

# 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 27 February 2018 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 23 January 2018
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 23 January and 13 February 2018 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 12 December 2017 and 13 February 2018 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the January 2018 Statements of Account
9. To approve the Financial Systems Risk Assessment
10. To note the update on Future Eastleigh
11. To approve the complaints procedure
12. To note the report from Cllr Tidridge on the Neighbourhood Plan Survey
13. To approve the signing of the declaration regarding banking arrangements
14. To approve the banking changes as recommended by the Finance & General Purposes Committee
15. To approve the offer from Eastleigh Borough Council to fund a feasibility study on options for Bishopstoke Memorial Hall
16. To receive reports from County, Borough and Parish Councillors on matters of interest
17. To receive the Clerk's Monthly Report
18. To consider content for the February 2018 Press Release
19. Date, time, place and agenda items for next meeting – Tuesday 27 March 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D L Hillier-Wheel***  
***Clerk to Bishopstoke Parish Council***  
***20<sup>th</sup> February 2018***

*Members: Cllrs Toher (Chair), Tidridge (Vice-Chair), Brown, Daly, Dean, Francis, Greenwood, Harris, Mignot, Moore, Parker-Jones, Roling, Thornton 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 23 January 2018

**Present:** Councillor S Toher (Chair)  
Councillor P Brown  
Councillor A Daly  
Councillor A Dean  
Councillor C Greenwood  
Councillor G Harris  
Councillor T Mignot  
Councillor A Moore  
Councillor L Parker-Jones  
Councillor A Winstanley

**In Attendance:** Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)

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

**FULL\_1718\_M07/**

**Public Session**

### 103 Apologies for Absence

103.1 Apologies had been received and were accepted from Cllrs Francis, Roling, Thornton and Tidridge.

### 104 Councillors' Questions

104.1 Cllr Dean asked about the Beat Surgery taking place in the Parish Office on Monday 29<sup>th</sup> January. The Clerk confirmed this has been publicised for several weeks on the website, Facebook and the noticeboards. It will take place between 10 and 11am.

104.2 Cllr Harris informed the Council that the Bishopstoke branch and Smith's butchers has closed. The Council wished to express its sadness at the loss of a much loved and long-standing local business. The Eastleigh branch remains open.

104.3 Cllr Daly reported that he had spoken with the driver of the tractor on Sewell Drive. He was hoping to be able to keep the tractor on his drive in future.

104.4 Cllr Parker-Jones asked if there was any response to the advertising hoardings for Bishopstoke Park. The Clerk stated that there had been none so far and was requested to ask again.

**Action: Clerk**

### 105 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 28 November 2017

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

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

105.2 Cllr Parker-Jones requested that, in Minute 97.10, the word “resident” be amended. It was agreed that it would be replaced with “Member of the Neighbourhood Plan Working Group”.

**Action: Clerk**

105.3 Proposed Cllr Greenwood, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt as a true record the minutes, as amended in 105.2, of the Parish Council meeting held on 28 November 2017.

**106 To consider Matters Arising from the above Minutes**

106.1 There were no matters arising

**107 Declarations of Interest and Requests for Dispensations**

107.1 Cllrs Toher and Winstanley declared an interest in the Bishopstoke Memorial Hall grant application.

**108 Report on Planning Committee Meetings of 28 November 2017, 12 December 2017 and 9 January 2018 – to note resolutions and determine recommendations**

108.1 The Planning Committee Minutes from 28 November 2017, 12 December 2017 and 9 January 2018 had been circulated prior to this meeting.

108.2 Proposed Cllr Greenwood, Seconded Cllr Brown, **RESOLVED** unanimously that the resolutions of the Planning Committee meeting held on 28 November 2017, 12 December 2017 and 9 January 2018 be noted.

**109 Report on Finance and General Purposes Committee Meeting of 12 December 2017 and 9 January 2018 – to note resolutions and to determine recommendations.**

109.1 The Finance and General Purposes Committee meeting minutes from 9 January 2018 had been circulated prior to the meeting.

109.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the resolutions from the Finance and General Purposes Committee meeting of 9 January 2018 be noted.

109.3 Item 104.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** (Cllr Toher abstaining) that Bishopstoke Memorial Hall be awarded a grant of £1,500.

109.4 The Finance and General Purposes Committee meeting minutes from 12 December 2017 had been missed from the document pack so they will be determined at the next meeting.

**110 To receive the RFO’s report and approve the November and December 2017 Statements of Account**

110.1 The November and December 2017 Statements of Account had been circulated prior to the meeting.

110.2 The RFO reported that the Internal Auditor would be in the office on Monday 29<sup>th</sup> January from 11am to 3pm, and so the office will be closed.

110.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to receive the RFO’s report and approve the November and December 2017 Statements of Account.

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

## **111 To approve the expenditure budget for the coming year**

111.1 The draft expenditure budget for the coming year had been circulated prior to this meeting. It is attached to these minutes.

111.2 The Clerk informed the Council that the recommendation of the Finance and General Purposes Committee was that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments. This to be paid for through the precept, developer funds, and income from the Cemetery and allotments.

111.3 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments.

## **112 To approve the Precept request for the coming year**

112.1 The Clerk informed the Council that the recommendation of the Finance & General Purposes Committee was that in the Council utilise £45,000 from its reserves to help fund the expenditure for 2018-19. This, along with expected income from the Burial Board and allotments, means that the Council would need to raise the precept to £55.15 for a Band D household in order to raise the remaining funds.

