

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 11 June 2019**

Present: Cllrs Dean, Harris, Parker-Jones, Thornton, Tidridge, Toher and Winstanley

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

Public Session 0 members of the public were present

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Public Session

Cllr Harris, having completed his time as Chair of Finance and General Purposes, stood down and Cllr Winstanley, as Vice Chair of the Committee, assumed the role of Chair for the first agenda item.

23 Election of Chair

23.1 Proposed Cllr Parker-Jones, Seconded Cllr Dean, that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

23.2 Proposed Cllr Harris, Seconded Cllr Winstanley, that Cllr Thornton be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

23.3 A vote was taken with Cllr Tidridge receiving 4 votes and Cllr Thornton 3.

23,4 Proposed Cllr Parker-Jones, Seconded Cllr Dean, **RESOLVED** that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

Cllr Winstanley stood down and Cllr Tidridge assumed her role as Chair of Finance & General Purposes for the year 2019-20.

24 Election of Vice Chair

24.1 Proposed Cllr Harris, Seconded Cllr Winstanley, that Cllr Harris be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

24.2 Proposed Cllr Tidridge, Seconded Cllr Dean, that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

24.3 A vote was taken with Cllr Parker-Jones receiving 4 votes and Cllr Harris 3.

24,4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

25 Apologies for Absence

25.1 All Councillors were present.

26 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 May 2019

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

26.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 May 2019 be accepted as a true record.

27 To consider Matters Arising from the above Minutes

27.1 Minute 15.1 Cllr Winstanley reported that she had not yet been able to provide an email address for the photographer.

27.2 Minute 16.1 The Clerk noted that the full internal audit report had come before May's Full Council meeting.

28 Declarations of Interest and Requests for Dispensation

28.1 Cllr Thornton declared an interest in item 8 on the agenda – the grant for Eastleigh Mela.

29 To receive the RFO's report and approve the Budget Monitoring and Payments reports for May 2019

29.1 The Clerk provided the Committee with the RFO's report. The RFO reports that although it's another large month for payments, this is mainly Neighbourhood Plan costs, legal fees regarding the transfer of the Memorial Hall, legionella risk assessment costs, emergency and non-emergency tree work to cemetery and 1 play area, and the HALC annual subscription costs. The query over claiming VAT and changes to HMRC website have been resolved, and the 4 quarters of 2018-19 have now been claimed. Quarters 1-3 reclaims were received during May, Q4 received on 3rd June. The VAT is now fully up to date and will be kept so going forward. Bank balance is very healthy as a result of the VAT reclaims so no transfers have taken place from the Eastleigh Loan Account.

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

29.3 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for May 2019.

Cllr Thornton left the meeting at this point.

30 To make recommendations on the grant request from Eastleigh Mela

30.1 The grant request form had been circulated in the document pack for the meeting.

30.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** that the Council grant £500 to Eastleigh Mela.

Cllr Thornton returned to the meeting at this point.

31 To discuss possible locations for textile recycling banks

31.1 Following discussion the Committee agreed to request the Clerk respond to the request from Scope for potential locations noting that the Parish itself did not own any suitable land. The Clerk was

Initial: _____ Date: _____

asked to further suggest that it may be worth contacting local businesses such as the Bishopstoke Community Centre (contact Hampshire County Council for this), the River Inn and the Welcome Inn.

Action: Clerk

32 To make recommendations from the report on Parish software

32.1 A report on acquiring software for the Parish had been circulated prior to the meeting.

32.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the recommendations contained in the report on Parish software be followed.

33 To discuss issues around Glebe Meadow and make recommendations

33.1 A report detailing the current issues in Glebe Meadow had been circulated prior to the meeting.

33.2 A lengthy discussion followed in which possibilities ranging from making no changes through to removing the entire teen area on Glebe Meadow prior to the new area being constructed as part of the Glebe Meadow Project. Cllr Toher noted that the Borough had confirmed there was an amount of around £67,000 for equipment for a new teen area and £20,000 for the maintenance and upkeep of that area which needed to be used before 2023. Cllr Daly noted that the whole seating area was rusting through and may be a health and safety issue.

