

BISHOPSTOKE PARISH COUNCIL

Minutes of the Meeting of Bishopstoke Parish Council commenced at 7.30pm on Tuesday 22 March 2016 in the Parish Office, Riverside, Bishopstoke

Present: Councillor A Winstanley
Councillor G Harris
Councillor P Brown
Councillor T Mignot
Councillor V Parkinson-MacLachlan
Councillor S Toher

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

Public Session No members of the public were present.

32. Apologies for absence

32.1 Cllrs Snook, Lyon, Harper, McKeone, Thomas, Roling, Cossey and Thornton.

33. Councillors' Questions and Announcements

33.1 Cllr Toher asked for an update on a query raised by a resident regarding the temporary path from the New Cemetery car park to the Cemetery. The Clerk responded that the location of the path had been chosen by both the Clerk and Assistant Clerk, and he would be contacting the resident with this information.

Action: Clerk

33.2 Cllr Winstanley offered the Council's thanks to Cllr McKeone for her work on the newsletter, which is being distributed in the week commencing 4th April.

33.3 Cllr Winstanley also announced the date of the forthcoming Parish Assembly as April 21st at the Methodist Church on Sedgwick Road. Guest speakers include the Bishopstoke Society and the Bishopstoke History Group talking about the original formation of the Parish Council 20 years ago.

34. Adoption of the Minutes of the Parish Council Meeting held on 23 February 2016

34.1 Cllr Toher advised that Item 19.2 should read Gillian Towler, not Taylor.

34.2 Proposed Cllr Parkinson-MacLachlan, Seconded Cllr Brown, **RESOLVED** unanimously that, subject to the amendment listed in 34.1, the minutes of the meeting held on 23 February 2016 be accepted as a true record.

35. Matters Arising

35.1 Item 19.3 – the Clerk reported that in future updated office hours will be published on a weekly basis to take account of training and meetings. The hours will be posted on the website, Facebook, the office door, and hopefully the Parish noticeboards. There will also be a weekly email to all Councillors detailing the opening hours.

Action: Clerk

35.2 Item 29.2 – Cllr Harris reported that the BCA committee has upheld its original decision to take over running of the BCA themselves.

35.3 Item 30.4 – Cllr Parkinson-MacLachlan reported that parking attendants are being seen more regularly around the school area.

35.4 Item 30.4 – Cllr Winstanley reported that ELAC are now getting on top of the reported litter problems.

36. Declarations of Interest and Requests for Dispensation

36.1 None declared.

37. Correspondence

37.1 The Clerk reported an increase in residents visiting the Parish Office. Concerns that have been raised recently include parking on Church Road, litter by the Y-Zone building, as well as litter and school parking as mentioned in Items 35.3 and 35.4 above.

37.2 Cllr Winstanley reported that she was in communication with a number of Church Lane residents regarding parking and the way forward.

37.3 The Clerk reported that the problem of Y-Zone litter was being addressed. The site has been included by Eastleigh Borough Council as part of its future cleaning responsibilities, and they will be contacting the Y-Zone to arrange access to the gated area of the site.

38. Report on Planning Committee Meetings of 23 February and 8 March – to note Resolutions and to determine Recommendations

38.1 Minutes of the Planning Committee meetings held on 23 February and 8 March had been circulated before the meeting.

38.2 Cllr Harris reported that recent Planning Committee meetings have been “tree focused”, but that at the most recent meeting a 2 storey extension had been objected to.

38.2 Proposed Cllr Harris, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the minutes of the meetings held on 23 February and 8 March be received and accepted.

39. Report on Finance and General Purposes Committee Meeting of 8 March – to note Resolutions and to determine Recommendations

39.1 Minutes of the F&GP Committee meeting held on 8 March had been circulated before the meeting.

39.2 Cllr Parkinson-MacLachlan reported that the Toby Carvery manager she had spoken to was now not the manager, and so it has been decided to write a formal letter to “The Manager” at the Carvery to thank them for their involvement and invite them to continue being involved.