112.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the precept request be set at £55.15 for a Band D household.

## **113 To discuss potential verge protection solutions**

113.1 The Clerk, on behalf of Cllr Francis, noted the increasing number of complaints about verges and other grassed areas around the Parish that are damaged through either parking or vehicles pulling over to allow other vehicles to pass. It is hoped that Councillors and residents can provide details and pictures of areas of particular concern to allow the Council to generate an overall picture of where work is required. This can then be presented to Hampshire County Council in order that they might be convinced of the need for protection for these areas.

113.2 Following discussion, Cllrs agreed that there may be different solutions appropriate to different areas. It was agreed that Cllrs would, over the course of the next month, identify areas where there may be a need for verge protection of some form. Details, pictures and potential solutions should be sent to the Clerk to add to the list.

**Action: All**

## **114 To agree the Council response to the Community Governance Review**

114.1 Papers showing the possible options discussed by the small group set up by the Finance and General Purposes Committee had been circulated prior to the meeting. The Council wished to pass on their thanks to Cllr Winstanley for all her efforts in compiling the figures and crunching the numbers.

114.2 Cllr Winstanley outlined that the Borough had indicated the Parish could request any changes it wished to as part of the review. The group had looked at several options and had two proposals for the Council. Option A is for there to be no change. Option B is for the Parish to be re-warded, with 5 polling districts each producing 3 Cllrs, for a total of 15 Cllrs in the Parish. This had the advantage of giving no boundaries that run down the centre of roads, fewer split roads, and all residents being closer to their polling station.

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

114.3 Cllrs Parker-Jones and Moore indicated a strong preference for Option B, and Cllr Moore thanked Cllr Winstanley for the work she had put in.

114.4 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to request that Option B be considered for the Community Governance Review.

**Action: Clerk**

## **115 To receive reports from County, Borough and Parish Councillors on matters of interest**

115.1 Cllr Greenwood reported that he had attended the Borough session on the Community Governance Review, as a result of which he had been involved in the Parish review group.

115.2 Cllr Harris stated that the Carnival Group is considering changing the parade route.

115.3 Cllr Dean had attended meetings of the Memorial Hall committee, and that the water supply was now fully restored.

115.4 Cllr Winstanley reported that she had attended the latest Twynhams trustee meeting. Due to illness, she is now chairing the group, and they are moving forward with identifying what needs to be done to each property over the next few years.

115.5 Cllr Toher reported that she had attended the Borough update on the Local Plan, the Local Plan vote, the HCC Autumn Parish workshop. She had also met with the Clerk, Cllr Parker-Jones and the manager of the Bishopstoke Park village to discuss access to travel tokens, and the issues that were causing problems have now been resolved. In January, Cllr Toher attended the Community Governance Review at the Borough Council, meetings as part of the Bishopstoke Memorial Hall committee, and the latest meeting of the Eastleigh District Association of Local Councils where there was an update on the upcoming changes to Data Protection Regulations. The next meeting will focus on the PCSO contract and Cllrs were asked to send any questions, comments or concerns to Cllr Toher, Cllr Tidridge and the Clerk.

**Action: Cllrs**

## **116 To receive the Clerk's monthly report**

116.1 The Clerk reminded Cllrs that the next PCSO Beat Surgery is taking place on Monday 29<sup>th</sup> January at 10am in the Parish Office, and that the Council's meeting with the Borough Council to discuss Future Eastleigh is happening on 30<sup>th</sup> January at Eastleigh House. The Parish Office will be closed from 11am on Monday, after the Beat Surgery, as the Internal Auditor is visiting.

116.2 The Clerk reported that the Public Art process for the old Mount site and the Breach Lane site has now been completed and the winning artist selected. There is a chance for local residents to take part in workshops to help shape the final design and the Clerk asked Cllrs to pass any names that they believe might be interested in that.

116.3 Communications have been received from another Parish Council regarding closure of school crossing patrols with an invitation to join a petition. This will be placed on the next Finance & General Purposes agenda. The Clerk also reported contact from a metal detectorist seeking permission to investigate certain local areas, and Cllrs indicated that this has previously not been allowed. The Clerk was asked to respond to the individual explaining this.

**Action: Clerk**

116.4 Finally, safety concerns on Church Road regarding double yellow lines and overhanging trees continue to be pushed by the Borough Council. The Local Engagement Officer has raised a number of cases with Hampshire County Council and continues to chase them for action.

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

**117 To consider content for the November 2017 press release**

117.1 It was agreed that the press release would mention the grants awarded to the Memorial Hall, the budget and precept decisions, an appeal for people to be involved in the Public Art workshops, congratulations to the Street Pastors on their 10 year anniversary, future Beat Surgery dates (which will now be a standing item) and a request for pictures and information about any verges which may benefit from protection.

**Action: Clerk**

**118 Date, time, place and agenda items for next meeting**

118.1 The next meeting will be on Tuesday 27 February 2018, at 7:30pm.

118.2 Agenda items to the Clerk by Monday 19 February 2018 please.

*There being no further business, the Chair closed the meeting at 8:30pm*

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 23 January 2018

- Present:** Cllrs Greenwood (Chair), Brown, Dean and Toher
- In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs Mignot, Harris, Daly and Parker-Jones (from para 155.3)
- Public Attendance:** 1 member of the public was present

PLAN\_1718\_M16/

### Public Session

#### 151 Apologies for Absence

151.1 Apologies had been received and were accepted from Cllrs Francis, Thornton and Tidridge.

#### 152 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 9 January 2018

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

152.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 9 January 2018 be accepted as a true record.

