



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 21st January 2025 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road. This
meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meeting held on 12th November 2024
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To receive a report on the future of local government
6. To appoint a Task and Finish group for devolution and reorganisation
7. To approve the expenditure budget for 2025-26
8. To approve funding arrangements for 2025-26, including the precept request
9. To approve the continued membership of specific external bodies
10. To consider additional Parish Council events
11. To adopt a statement on the Council's Mission, Aims and Objectives
12. To agree the process for the potential transfer of land at Sewall Drive
13. To discuss the possibility of the potential transfer of land at Rose Close
14. To consider a Task and Finish group for Bow Lake Gardens and appoint if necessary
15. To note the results of the interim audit for 2024-25
16. To discuss the "Remove the Barriers" campaign and agree any next steps
17. To consider content for the next press release
18. To agree the date, time and place for the next meetings

DL Wheel
Clerk to Bishopstoke Parish Council
15th January 2025

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 12th November 2024**

Present: Councillor Louise Hillier-Wheat (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer
Councillor Sid Dajani
Councillor Andrew Daly
Councillor Stewart MacLachlan
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Des Scott
Councillor Mike Thornton
Councillor Anne Winstanley

In Attendance: Mr David Wheel (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

Public Session 2 members of the public were present.

Cllr Hillier-Wheat welcomed everyone and asked if anyone had any questions for the Public Session. There were no questions.

FULL_2425_M04/

45 Apologies for Absence

45.1 Apologies had been received and were noted from Cllrs Chaffey and Kirby. Cllr Brown was not present.

46 To adopt and sign Minutes of the Parish Council meeting held on 10th September 2024

46.1 The minutes of the meeting had been included with the supporting papers for this meeting.

46.2 Proposed Cllr Thornton, Seconded Cllr Daly, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10th September 2024 be adopted and signed.

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

Initial: _____ Date: _____

47 Declarations of Interest and Requests for Dispensations

47.1 Cllr MacLachlan declared an interest in agenda item 8 – to consider alternate venues for Parish Council meetings – as he is the Secretary of the Church Council at Bishopstoke Methodist Church.

48 To consider an application for co-option to become a Bishopstoke Parish Councillor

48.1 An application had been received from Susan Toher which had been included in the supporting papers for this meeting. Mrs Toher was present to speak to the Council regarding her application. The Clerk explained that Mrs Toher would have the opportunity to speak to the Council and answer any questions they might have.

Cllr Burcombe-Filer arrived at this point

48.2 Mrs Toher was happy that she had nothing further to add to the information already submitted on her application and was happy to answer any questions. This was followed by some questions from the Cllrs,

48.3 Proposed Cllr MacLachlan, Seconded Cllr Harris, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the room at this point.

48.4 The Council discussed Mrs Toher's application. Proposed Cllr Winstanley, Seconded Cllr Dajani, **RESOLVED** unanimously that Mrs Toher be co-opted as a Bishopstoke Parish Councillor.

Mrs Toher and the second member of the public returned to the meeting at this point.

48.5 The Chair welcomed newly appointed Cllr Toher and informed her that the Clerk would be in touch with her to arrange all the necessary forms.

Action: Clerk – to contact Cllr Toher and send her copies of all the necessary forms for her to become a Parish Councillor.

49 Reports from Committees, Working Groups, Officers and Councillors

49.1 The report on resolutions made by Committees since the previous Council meeting had been included with the supporting papers for this meeting and was noted.

49.2 The recommendations on the report have all been included on the Agenda of the meeting as separate items.

49.3 The Clerk's report had been included in the supporting papers for this meeting and was noted.

Initial: _____ Date: _____

49.4 Councillor Harris' notes from the Airport Consultative Committee meeting had been included in the supporting papers for this meeting.

49.5 A member of the public commented that the noise from planes seemed to be getting worse and asked how noise levels were monitored and recorded. Cllr Harris explained that this was currently being done by the Airport but Eastleigh Borough Council will have a new working group, working with the CAA, to look at noise levels. Cllr Harris also mentioned that no official complaints had been received and no action would be taken if there were no complaints. The member of the public asked if the Parish Council could help raise awareness of how to report excessive noise levels from aeroplanes.

Action: Admin Officer/Clerk – To publish details on how to report excessive noise levels to the Airport on the Parish Council website and on the Facebook page.

49.6 Cllr Dajani mentioned that research had been done saying that exposure to loud noise on a regular basis can affect your mental health and your day-to-day life ie relationships. He asked if any local research had been done.

Action: Clerk – contact EBC to ask if they are aware of any local research into the effect of loud noise on mental health.

