.3 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the CCTV Policy.

Action: Clerk – to update and publish the CCTV Policy

28 To adopt a dispensation for Cllrs holding an allotment plot to discuss allotment matters

28.1 The Clerk noted that currently Cllrs who hold allotments rightly declare their plot on their Register of Interests, and declare an interest in allotment discussions when they occur. A dispensation would mean that the Cllrs experience of working an allotment plot could be brought into the discussion. If Cllrs were unsure about specifically discussing allotment rent then the recommendation could be altered to accommodate this.

28.2 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** with Cllrs Hillier-Wheal and Francis abstaining that the Council grant a dispensation, lasting until Monday 6th May 2024, allowing any Councillor holding an allotment tenancy in Bishopstoke to take part in discussions on agenda items pertaining to the allotments and further, to allow them to vote upon those items, with the exception of anything affecting their pecuniary interests.

Action: Clerk – to inform all Cllrs of the dispensation and its end point.

29 To re-adopt the Mission Statement and Aims for the Council year 2023-24

29.1 Proposed Cllr Moore, Seconded Cllr Lyon, **RESOLVED** unanimously to adopt the Mission Statement and Aims for the Council year 2023-24.

Action: Clerk – to publish the mission statement and aims

Initial: _____ Date: _____

30 To consider content for the next press release

30.1 The Council agreed that the next press release would include the letter to HCC on potholes, and their response; the pothole reporting link; the mission statement and aims; the retirement of Mrs Taylor; the Play Area Trail; the River Float competition; the completed audit and that litter picking equipment is available to borrow from the Parish Council

Action: Clerk – to draft the press release and circulate it to the Communications Group for approval

31 To agree the date, time and place for the next meetings

31.1 The next meeting will take place on Tuesday September 12th 2023. It will take place at 7:30pm at the Bishopstoke Methodist Church, following the Parish Assembly. The Clerk requested any agenda items and supporting papers be with him by September 5th.

There being no further business, the Chair closed the meeting at 8:37pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____