#### 153 To consider Matters Arising from the above Minutes

153.1 There were no matters arising.

#### 154 Declarations of Interest and Requests for Dispensations

154.1 None declared or requested.

#### 155 Consideration of Planning Applications

155.1 H/17/82138 – 28 Sedgwick Road – First floor side and single storey front extensions to form new porch, loft conversion with rear dormer and replacement single storey garage – The Committee agreed to Raise No Objection (RNO) to the application.

155.2 H/17/82142 – 10 Guest Road – Single storey rear extension – The Committee agreed to RNO to the application.

155.3 T/17/82188 – Orchard Gardens Care Home, 1 Garnier Drive – Various tree works – The Committee expressed disappointment that extensive tree work is being requested so soon. The Committee were deeply concerned at the apparent lack of a tree management program and that there appear to be no plans to replace any of the trees that are being proposed for felling. The Committee agreed to object on these grounds.

## 156 Report on recent planning decision

156.1 T/17/81970 – Bishopstoke Cemetery – Beech and Oak along edge of lawn area (T1) - crown raise to 2.5m to allow mower access. Willow along edge of lawn area (T2 and T3) - to cut back as far as necessary to allow mower access and prevent danger to visitors. The Committee declined to comment on this application as it is on behalf of the Parish Council – EBC Consented to the application.

156.2 H/17/81900 – 63 Underwood Road – Single storey side and rear extension – The resident informed the committee that the plan included with the application was not completely correct as a small parcel of land had been missed. The Committee noted that the extension as shown on the plan was both rear and side, whereas the description on the application was for a side extension only. The Committee agreed to Raise No Objection (RNO) to the application – EBC Permitted the application.

## 157 Clerk's Report

157.1 The Clerk brought to the attention of the Committee to the response from Louise Cutts, representing Bargate Homes over the land North of Church Road. The Committee was asked for it's thoughts on access to the Church Road play area from the Bargate site. The Committee felt that there was no case for creating a path through from the Bargate site to the play area and that if there were a path it might foster the impression that the play area was part of the Bargate site. The Committee felt that it would be better to add to the hedge between the sites, possibly with a fence, and in addition to add crash barriers on the pavement between the Bargate site and the play area entrance. The Clerk was requested to pass this back to the Borough Council.

**Action: Clerk**

## 158 Date, time, place and agenda items for next meeting

158.1 The next meeting will be on Tuesday 13 February 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

158.2 Any agenda items should be submitted in writing to the Clerk at least 7 days before the meeting.

## 159 Motion for Confidential Business

159.1 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.

## 160 Reported Breaches of Development Control (Confidential Business)

160.1 The Clerk reported one new alleged breach of Development Control.

160.2 The Clerk reported three concluded breaches of Development Control.

160.3 Councillors reported one development control issue

*There being no further business, the Chair closed the meeting at 7.25pm*

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 13 February 2018

**Present:** Cllrs Greenwood (Chair), Brown, Dean, Francis, Thornton, Tidridge and Toher

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Cllr Mignot

**Public Attendance:** 0 members of the public were present

**PLAN\_1718\_M17/**

### Public Session

#### 161 Apologies for Absence

161.1 All Committee members were present.

#### 162 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 23 January 2018

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

162.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 23 January 2018 be accepted as a true record.

#### 163 To consider Matters Arising from the above Minutes

163.1 Item 157.1 The concerns of the Committee had been passed to the Planning Officer.

#### 164 Declarations of Interest and Requests for Dispensations

164.1 None declared or requested.

#### 165 Consideration of Planning Applications

165.1 H/18/82264 – 36 Stoke Park Road – Single storey side and rear extension and integral garage – The Committee agreed to Raise No Objection (RNO) to the application.

165.2 H/18/82267 – 8 Greens Close – Front porch with access ramp and single storey rear extension – The Committee agreed to RNO to the application, but wished to ask the Planning Officers to guard against future overdevelopment.

165.3 NC/18/82337 – Manor Cottage, Church Road – Notification of proposed works to trees in conservation area: fell 1 pine – The Committee expressed disappointment this healthy tree within the Conservation Area is being considered for felling without any supporting paperwork, reasons for felling or plan to replace it. Accordingly the Committee agreed to request the Borough consider this tree with a view to placing a Tree Protection Order on it. The Committee also requested information on the criteria for an area being designated as “Conservation”, and what current policies apply to these areas.

**Action: Clerk**

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

## 166 Report on recent planning decision

166.1 F/17/80513 – Bishopstoke Park Care Village – Construction of 53 assisted living units (in connection with hybrid planning permission O/12/71007), including 1 guest suite, landscaping, internal highways and car parking – The Committee agreed that problems with parking have blighted the lives of residents with existing developments on the site; the increased number of vehicles has led to dangerous and illegal parking; the number of dwellings has increased by 5 to 53 and the committee regarded this as too many for the site; the lack of affordable housing on site was raised as an issue, and whilst the committee were aware that contributions have been made towards the building of affordable housing elsewhere in the Borough, none of it has taken place within Bishopstoke and the Committee felt this was unacceptable; the promised road improvements have not materialised and existing resident within the site are worried about the construction of the new road there. The Clerk was asked to ask parking enforcement to attend more regularly and to send the text of the objection to the Planning Committee before submission.