49.7 The Clerk reported that the first of the quarterly Allotment meetings would take place on Thursday 14th November. The meeting would be attended by the Clerk, Allotments Officer, Cllr Hiller-Wheal and the Allotment site reps.

49.8 The Clerk also reported that after recent events, there had been a lot of posts on Social Media about defibrillators. He has had a reply from Bishopstoke Community Fund stating that the defibrillators do not need to be connected to mains power for them to work – mains power is only required to power the light and a heater for cold weather. The Clerk will confirm with BCF that this is definitely the case as he had a letter from them at an earlier date stating that mains power was needed for the defibrillators to work. Cllr Dajani said it would also be worth checking that child pads, as well as adult, were included and that the pads were still ok – they have a shelf life of 2 years.

Action: Clerk – to contact the BCF to confirm that the defibrillators do not need to be connected to mains power, to enquire if child pads were included with the defibrillators and that the pads were still viable.

49.9 The Clerk said that the Armistice Service at Old St Mary's had been well attended; approximately 40 people. There had been lots of positive comments about the new War Memorial site. This is still due to be started in March/April 2025. A member of the public said that the Royal British Legion would be happy to come along to the dedication.

Initial: _____ Date: _____

49.10 The Clerk noted that there was still no confirmed date for the demolition of the Memorial Hall. The contractors have said to the Borough Council that all the pre-work should be completed before Christmas and demolition should start in January. It should then take 10 weeks for the demolition to be finished. A member of the public asked if the Glebe Meadow play area would be closed during the demolition. The Clerk confirmed that it would, and we would be letting the public know when there was a confirmed date for the demolition.

Cllr Scott asked who the contractor was for the demolition. The Clerk said he would let him know.

Action: Clerk – contact EBC to confirm the name of the contractor for the demolition of the Memorial Hall and to pass the information on to Cllr Scott.

49.11 The Clerk advised that he had been informed that Eastleigh Borough Council were going to give Greening Bishopstoke a license to maintain the orchard at Bow Lake Gardens. The Borough Council has made no contact with the Parish Council about this and it doesn't tie in with information previously received from the Borough Council.

Action: Clerk – contact EBC to confirm if they are going to issue a license to Greening Bishopstoke to maintain the orchard at Bow Lake Gardens

50 To approve virements within the 2024-25 budget

50.1 The proposed virements had been included with the supporting papers for this meeting.

50.2 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the virements within the 2024-25 budget be approved

Action: Clerk – To make the approved transfers within the 2024-25 budget

50.3 Cllr Thornton asked if the RFO could produce a list of all areas in the current budget where there is a projected underspend.

Action: Clerk – to produce a list of all the areas in the current budget where there is a projected underspend

50.4 A member of the public asked what the Tree Survey was. The Clerk explained that it is something the Parish Council has done every 15 months to check on the trees maintained by the Parish. It advises any work that needs to be done to maintain the health and safety of the tree.

51 To discuss the 2025-26 budget including making the following budgetary decisions:

Travel Token funding for 2025-26

Cemetery Fees for 2025-26

Setting a budget for the Glebe Meadow Wheels Park

Creating reserves for the Underwood Road Allotment Building Project, the Cemetery Boardwalk project and the Village Trails project.

51.1 The information regarding the budget for the above items had been included with the supporting papers for this meeting.

51.2 Travel Tokens funding for 2025-26

Initial: _____ Date: _____

Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the budget for Travel Tokens for 2025-26 be approved.

51.3 Cemetery Fees for 2025-26

Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the budget for Cemetery Fees for 2025-26 be approved.

51.4 Setting a budget for the Glebe Meadow Wheels Park

Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the budget for the Wheels Park of £105,000 be approved.

Action: Clerk – to contact Eastleigh Borough Council and request the funds be transferred as soon as possible

51.5 A member of the public asked what the expected life of a Wheels Park was. The Clerk said that the expected life of a Wheels Park was between 15 and 20 years

51.6 Creating reserves for the Underwood Road Allotment Building Project, the Cemetery Boardwalk project and the Village Trails project.

Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the Council create 3 earmarked reserves as follows: Allotment Buildings with initial funding of £40,000; Cemetery Boardwalk with initial funding of £30,000 and Village Trails with initial funding of £20,000.

Action: Clerk – to create 3 earmarked reserves for the Allotment Buildings, Cemetery Boardwalk and Village Trails with the agreed amounts.

52 To consider alternate venues for Parish Council meetings

52.1 The table showing hire costs of alternative local venues had been included with the supporting papers for this meeting.