33.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that the Council temporarily remove the sheltered area and benches at the Glebe Meadow teen area, monitor any resulting impact, and publicise the police non-emergency number to encourage residents to report anti-social behaviour.

33.4 The Clerk was requested to check that the quote provided for removal of the shelter would leave the shelter sound enough to be reinstalled and if not, to get quotes that would serve that purpose.

Action: Clerk

34 To receive the Clerk's report, including an update on Parish Assets

34.1 Allotments – The Clerk reported that the Assistant Clerk continues to focus on Underwood Road, working on writing to tenants whose plots are not adhering to the cultivation policy, as well as non-maintenance of paths, greenhouses near paths without safety film, and now seed/weed nuisance plots. Slow worms have been sighted on top half of Underwood Road, the first time this has been reported to the Council. Rats have been spotted near the toilet block; there was some rubbish placed up alongside the building which the tenant has now cleared. The site reps will be asked to trim down the grass around it and hopefully this will discourage any rat nests if they are sited there. The site rep at Jockey Lane has been working hard on gathering tenants once a month to help keep paths clear, help any tenants struggling on their plots and is building a real community feel on site which is good to hear. Legionella risk assessments reports have been received for both allotment plots and the cemetery with nothing major to action except for training the Clerk and Allotments Assistant Clerk which will be arranged. Overall, the company feels the Parish Council are doing a good job of minimising the risks of legionella on the sites. Waiting lists area as follows: Jockey Lane – 7; Underwood Road – 3; Sewall Drive – 22; Nine Acres – 16 and the Nine Acres disabled access plots – 3.

34.2 Burials – There are two ashes interments and one full burial planned for June.

34.3 Cemetery – There is a reported dead pine in the Cemetery which the Assistant Clerk is in the process of having made safe.

34.4 Closed Churchyards – There is nothing further to report.

34.5 Parish Office – The Clerk indicated that there was nothing to report.

Initial: _____ Date: _____

34.6 Play Areas – The Clerk reported that Glebe Meadow continues to be a major cause for concern but that there have been minor incidents of vandalism at Sayers Road. A resident has reported that Templecombe Road is looking “tatty” and so the Clerk is investigating the costs of getting the paintwork redone and any other cost-effective action that might enhance the area.

34.7 General – The Clerk reported that whilst he would be preparing the document pack for the next Finance & General Purposes meeting it would be minuted by one of the Assistant Clerks. The Clerk requested that any agenda item requests be sent in a timely fashion as there will not be time to issue updated agenda.

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

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

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

There being no further business, the Chair closed the meeting at 8:20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

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Resolutions to be noted by the Full Parish Council

23.4 that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2019-20.

24.4 that Cllr Parker-Jones be elected Vice Chair of the Finance & General Purposes Committee for the year 2019-20.

26.2 that the Minutes of the Finance and General Purposes Meeting held on 14 May 2019 be accepted as a true record.

29.3 that the Committee approve the Budget Monitoring and Payments reports for May 2019.

Recommendations for consideration by the Full Parish Council

30.2 that the Council grant £500 to Eastleigh Mela.

32.2 that the recommendations contained in the report on Parish software be followed.

33.3 that the Council temporarily remove the sheltered area and benches at the Glebe Meadow teen area, monitor any resulting impact, and publicise the police non-emergency number to encourage residents to report anti-social behaviour.

Actions arising from this meeting

31.1 **The Clerk** was requested to contact Scope and suggest they contact local businesses to ask if they would be willing to have textile bins on site.

33.4 **The Clerk** was requested to check that the quote provided for removal of the shelter would leave the shelter sound enough to be reinstalled and if not, to get quotes that would serve that purpose.

Continuing actions

None

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____