The Committee also raised concerns regarding the current lack of interaction between the residents of the Anchor Village site and the wider Bishopstoke community. It was felt that this lack of interaction, and any further development on such a site, does nothing to benefit Bishopstoke more generally.

Eastleigh Borough Council permitted the application.

*Clerk's note: The agreed text for the objection was "The Planning Committee objects to this application on the grounds of parking, lack of affordable housing and failure to deliver previously promised road improvements.*

*Specifically, there is already a serious problem with parking due to the lack of parking space within Bishopstoke Park as it stands. This has led to contractors, visitors and residents parking dangerously and illegally both within the site, and on nearby roads. The number of dwellings in the application has increased from the originally approved 48 to an unapproved quantity of 53, and it was felt that not only would this further exacerbate the parking issues, but also that it was too many dwellings for the site itself to cope with.*

*On affordable housing, the Committee are aware that a contribution was made towards the building of affordable housing off-site in lieu of affordable housing on-site, none of that money has gone towards housing in Bishopstoke, and it is Bishopstoke that has suffered the increased developer traffic and parking problems. This is unacceptable to the Committee, who would like to see a commitment to funding affordable housing within Bishopstoke. The committee request that the Borough Council provide a written response on this.*

*With regard to previous promises, the Committee recalled that in the original agreement there were to be around £30,000 worth of improvements to Church Road to make it safer and to improve traffic flow. None of this has happened, and the Committee felt that this also was unacceptable. The committee request that the Borough Council provide an update on this and confirm that the money allocated for Church Road has not been reallocated for projects elsewhere in the Borough*

*Additional concerns have been raised by the current residents themselves, who are worried about the construction of a new road within the site*

166.2 RM/17/80862 – Land at Fair Oak Road – Reserved matters application pursuant to Outline Application O/14/75086 for construction of 16 dwellings with access off Fair Oak Road – The Committee agreed to object to the application as the parking is heavily skewed towards the private housing portion of the development; there is a reported agreement that, following the development at the Chase, this entire development was to be affordable housing; additional concerns were raised regarding access to the site both for traffic and for construction vehicles, which risk damaging the trees; finally, no pavement is indicated near the proposed pedestrian crossing. The Committee also noted the lack of a highways report and requested that one be made available, given the direct impact the development would have on the main road through Bishopstoke. – EBC Permitted the application

166.3 H/17/82138 – 28 Sedgwick Road – First floor side and single storey front extensions to form new porch, loft conversion with rear dormer and replacement single storey garage – The Committee agreed to Raise No Objection (RNO) to the application. – EBC permitted the application.

#### **167 Clerk's Report**

167.1 The Clerk reported that the enforcement issue brought to the attention of the Committee at the last meeting has been passed to the Borough enforcements team to examine. The Clerk will also be circulating the email address for Councillors to report directly to enforcements any issues that they come across. The Clerk requested all Councillors to copy him in to any emails sent to this address to ensure he remains aware of all the concerns of the Committee.

**Action: Clerk & All Councillors**

#### **168 Date, time, place and agenda items for next meeting**

168.1 The next meeting will be on Tuesday 27 February 2018, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

168.2 Any agenda items should be submitted in writing to the Clerk at least 7 days before the meeting.

#### **169 Motion for Confidential Business**

169.1 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.

#### **170 Reported Breaches of Development Control (Confidential Business)**

170.1 The Clerk reported one new alleged breach of Development Control.

170.2 The Clerk reported one concluded breach of Development Control.

170.3 Councillors reported one development control issue

*There being no further business, the Chair closed the meeting at 7.20pm*

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 December 2017**

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Tidridge and Toher

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

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

**FGP\_1718\_M07/**

### **Public Session**

#### **85 Apologies for Absence**

85.1 Apologies had been received and accepted from Cllrs Parker-Jones and Winstanley.

#### **86 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 November 2017**

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

86.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

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

87.1 Minute 72.3 – The Clerk reported that he had been unable to find mention of the Breach Lane archaeologists report in the Local Area Committee minutes.

87.2 Minute 74.4 – The Clerk reported that approximately 40% of travel token recipients are in the west of Bishopstoke, north of Stoke Park Road, 40% south of Stoke Park Road, and 20% in the east of Bishopstoke.

87.3 Minute 78.3 – The Clerk reported that the water has been turned off at the allotments. The thermometer has not yet been bought.

87.4 Minute 79.3 – The amended draft budget is on the agenda for this meeting.

87.5 Minute 82.2 – Contacting local groups regarding allotments has not yet been completed.

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

88.1 None declared or requested.

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

89.1 Cllr Toher reported that the Neighbourhood Plan Working Group will be meeting in January. The boxes for questionnaire returns are ready and the questionnaires are ready for delivery, with a closing date of 31<sup>st</sup> January 2018. Cllr Toher noted that any help with delivery would be welcome.

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

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

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

90.2 The Clerk reported that there has now been confirmation of the amount of money coming from the Borough Council towards play areas, and that it is specifically for Sayers Road. Cllr Thornton asked the Clerk to retrieve the quotes already received and circulate them to Cllrs. The Clerk was also requested to have a cheque drawn up for the provision of the wreath that was placed at the Armistice service.