Cllr Moore left the meeting at this point.

52.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the room at this point.

52.3 The Councillors discussed the advantages and disadvantages of changing the venue of the Parish Council Meetings. There was some concern that changing venues could deter members of the public from attending meetings.

52.4 Proposed Cllr Burcombe-Filer, Seconded Cllr Scott, **RESOLVED** with 1 abstaining that the Parish Council meetings still be held at Bishopstoke Methodist Church, using the smaller room when possible and just booking the time appropriate for different meetings.

Action: Admin. Officer – to contact Bishopstoke Methodist Church to see if we would get a preferential rate for regular bookings.

Initial: _____ Date: _____

53 To approve the Financial Systems Risk Assessment

53.1 The Financial Systems Risk Assessment had been included with the supporting papers for this meeting.

53.2 Cllr Hillier Wheal asked why in Sections Four - Budgetary Controls, the risk was set at high for risk of occurrence, and medium for risk of impact. The Clerk explained that this had been done in error and they would both be changed to 3 - low risk.

53.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Financial Systems Risk Assessment with the changes to Section Four – Budgetary Controls reducing the risk to low (3) for Risk of Occurrence and Risk of Impact

Action: Clerk – To change the risk to low (3) for Risk of Occurrence and Risk of Impact in Section Four Budgetary Controls on the Financial Systems Risk Assessment

54 To adopt the amended Complaints, Discipline and Grievance Policies

54.1 Copies of the amended policies had been included with the supporting papers for this meeting.

54.2 Cllr Thornton queried why we need a policy to allow for complaints to be made about Council policy. The Clerk explained that some people may see some policies as unfair. The first complaint is always to the Clerk and it is then escalated to the Complaints policy if unresolved.

54.3 Cllr Harris asked if the policy applied to Contractors and people working on behalf of the Parish Council. The Clerk explained that this would also initially be referred to them and then escalated if necessary. Cllr Harris also asked if the policies applied to Parish Council volunteers. The Clerk confirmed that it did.

Cllr Scott left at this point.

54.4 Cllr Dajani suggested a screening process for complaints. The Clerk said that the current process was; all complaints go initially to the Clerk, then escalated, where necessary, to the Clerk and Chair and then if still unresolved it goes to a Complaints Panel. After discussion, it was decided that a report of all official complaints should be reviewed at the People Committee meetings.

Cllr Scott returned at this point.

54.5 Proposed Cllr Burcombe-Filer, Seconded Cllr Dajani, **RESOLVED** to adopt the amended Complaints, Discipline and Grievance Policies and to have a report of all official complaints created to review at the People Committee meetings.

Action: Clerk – to produce a report detailing all official complaints for the next People Committee meeting.

Initial: _____ Date: _____

55 To consider arrangements for Carnival 2025

55.1 A memo detailing the considerations was included with the supporting papers for this meeting

55.2 The Clerk started by saying how successful this year's Carnival had been and what a great job the group of volunteers had done to put it on in such a short time. One of the issues raised at the Debrief meeting was communication with the Parish Council. The Clerk had explained that he had been the only member of staff at the time and had a large workload. The Administration Officer is now the main liaison with the Carnival Group to help improve the communication. The other concern raised was about the WhatsApp group and the nature of some of the comments made within it.

55.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the meeting at this point.

55.4 The Councillors discussed the comments that had been made in the WhatsApp group and also on other Social Media.

Cllr Daly left at this point

The Clerk noted that the members of the Carnival Group had not signed the Parish Council Volunteer Policy because of the tight timeframe of this year's Carnival.

Cllr Daly returned at this point.

After discussion, it was agreed that the volunteers in the Carnival Group would be asked to sign the Parish Council Volunteer policy which would be amended to include the Social Media Policy. The Parish Council would also aim to post a response to all posts critical of the Parish Council. Some councillors are already taking screen shots of any posts they see and sending them to the Clerk.

Action: Admin Officer – to aim to respond to as many posts as possible, that they see or are informed of, concerning Bishopstoke Parish Council

55.5 Proposed Cllr Hillier-Wheal, Seconded Cllr Scott, **RESOLVED** unanimously to amend the Parish Council Volunteer Policy to include reference to the Social Media Policy.

Action: Clerk – to amend the Volunteer Policy to include reference to the Social Media Policy.

Action: Admin Officer: to take the amended Volunteer Policy to the next meeting (13th November) for information and then for signing at the following meeting.

Initial: _____ Date: _____

56 To agree a response to the consultation on proxy voting

56.1 The Clerk had emailed the consultation on proxy voting information to all Councillors before the meeting. It was agreed that the Clerk would draft and response and email it to Councillors for approval.