**Action: Clerk**

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

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

91.1 Following discussion, the Clerk was asked to add the discussion of defibrillators to the January F&GP agenda and request more information on costs, locations, insurance implications and security arrangements, including contacting the ambulance service for their advice on locations.

**Action: Clerk**

**92 To discuss the draft expenditure budget and identify changes**

92.1 Following discussion it was agreed to remove the following items from the budget for 2018-19: sensory garden; Jockey Lane fencing; Cemetery access ramp and extra parking bays; intra-Cemetery path; second soakaway at Underwood Road allotments; Underwood Road machine shed work; Cemetery screen and additional verge protection. All these items will be considered for future budgets. Additionally, as Sayers Road play area will be revamped in 2018-19, it was agreed to defer starting the play area fund until 2019. The Committee agreed to increase the Neighbourhood Plan and Communications budgets to £5,000 for the year 2018-19.

92.2 The Clerk was asked to prepare a budget based on the amendments in 92.1 with precept increases of 10%, 15% and 20% and a breakdown of costs for each area of Council responsibility.

**Action: Clerk**

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

93.1 The Clerk reported that there were no significant updates or changes since last month's meeting.

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

94.1 The next meeting is scheduled to be on Tuesday 9 January 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

94.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

*There being no further business, the Chair closed the meeting at 8.45pm*

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

86.2 that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

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

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

There were no recommendations.

# 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 13 February 2018

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Tidridge, Toher and Winstanley

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

**Public Session** 0 members of the public were present

**FGP\_1718\_M09/**

**Public Session**

### **107 Apologies for Absence**

107.1 Apologies had been received and accepted from Cllr Parker-Jones.

### **108 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 9 January 2018**

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

108.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 9 January 2018 be accepted as a true record.

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

109.1 Minute 99 – The Council had approved a working group to look at the various options, had approved their preferred option at the January meeting and this had been passed on to the Borough to include in the Community Governance Review.

109.2 Minute 102.3 – Cllr Winstanley updated the Committee regarding defibrillators. Following the latest Borough Local Area meeting, the Borough have agreed to place a defibrillator at YZone and another one at the chemist in Riverside shops.

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

110.1 None were declared or requested.

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

111.1 Neighbourhood Plan – Cllr Toher reported that the group had met on January 25<sup>th</sup> to go through the data from the first batch of survey responses. The next meeting is on 22<sup>nd</sup> February to look in more detail at the completed survey, which has had more than 900 responses. The group are pleased with the level of responses. The next stage is bringing in a project management consultant to help with keeping on track and writing policies. The new contact at the Borough Council is Dawn Heppell, and there is a small group meeting her on 20<sup>th</sup> February. Cllr Tidridge offered to bring the survey results to the next Full Council meeting and the Clerk was requested to add this to the agenda.

**Action: Cllr Tidridge and the Clerk**

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

**112 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for January 2018**

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

112.2 The Clerk reported that the interim audit had gone well, a VAT return is being completed this month and that the remaining tree work from the 2016 tree survey is now being completed.

112.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Payment reports.

**113 To recommend approval of the Financial Systems Risk Assessment**

113.1 Proposed Cllr Winstanley, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Financial Systems Risk Assessment be approved.

**114 To note the interim internal audit report and subsequent actions**

114.1 The interim audit and a report detailing the actions being taken in response were circulated with the supporting papers for this meeting and were noted.

**115 To discuss and make recommendations if necessary for a car park gate on Blackberry Drive**

115.1 The Committee discussed in detail the problems being faced by residents on Blackberry Drive and in the surrounding area due to anti-social behaviour late at night. Local reports and information from the Street Pastor team agree that the problem is mostly from after 11pm to the early hours of the morning and involves noise, litter and racing their vehicles up and down the road amongst other things.

115.2 The Committee felt that simply closing the car park overnight would not prevent vehicles gathering in the area, nor any of the behaviour that occurs, and even if it did then the problem would simply move to a slightly different location, but would not be solved. Additionally, it was noted that there are legitimate reasons for people needing the car park both late at night and early in the morning, and so finding someone to consistently lock and unlock the gate at the right times for those users would be difficult.

115.3 The Committee considered that a better solution would be improved lighting and the addition of CCTV in the area. This would enable evidence to be collected of any crimes being committed which could then be given to the police. Local residents should be encouraged to keep reporting to the police so that it stays high on their priorities, but the Committee noted that most of this activity takes place when the Safer Neighbourhood Team is off shift. It was agreed that should CCTV go ahead then Police advice would be sought about what system to use and where to place both it and the lighting.

115.4 The Clerk was requested to invite the Police and local residents to a meeting, possibly the next Beat Surgery. The Clerk was also requested to keep the various interested parties informed as to the Parish Council discussions and conclusions.

**Action: Clerk**

**116 To recommend changes to Parish Council banking arrangements**

116.1 A report detailing the recommended changes to the banking arrangements had been circulated with the supporting papers prior to this meeting.

116.2 The committee agreed to amend recommendation 12 to remove the requirement element.

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



116.3 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Parish Council adopt the recommendations contained in the report, as amended in minute 116.2.

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

117.1 The Clerk reported that the tree work throughout the Parish resulting from the 2016 tree survey was nearing completion. It is expected that the next survey, due later this year, will result in less major work, and therefore less expense over the cycle.