Action: Clerk – To produce a draft response on the proxy voting information and email it to all Parish Councillors

57 To adopt the new Events procedure

57.1 A copy of the new Events procedure had been included with the supporting papers for this meeting.

57.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to adopt the new Events procedure.

Action: Clerk – to publish the new Events procedure

58 To agree the date, time and place for the next meeting

58.1 The next meeting will take place on Tuesday 14th January 2025, at 7:30pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 7th January 2025.

There being no further business, the Chair closed the meeting at 9:30pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 21st January 2025 Resolutions and Recommendations

Committee Resolutions – to note

Assets

26th November – ASSETS_2425_M04

- Item 28.2 That the minutes of the Assets Committee meeting held on 24 September 2024 be adopted as a true record.
- Item 30.4 That the Tree and Bee Corridor planting be approved at Otter Close but approval for the Tree and Tree and Bee planting be deferred until the Clerk and Officers obtain more details and conduct a public consultation.
- Item 32.2 To approve the installation of new benches in the Otter Close open space, adjacent to the path.
- Item 32.3 To delay the consideration of a memorial bench at Glebe Meadow until the plans for Glebe Meadow had been finalised and to review the policy for memorial plaques on benches at the next meeting.
- Item 33.2 To approve the planting of a hedge by BPC Officers and wildflower planting by Greening Bishopstoke at Sayers Road play area.
- Item 34.2 To give approval for Officers to research the costs that would be associated with clearing the undergrowth and annual maintenance of the Planney

Finance

10th December – FIN_2425_M04

- Item 35.2 That the amended minutes of the Finance Committee meeting held on 8 October 2024 be adopted as a true record.
- Item 37.5 That £2,500 be transferred from the Admin budget to the grants fund; that £1,344 be awarded to Disability Challengers; that £1,000 be awarded to Slice Hair Academy immediately with a further £1,000 transferred to an earmarked reserve to be accessed as needed and dependent on positive feedback from and about the recipient, and that £980 be awarded to MHA Communities Hampshire West.
- Item 39.2 To approve the budget monitoring, statements of accounts, payments lists and statement of reserves.
- Item 40.4 To amend the draft budget by increasing the proposed grant pot from £6,000 to £8,000.
- Item 42.2 To remove all those no longer associated with Bishopstoke Parish Council from the mandate and add the three new officers to the bank mandate.

Planning

12th November – PLAN_2425_M10

- Item 59.2 That the minutes of the Planning Committee meetings held on 22 October 2024 be adopted as true records.
- Item 61.4 To that the responses of the Planning Committee be submitted as minuted.
- Item 64.1 Motion for confidential business.

26th November – PLAN_2425_M11

- Item 67.2 That the minutes of the Planning Committee meetings held on 12 November 2024 be adopted as true records.
- Item 69.3 To that the responses of the Planning Committee be submitted as minuted.
- Item 72.1 Motion for confidential business.

10th December – PLAN_2425_M12

- Item 75.2 That the minutes of the Planning Committee meeting held on 26 November 2024 be adopted as a true record.
- Item 77.3 To that the responses of the Planning Committee be submitted as minuted.

People

No meetings in this period

Committee Recommendations – to vote upon

Assets

26th November – ASSETS_2425_M04

No recommendations.

Finance

10th December – FIN_2425_M04

- Item 40.5 This item is listed elsewhere on the agenda.
- Item 41.3 This item is listed elsewhere on the agenda.

Planning

12th November – PLAN_2425_M10

No recommendations

26th November – PLAN_2425_M11

No recommendations

10th December – PLAN_2425_M12

No recommendations

People

No meetings in this period



Full Council 21st January 2025 – Item 04 Councillor Report

Bishopstoke Parish Council returned to full capacity as Cllr Toher returned to the Council by being co-opted in at the November meeting.

The Clerk would like to confirm that the Council remains eligible for assuming the General Power of Competence. All Councillors who stood for election, whether an election was necessary or not, are deemed to be “elected Councillors” and so with 12 members who stood at the 2021 elections, the Council exceeds the required two thirds minimum elected members.

Cllr Toher is invited to volunteer to join any and all of the following Committees and Working Groups:

Finance Committee (currently has 5 members out of a maximum of 7)

Assets Committee (5 out of 7)

Planning Committee (6 out of 7)

Communications Working Group (currently 3 members plus the Clerk)

Glebe Meadow (currently 5 members)

Carnival (currently 5 Cllrs listed as volunteering for the group)

Full Council - Clerk's report 21st January 2025

Actions from previous meetings

FULL_2425_M03/Item 34.2 Regarding improving access group
An initial email was sent but only two Councillors replied. Another attempt to arrange the first meeting will be made shortly.

FULL_2425_M04/Item 46.2 Regarding the minutes
The minutes were published on the Parish Council website.

FULL_2425_M04/Item 48.5 Regarding co-option
Newly co-opted Cllr Toher has been provided with the necessary forms and has joined the Council.

FULL_2425_M04/Item 49.5 Regarding airport noise
Details of how to report airport noise are being added to the Council's online presence.

FULL_2425_M04/Item 49.6 Regarding mental health
The Clerk has contacted the Borough Council to enquire whether they are aware of any local research into the effect of loud noises on mental health.

FULL_2425_M04/Item 49.8 Regarding defibrillators
The Clerk has contacted the Bishopstoke Community Fund to ask for more information on the necessity of mains power connections and the presence of child pads.

FULL_2425_M04/Item 49.10 Regarding demolition of the BMH
The Clerk has contacted the Borough Council to ask for the name of the demolition contractor.

FULL_2425_M04/Item 49.11 Regarding the Greening Campaign
The Borough Council have confirmed they have made no commitment to the Greening Campaign regarding the orchard at Bow Lake Gardens.

FULL_2425_M04/Item 50.2 Regarding viring funds
The approved virements have been made.

FULL_2425_M04/Item 50.3 Regarding underspent budgets
Budget headings where there are expected to be significant underspends, apart from the staff budget, are printing (underspend of around £1,000); Councillor training (£2,000); Noticeboards (£1,500 – reserves being used instead); youth provision (£4,000 – reduction in YZone costs) and Events (£4,000 – Carnival did not use its whole budget and no other events were put on).

FULL_2425_M04/Item 51.4 Regarding the wheels park
The Borough have been contacted to ask for the money to be transferred.

FULL_2425_M04/Item 51.6 Regarding earmarks
The earmarks will be created at year end.

FULL_2425_M04/Item 52.4 Regarding room hire
Bishopstoke Methodist Church have been contacted regarding hire rates.

FULL_2425_M04/Item 53.3 Regarding the financial risk assessment
The agreed changes have been made.

FULL_2425_M04/Item 54.5 Regarding a complaints report
A Complaints report has been added to the requirements for the People Committee.

FULL_2425_M04/Item 55.4 Regarding social media
Responding to posts will be an ongoing task.

FULL_2425_M04/Item 55.5 Regarding the volunteer policy
The policy was amended and taken to the Carnival meeting.

FULL_2425_M04/Item 56.1 Regarding the consultation on proxy voting
The response was not able to be prepared in time.

FULL_2425_M04/Item 57.2 Regarding the events procedure
The New Events Procedure has been published.

Working Groups

Carnival

The latest Carnival meeting took place on 15th January 2025 and had an encouraging number of volunteers attending. The Volunteer Agreement is in place this year and any Councillor that is, or wishes to be part of the Carnival group should contact the Admin Officer to be added to the email list and whatsapp group.

Communications

The Spring newsletter is being worked on and will be brought to the working group around the end of the month.

Glebe Meadow

The group are beginning to meet in earnest now that the demolition of the Hall is commencing and the plans for the wheels park are taking shape. The meetings will focus for the time being on those two items but will also be producing an updated outline of the overall plan for the meadow including all elements previously discussed.

Other Items

Asset Transfers – Sewall Drive and Rose Close are on the agenda today. Bow Lake Gardens is closer but is still hampered by the soil quality and poor facilities on site. Additional transfers resulting from the devolution process are expected to be offered to the Council in rapid succession over the next few months.

Allotments – Generally quiet over the winter as usual. The next quarterly meeting between the Council and the site reps is due in February.

Burial Matters – There were two interments in December and currently two booked for January. Meetings are taking place with contractors for the Boardwalk.

Play Areas – There is nothing new to report.

Open Spaces – Nothing new to report.



Full Council 21st January 2025 – Item 05 Local Government Changes

Shortly before Christmas the Government published a white paper on English Devolution. As a result, Hampshire County Council and the various Boroughs and Districts of the area have already voted on the process and we are likely to be part of the fast track programme with devolution in place by 2026 and reorganisation in place by 2028.

Bishopstoke Parish Council is now faced with the prospect of having to deal with a single unitary authority within the lifetime of the current Council, replacing both the Borough and County, which will cease to exist.