117.2 The Cemetery hut has now been cleared and the Assistant Clerk is happy with the job that has been done. Further work in the Cemetery is currently being quoted for.

117.3 Allotment fencing repair work is now scheduled for later this month, although it may slip to next month.

117.4 The Clerk reported that the latest police data shows a small fall in crime over December. The Clerk noted that the Bishopstoke, Fair Oak and Horton Heath area typically suffers around 100 crimes per month, with Bishopstoke being around half of that total.

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

118.1 The next meeting is scheduled to be on Tuesday 13 March 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

118.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

*There being no further business, the Chair closed the meeting at 8.30pm*

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

108.2 that the Minutes of the Finance and General Purposes Meeting held on 9 January 2018 be accepted as a true record.

112.3 to receive and approve the RFO, Budget Monitoring and Payment reports.

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

113.1 that the Financial Systems Risk Assessment be approved.

116.3 that the Parish Council adopt the recommendations contained in the report, as amended in minute 116.2.

DRAFT

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

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

**PARISH COUNCIL MEETING ON 27 February 2018**  
**MONTHLY STATEMENT OF ACCOUNT (January 2018)**

**ITEM 8**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 6,442.48	£ 369.21	£ 20,000.00	£ 11,727.67		£ 15,084.02
EBC	£ 167,591.03				£ 20,000.00	£ 147,591.03
<b>Total</b>	<b>£ 174,033.51</b>	<b>£ 369.21</b>	<b>£ 20,000.00</b>	<b>£ 11,727.67</b>	<b>£ 20,000.00</b>	<b>£ 162,675.05</b>

Receipts in detail	
Burial Board	£ 175.00
Allotments	£ 144.21
Carnival	£ 50.00
VAT refund	
Misc.	
<b>Total</b>	<b>£ 369.21</b>

VAT	
Previously Claimed	£ 4,020.46
Claimed in October	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to January	£ 168,271.92	£ 157,793.15	£ 11,280.67	£ 245.29	£ 170,000.00	£ 167,591.03
January					£ 20,000.00	£ 147,591.03

Notes	

**Bishopstoke Parish Council - Financial Risk Management Record**

**BISHOPSTOKE PARISH COUNCIL**

**Financial Risk Assessment**

**This Financial Risk Assessment was approved  
by the Parish Council at its meeting on 28 March 2017**

**D Hillier-Wheal  
Clerk to Bishopstoke Parish Council**

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section One : Areas where there may be scope to use insurance to help manage risk</b>					
Property and contents owned by the council	Loss or damage	H	An up to date register of assets and investments	Buildings £86,131.61; Contents £253,271.31, renewal date 22/11/18, inspected quarterly, maintained as necessary	
Damage to third party property or individuals	Public liability claims	H	Property maintenance and insurance cover	Insurance held with Came & Co., renewal date of 22 Nov 2018, reviewed by IA	
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability claims	H	Annual review of risk and the adequacy of cover	Value of insurance: £20,000 (business interruption), held with Came & Co, reviewed annually by council and by IA	
Cash	Loss of cash through theft or dishonesty	L	Fidelity guarantee Insurance cover	Level £250,000, with Came & Co., internal controls checked by council and IA	
Legal liability as a consequence of asset ownership	Public liability claims	H	Property maintenance and insurance cover	£10 million, reviewed annually by Council	
<b>Section Two - Working with others to help to manage Risk</b>					
Security for vulnerable buildings, amenities or equipment	Theft, damage, health and safety	M	Regular inspections of Council property by council staff being introduced	Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by grounds contractor Allotment equipment maintained annually.	
The provision of services being carried out under agency / partnership agreements with principal authorities	Default, or partnership failure, failure to follow contracts	L	Standing orders and financial regulations dealing with the award of contracts	No such agreements in place	
Banking arrangements, including borrowing or lending	Fraud or corruption	L	Monthly checks carried out by F&GP committee	Financial regs and IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Ad hoc provision of amenities / facilities for events to local community groups	Public Liability claims	L	Hire forms reviewed annually, risk assessment for amenities & facilities	Ask for hirers insurance, financial regulation, require risk assessments of group activities	
Vehicle or equipment lease or hire	Theft or damage	L	Follow all procedures from lease / hire company	Hire from reputable companies, monitor by council	
Trading units (leisure centres, playing fields, burial grounds, etc.)	Public Liability claims	L	External contractors for maintenance Monitor work throughout	Budget monitoring, employment law followed	
Professional services (architects, accountancy, design, etc.)	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders	L	Standing orders, Financial regs and policies deal with the awarding of contracts. Annual review	CALC for legal IA reviewed regularly, others based on best available advice No such services currently being used	
<b>Section Three - Self Managed Risk</b>					
Proper financial records	Fraud Error Corruption	L	Keep up to date with best practice and law ensuring records are in accordance with statutory requirements	Review half yearly by Cllrs, annually by IA	
Business activities	Not within the legal powers of councils	L	Ensuring that they are within the legal powers of councils	IA review and regular reference to legislation and guidance	
Borrowing	Defaulting	L	Complying with restrictions No current borrowing Only use PWLB loans	IA review (no borrowing currently)	
Employment law and Inland Revenue regulations	Breach of requirements	L	Keep up to date with best practice and law	IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
VAT	Breach of regulations Fines Loss of refund	L	Ensuring that requirements are met under HMRC regulations	IA review	
Annual precept	Non-compliance with timing and regulations	L	Ensuring adequacy within sound budgeting arrangements, prepared early	IA review	
Monitoring of performance	Council not functioning	L	Cllrs review budget twice per year and policies every two years		
Grants	Not giving to appropriate organisations. Fraud	L	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	All grants based on approved form and supporting information, minuted and checked by IA	
Council Minutes	Inaccurate reporting of council business Lack of transparency	L	Proper, timely and accurate reporting of council business in the minutes	Posted on website for public to see and IA review	
Rights of public inspection of documents	Documents not available Lack of transparency	L	Make documents available	Website / policies	
Document control	Incorrect information	L	Proper systems	Policies approved and published	
Register of Members' Interests and Gifts and Hospitality	Not in place Council reputation	L	In place, complete, accurate and up to date	IA and district council review	
Compliance with Transparency Code	Fines Lack of transparency	L	Follow code	Stay up to date with legislative changes	
Parish Records	Fire / Water damage	L	Backups	Create business continuity plan	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section Four – Internal Control Areas</b>					
Bookkeeping	Fraud Error Corruption	L	Cashbook up to date and accurate. Bank rec and accounts checked by Council monthly		
Standing Orders and Financial Regulations	Not kept in line with best practice and legal requirements	L	Follow best practice and legal requirements. Annual review of documents		
Payment Controls	Fraud Error Corruption	L	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Recorded separately		
Risk Assessments	Not done Out of date	L	For all Council properties Annual review of risk assessments	In addition to external checks, Council should have its own risk assessments	
Budgetary Controls	Fraud Error Corruption Controls insufficient	L	Budget prepared, monitored and evaluated Checked monthly by Council		
Income Controls	Lack of finance	L	Recorded properly. Bank Rec checked		
Payroll	Do wages paid match expected wages. Is HMRC / LGPS being operated correctly	L	Checked each month by Clerk and HMRC software		



## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Asset Control	No asset register kept	L	Keep up to date	Annual review by Council	
Bank reconciliation	Cash discrepancies	L	Checked monthly and signed by F&GP Chair and other Cllr		
Year end	Finances not kept in order	M	Ensure training up to date. Ensure accounting practices are suitable		

**COMPLAINTS PROCEDURE**

**1 General**

- 1.1** Complaints about Bishopstoke Parish Council decisions, procedures, policies or other Council business are dealt with using this complaints procedure.
  - 1.1.1** Complaints against employees will be dealt with in accordance with employment legislation and the Council's grievance policy as covered in Section 24 of these Standing Orders. Complainants should be assured that the matter will be dealt with and appropriate action taken as required.
  - 1.1.2** Persons wishing to complain about a Bishopstoke Councillor should be advised to contact the Eastleigh Borough Council Monitoring Officer for further information.
- 1.2** Complainants should be assured that their grievances will be properly and fully considered. It may be appropriate for a committee to be established to consider the action to be taken in which case the conclusions reached shall be reported to the next full Council meeting.
- 1.3** The procedure outlined in this Annex is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or other Proper Officer or by the Chair.
- 1.4** At all time, the rule of natural justice will apply requiring all parties to be treated fairly and the process to be reasonable, accessible and transparent.

**2 Before the meeting**

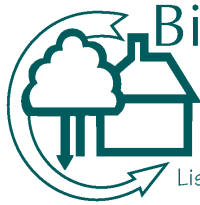
- 2.1** The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or other nominated Proper Officer.
- 2.2** If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they shall be advised to put it to the Chair.
- 2.3** The Clerk / Chair shall acknowledge the receipt of the complaint.
- 2.4** The complainant shall be advised that the matter will be considered by the Council or the committee established for the purpose of hearing complaints. The complainant shall be invited to attend the relevant meeting and bring such representatives as they wish.
- 2.5** Seven clear working days before the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any non-confidential documentation, or confidential documentation which has been deemed disclosable, upon which it wishes to rely at the meeting.

### **3 At the meeting**

- 3.1** The Council shall consider whether the circumstances at the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
- 3.2** The Chair shall introduce everyone.
- 3.3** The Chair shall explain the procedure.
- 3.4** The complainant or representative shall outline the grounds for the complaint.
- 3.5** The committee members may ask any question of the complainant or representative.
- 3.6** If relevant, the Clerk or other Proper Officer shall explain the Council's position.
- 3.7** The committee members may ask any questions of the Clerk or other Proper Officer.
- 3.8** The Clerk or other Proper Officer and the complainant and representative if present shall be offered the opportunity of making a final statement (in this order).
- 3.9** The Clerk or other Proper Officer and the complainant and representative if present shall be asked to leave the room while committee members decide whether or not the grounds for the complaint have been established. Both parties shall be invited back if a point of clarification is necessary.
- 3.10** The Clerk or other Proper Officer and the complainant and representative if present shall return to hear the decision or to be advised when a decision will be made.

### **4 After the meeting**

- 4.1** The decision shall be confirmed in writing within seven working days together with details of any action to be taken, if any.



## Full Council - 27<sup>th</sup> February 2018 Future Eastleigh Presentation

The Parish Council as a whole had been offered an opportunity to hear more about the changes that have been happening at the Borough Council in the Future Eastleigh programme. The presentation was given by Nick Tustian.

The slides will be provided by Nick and circulated by the Clerk as soon as they arrive.

Essentially, the Council identified that the way they had been organising the running of the Borough and responding to residents' questions and complaints was not working. A new way of doing things was identified and the Council has been travelling towards that destination for the past 18 months.

Once a resident contacts the Borough Council, they should either be able to get an answer there and then from the call centre staff, or a live case will be created which has to be taken on by an identified member of staff. That will then be solved or passed up chain until it can be sorted.

Additionally, Local Area Committees are to be empowered to influence more local decisions and take more responsibility.

The Parish Council will be provided with a list of contact names and numbers for staff and Councillors to use for their case work and Council queries. Residents should still be advised to contact the Borough Council through the standard phone number / email address or through the web site. In the event that Parish staff / Councillors do not get a timely response then Andy Thompson (Local Area Manager) can be contacted to speed things up.

The question of residents who only call in crisis was raised and we were assured that the customer service team receive training to help people in those situations. We were also assured that residents who do not routinely use computers will not be disadvantaged. In fact, moving those people who CAN use an IT based system onto one will free up more time to answer the queries of those who can't.

Enforcement was raised, in particular with regard to how many enforcement officers are there, will enforcement take place, and whether there is a timeframe for complaints to be investigated. The number of people capable of performing the enforcement role has been increased, and will increase further, and they are being trained to assess more of the enforcement needs within developments. A traffic light system is in place to allow those cases that are more important to take priority.

Responses to all queries should be automatic as they are built in to the system now. In addition, where a resident or Councillor feels that a case has not been resolved satisfactorily it can be re-opened with the same person in charge of it, or a new case can be opened. The progress of cases can also be monitored online.

We were asked to understand that the work of transforming the way the Council operates is still ongoing, and that there will be teething troubles as the system beds down and is tweaked, but the Council and its officers are confident that this is a much better way of working which will be much more useful to residents.

# Section 3 Declaration

## Introduction

Failure to provide all relevant signatures will result in the form being returned and a delay in processing.  
All Directors/Partners/Owners/Officials/Members must sign this section in accordance with their Constitution.

The following resolutions were passed at a meeting held on:

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day month year

**It was resolved and declared that in respect of each of the accounts listed at Section 1 Bank Account Details (the Account(s)):**

- the Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Business being empowered by and acting within its constitution in giving this instruction
- the Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- the Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- the Bank shall be notified in writing of any change of Authorised User
- the Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- the Bank shall be notified in writing of any overall change of control in the business
- all signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

Please turn overleaf to sign the Declaration

It is certified that these resolutions have been recorded in the minute book and that the specimen signatures shown in the account signatories section 2 Part C are correct.

Name

Position in Company

--	--	--	--	--	--	--	--

day month year

Signature



**If you are a Sole Director without a Company Secretary, in line with the Companies Act 2006 we require your signature to be witnessed. The witness will need to complete this box.**

I confirm the above signature was signed in my presence by the individual named above.

Name of the witness

Occupation

Address

Witness Signature



Name of Secretary/Member/Director/Partner (this must be a different individual to above)

Position in Business/Organisation

Date

Signature



Name

Position in Company

--	--	--	--	--	--	--	--

day month year

Signature







## REPORT TO BISHOPSTOKE PARISH COUNCIL (Full Council)

27<sup>th</sup> February 2018  
Agenda Item: 14

<b>Report Subject: Bishopstoke Parish Council Banking Arrangements</b>
<b>Report Author: The Clerk</b>
<b>Executive Summary:</b> This report details the processes to be undertaken in updating the Parish Council banking arrangements and the recommendations for the future.
<b>Recommendations:</b> <b>The Parish Council is recommended to:</b>  <ol style="list-style-type: none"><li>1) Read and agree Section 3 (the Declaration) on page 9 of the “Change to account signatories” document provided by the bank, recommending its acceptance to Full Council.</li><li>2) Recommend that Full Council approve the removal of Peter Storey, Martin Lyon and Andrew Cossey from the signatory list.</li><li>3) Recommend to Full Council that all current Cllrs who are willing, along with the Clerk, the Assistant Clerk and the new Assistant Clerk (following their appointment) be added to the signatory list.</li><li>4) Recommend that the Clerk and both Assistant Clerk’s have online access to the account.</li><li>5) Recommend that Council staff each have a debit card.</li><li>6) Recommend that the declaration on pages 10/11 be signed by two of the current signatories (Cllr Toher, Cllr Winstanley, Cllr Roling, Cllr Harris and the Assistant Clerk).</li><li>7) Authorise the Clerk to complete Section 1 of the document.</li><li>8) Request the Clerk provide each current Cllr with a copy of Section 2, Part A, to be completed if they are willing to be a signatory to the account.</li><li>9) Request the Clerk prepare a letter to be signed by Cllr Toher (as Chair) and one other current signatory, detailing those names to be removed from the account.</li><li>10) Request the Clerk to determine whether Cllrs Roling and Harris wish to remain as signatories, and complete the forms to have them removed from the account if desired.</li></ol>

11) Recommend that the signatories list be approved at each Council AGM, with standing orders altered to that effect.

12) Recommend that members of the Finance and General Purposes committee be signatories to the bank account.

**Notes:**

**Reasons for the Decision:**

To bring the account, the signatories and the Council's banking practices up to date.

To comply with suggestions from the Internal Auditor.

**Background Papers:**

None

David Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
20<sup>th</sup> February 2018