Part of the process will involve looking at each asset and service that are currently provided by the Borough or County and establishing whether they should transfer up to the new unitary authority or down to the Parish & Town Councils. Some of these decisions should be easy. For example, as it is intended that the wider Hampshire area will have a directly elected Mayor whose responsibilities will include transport, roads and planning, there is no prospect of Bishopstoke Parish Council suddenly becoming a planning authority.

In the case of local assets, Bishopstoke already owns and / or manages most of the obvious ones in the parish, including allotments, the cemetery, the two churchyards, multiple play areas and various open spaces. There are also others already in the pipeline – Sewall Drive and Bow Lake Gardens are examples of these. However, there are a number of assets within the parish that could be offered to the Council, and there may be some that we do not even know about yet.

We have been told that as far as the Borough is concerned there is no asset that they would not consider offering to us. It was explicitly stated that the SANG at Stoke Park Farm would be a possibility and it was thought that it may be possible for it to be run jointly by Bishopstoke and Fair Oak Parish Councils.

The officers will be working as quickly as possible to identify any possible asset across Bishopstoke that could potentially be offered to the Parish. We will then endeavour to estimate associated maintenance costs and any necessary additional

work that may be required so that there can be an assessment of whether the asset should be transferred.

During this time the Borough Council will also be looking at all of their assets with a view to transferring any that parishes desire across to the relevant parish. Along with that we have been promised that any funding that is associated with the asset will also be transferred.

Any joint projects that are ongoing will either be completed, or all funds will be transferred to the parish in question.

Additionally the Borough is aware that over time there has been a build up of small pots of developer money which have either not been used, or not been fully used, and those funds will also be available to councils on request. In order to qualify we would either need an existing project, or a planned potential project, that the funds could legitimately be attached to.

As there is a lot of work to do, and a lot of decisions to make, in a short space of time, it is recommended that a small task & finish group be set up to meet regularly so that the vast majority of available assets can be assessed and brought to Council at the earliest opportunity for decisions to be made.



Full Council 21st January 2025 – Item 06 Task & Finish Group – Devolution & Reorganisation

Following on from the government's announcement on local government reorganisation and the meeting at Eastleigh Borough Council we are now expecting a period of intense activity as all the local parish and town councils work with Eastleigh to determine what assets and funding are available to transfer to each parish / town and then discuss with themselves and residents whether to accept them.

It is recommended that due to the need for rapid decisions and communication there be a small task and finish group appointed to work with the Clerk and other officers on this project.

Meetings will start almost immediately and the decision-making process is expected to take around 3 months.

Given the possibility of adding a number of assets and / or services to the current portfolio provided by parish and town councils, it has been suggested that councils may wish to consider increasing their precept above what had been originally planned for this year by way of preparing for any legal costs that might arise, and to smooth out any future rise in precept needed to cover the maintenance costs associated with any transferred assets.

Full Council 21st January 2025 – Item 07 & 08 Expenditure budget and funding 2025-26

The changes agreed at the Finance Committee meeting in December, along with the recommendations from the zoom meeting the following week have been incorporated into the latest draft budget. For reference, the changes are increasing the general grants pot from £6,000 to £8,000; increasing the street pastors grant from £700 to £750; increasing the National Insurance payments by £1,000; increasing the office & conversion costs by £1,000 to £2,500, increasing the war memorial budget to £2,500 and adding a £2,000 for the Christmas decoration budget. Reductions were made to the Councillor training forecast for 2024-25, the allotment plot clearance forecast and the allotment water bill forecast.

In early January the accounting system was updated with the figures for December which enabled a re-evaluation of the forecast based on 9 months of spending rather than 6. This made a minor difference to both income and expenditure with the combined changes leading to an overall added expenditure in 2024-25 of £2,000.

There was little knock-on effect to the projected budget for 2025-26. However, in light of the devolution changes that are on the horizon, an additional £4,000 has been added to the Legal Expenses budget. Councillors may wish to consider whether it would be prudent to make other increases to the expenditure budget to prepare for the potential takeover of assets from the Borough and County Councils.

As it stands the RFO is comfortable sticking with the recommended increase in precept of 5%, giving a total council tax income to Bishopstoke Parish Council of £405,133.05, based on the Band D council tax increasing from £108.17 to £113.58 for the year.

For information, an increase of 10% would yield an additional almost £20,000, and the Band D tax would rise to £118.99.



Full Council 21st January 2025 – Item 09

Membership of external bodies

Current list

The Council is currently a member of and / or pays subscription fees to the following external bodies:

NALC (National Association of Local Councils)

HALC (Hampshire Association of Local Councils)

SLCC (Society of Local Council Clerks)

ICCM (Institute of Cemetery and Crematoria Management)

National Allotment Society

ICO Data Protection Registration

It is recommended that the Council approves the continued membership of all bodies on the list.

Full Council 21st January 2025 – Item 10

Proposed events for 2025

Timing	Event	Estimated cost	Comments
April	Messy Play and Easter Word/Picture Hunt	£170.87	Held at Glebe Meadow. A word hunt for older children and picture hunt for smaller children. Book prize. Messy play in tuff trays with sheet under. FREE
July/August	Play Area Messy Play sessions	£358.77 (BPC)	6 sessions. One per week and in different play areas. Suitable for different age range depending on play area. FREE
October	Countryfile Ramble for Children in Need	£128.20	Stoke Park Woods Least muddy route. Accessible. Short and longer route. Marshalls and signposted Involve local schools and pre-schools. Donation to do the walk – don't need to fundraise independently.
October	Halloween Crafts	£384.42	BCA or St Pauls. Different stations for different crafts. Parents to stay with children. Crafts could include; design a pumpkin, wooden spoon character, Halloween wreaths, decorate a cupcake/biscuit, paper plate pumpkin, paper cup ghost, potion making. Cost based on 5 crafts for 40 children FREE
November	Christmas Craft/Shopping Fayre	£167.00	BCA or St Pauls Local small businesses. Local churches and charities could have stalls free. Money raised from stalls could go to a local charity chosen before the event so it can be included in advertising.
December	Christmas meal for older residents	£500	Collaboration with local churches. Share cost and volunteers. Entertainment – singer, school choirs, Ukelele band Could do 2 locations if popular Cost based on 40 at 1 location. FREE
Total Estimated Cost		£1709.26	£2,000 to allow for extras

BPC Messy Play costs have been based on 7 sessions.



BISHOPSTOKE PARISH COUNCIL

MISSION, AIMS AND OBJECTIVES

**These were last adopted
at the Parish Council at its meeting on 11 July 2023**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
MISSION, AIMS AND OBJECTIVES
Amendment Sheet

Amendment No.	Date Incorporated	Subject
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Mission – To work on behalf of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

Aim 1 – To improve, and protect, our environment for residents and wildlife.

Aim 2 – To promote better health & well-being outcomes for all.

Aim 3 – To strengthen a sense of place.

Aim 4 – To encourage residents to become more involved in the life of the village.

BISHOPSTOKE PARISH COUNCIL

MISSION, AIMS AND OBJECTIVES

1 Introduction

- 1.1** Bishopstoke Parish Council recognises that, as the closest tier of government to local residents, and with responsibility for local play areas, allotments, burial grounds and other areas, it can have a direct impact on the lives of many local residents. The Mission, Aims and Objectives as stated above are intended to sum up the impact that the Council wants to have on Bishopstoke and the people who live, work and visit it.

2 Applying the Mission and Aims

- 2.1** The Council impacts Bishopstoke and its residents in many ways. We aim to be guided by the Mission, Aims and Objectives in everything we do – from the day-to-day business of the Council through to one-off projects.
- 2.2** Every project the Council brings forward will have as part of its project brief a short description of how it will take account of and affect the stated Mission, Aims and Objectives. Any negative impacts will need to be mitigated or alternatively justified by the larger positives that the project brings for Bishopstoke.
- 2.3** The Council is able to give grants to local charities and community groups, and with the Power of General Competence to individuals as well. As part of the grant application, the applicant must explain the benefits that providing the grant will bring for Bishopstoke and its residents, specifically referring to the Mission, Aims and Objectives of the Council. Grants that have a stronger connection to them are more likely to be approved.
- 2.4** In the everyday business of the Council decisions will be taken not just on the basis of cost, but will also include a consideration of the Mission, Aims and Objectives. As an example the Council may decide to choose the more expensive option of jet washing a play area more frequently with water over jet washing less frequently using chemicals because it feels that the increase in cost is justified by not using chemicals that may be harmful to the environment.

3 Review

- 3.1** Bishopstoke Parish Council will review its Mission, Aims and Objectives at least every four years following elections. It may choose to review them more frequently if circumstances warrant it.

Full Council 21st January 2025 – Item 12 Transfer of land at Sewall Drive

The Clerk has been informed by the Borough Council that the remaining obstacles preventing the Borough Council from accepting the land at Sewall Drive have been removed. It is expected that by the time of the Parish Council meeting on 21st January the transfer will have been completed.

The next stage of the process involves the Parish Council accepting in principle the transfer of the land from the Borough to Bishopstoke.

It had been agreed that the Borough Council would arrange for the installation of standpipes at the allotments and the cemetery, the improving of the footpaths at the allotments and assist with converting the allotment building into a temporary office for the Parish Council. However, Kitty Budden (Local Area Manager for Bishopstoke, Fair Oak and Horton Heath) has proposed that given the existing staffing situation at the Borough and the necessary focus shift onto devolution it would be more sensible, and provide a speedier resolution, if the Parish Council took responsibility for these things.

In order to ensure that the Parish does not have to use its own funds for this work the entire commuted maintenance sum associated with the land (expected to be in excess of £200,000) would be transferred to the Parish Council up front, and that money would be used to pay for any necessary works.

The actual land transfer to the Parish Council would not take place until after the Borough have completed registration with the Land Registry, but in the meantime the Parish would be granted access to complete any work, and use the site for its intended purpose, under license.

Recommendation: That the Parish Council approve the principle of the transfer of land at Sewall Drive and commence all necessary works as soon as possible.

Full Council 21st January 2025 – Item 13

Transfer of land at Rose Close

The small parcel of land at Rose Close adjacent to the Stoke Common Play Area is now ready to offer to the Parish Council for transfer. Although the parcel is small it could potentially be used as an extension for the play area, a sensory garden or just a pleasant place to sit and pass the time.

The local residents would potentially be interested in maintaining the land under licence and that option could be explored if the Council were to seek ways of maintaining the land without extra cost to the Council.

If the Council is not inclined to accept the land the likelihood is that initially it will be offered to the residents of Rose Close under licence, with the ownership of the land remaining with the Borough Council until its successor is in place, at which point the new Council will be able to determine the future of the land.

Recommendation: That the Parish Council approve in principal the transfer of land at Rose Close.

Full Council 21st January 2025 – Item 14

Task & Finish Group for Bow Lake Gardens

The land at Bow Lake Gardens, including designated allotment land, community orchard, woodland, open space and a play area, is almost ready to be offered to the Parish Council.

The Council has believed for quite some time that the land assigned as allotments is not actually suitable for growing crops, and the protection offered by the surrounding fence is minimal at best.

As there is now an increased urgency to make decisions on all potential assets that could come to the Parish the Council is recommended to appoint a Task & Finish Group to work with officers to explore possible options for the land before bringing those deemed most appropriate brought before the Council for a decision.



Full Council 21st January 2025 – Item 15

Interim Audit 2024-25

The Interim Audit took place on Monday 13th January and found no items that required action by the Council. The full report has been sent to all Councillors and is available on the Parish Council website.

It is recommended that the Council notes the Interim Audit report for 2024-25.

Remove the Barriers

Clearing the Path for Everyone in the Community

“Remove the Barriers” is a local campaign group run by residents and councillors from Chandler’s Ford Parish Council, with general oversight from the current Worshipful Mayor of the Borough of Eastleigh, Councillor Dave Pragnell.

The purpose of the group is to identify and take steps to improve our local surroundings so that they are easily accessible for all. There are a number of “barriers” which can prevent those with mobility problems from freely moving around. Similarly, those with pushchairs and prams can find it difficult to navigate through these obstacles.

Some examples of barriers include:

- Outdated street furniture (cycle barriers etc.)
- Overhanging hedges and tree branches
- Damaged pavements and kerbs (including an absence of dropped kerbs and designated crossing points.)
- Adverse camber

Remove the Barriers act as a voice for those affected by these challenges and strive to make a positive change. In some situations, such as potholes and damage, they will report the issue to the relevant authority. In other cases, further research and campaigning will take place. For example, a cycle barrier installed twenty years ago may have made sense at the time but might now be considered problematic. However, if it is in sound condition and doesn’t pose an immediate danger to public safety, it is not a straightforward process to have it removed. The group have already achieved success in re-evaluating aging street furniture and campaigning for changes to be made.

How Does it Work?

Anybody can report a potential issue via the official website:

www.removethebarriers.co.uk

Currently, you have the option to submit information and supporting photos in two areas; Chandler’s Ford and Boyatt Wood, although the group would like to extend their reach throughout the Borough of Eastleigh.

How Can Bishopstoke Parish Council Help?

Like the aforementioned places, Bishopstoke could be the latest partner in this project. As a council, we have a great opportunity to work alongside Remove the Barriers and offer assistance with publicity, applications to Borough and County departments and give opportunities for public engagement at meetings and other Parish events. Our involvement would match our aims to *“improve, and protect our environment for residents and wildlife,”* and to *“encourage residents to become more involved in the life of the village.”*