39.3 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the resolutions of the meetings held on 8 March be received and accepted.

39.4 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the changes to standing orders be approved.

40. To receive the RFO’s Report and approve the February 2016 Statement of Account

40.1 The Statements of Account for February 2016 had been circulated with the agenda papers.

40.2 The RFO reported that a final decision had been made on where to locate the new soakaway required at Manor Farm allotments to prevent plots and buildings being damaged. It is anticipated that the work will cost in the region of £3,000. However, due to the pattern of meetings at this time of year if normal procedures are followed then work would not be able to commence until June. The Clerk requested the Council grant the Finance & General Purposes Committee a one-off dispensation to approve the building of the new soakaway when it was brought before them at the next meeting. If the work is approved this would allow construction to begin in April.

40.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Finance & General Purposes Committee be given a special dispensation to approve, subject to an acceptable quote being received, work on a new Soakaway for Manor Farm allotments at their meeting on 12 April.

40.4 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the statement of account for February 2016 be noted.

41. Healthcare in Bishopstoke

41.1 Following discussion of healthcare provision in Bishopstoke at the last Finance & General Purposes Committee meeting, more information has come to light. In order to extend, the surgery at Stokewood would need to get agreement from NHS Capital. The land around it is owned by Eastleigh Borough Council.

41.2 The Council requested the Clerk write to Healthwatch stating that the Council shares residents' concerns but appreciates that it is not easy for the surgery and that the Council understands they are doing the best they can in a difficult situation.

Action: Clerk

41.3 The Council also requested the Clerk write to the surgery offering whatever help and support they might need to put forward any plans for extensions, and to encourage the surgery to apply.

Action: Clerk

42. Reports from Councillors – to decide future format

42.1 The Clerk briefed that, following recent training, best practice is now considered to be that – where possible – Cllrs send written reports in advance of a forthcoming meeting. This is to allow Cllrs to take in more easily and thoroughly the activities of Cllrs, and allow questions to be prepared in advance. It also provides for fuller and more accurate minutes. There is no move to stop verbal reports at meetings, but the aim is to use written reports where possible, and keep verbal reports for more recent activities.

42.2 The Clerk was asked if this required an amendment to standing orders. The Clerk replied that it shouldn't, but this would be looked into.

Action: Clerk

42.3 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that Cllr's reports should now include written reports.

43. To receive reports from County, Borough and Parish Councillors

43.1 Cllr Parkinson-MacLachlan reported she had been to a consultation afternoon regarding Children's Centres. She had come away with a more positive opinion than she had expected but more information is still needed. Cllr Parkinson-MacLachlan recommended Cllrs visit the website to see for themselves what is proposed.

43.2 Cllr Parkinson-MacLachlan also reported she had been on a course covering Managing Resistance and Negativity. The course was mainly aimed at care staff, but there a number of interesting points and transferable techniques that she would circulate in an email.

Action: Cllr Parkinson-MacLachlan

43.3 Cllr Toher reported that the Memorial Hall has lost 2 morning hirers, and this is affecting their finances. A meeting is still being arranged between the Hall, the Borough Council and the Parish Council to discuss the future of the Hall.

43.4 Cllr Toher also reported on the Neighbourhood Plan meeting of 11 March. There had been a higher than expected turnout of 135 people. 55 completed expressions of interest sheets and 17 are prepared to help with future leaflet distribution. The next steps involve assigning volunteers to the

working groups (Environment & Local Landscape, Facilities & Infrastructure, Building Development & Need, and Transport), appointing Chairs and then arranging meetings to discuss the content of the questionnaire that is to be drawn up regarding the community's views, needs and aspirations.

43.5 Cllr Toher also reported that there would be a Steering Group appointed. The proposed membership is currently the Neighbourhood Plan Lead Parish Councillor, the 4 Working Group Chairs, 1 or 2 members of the Borough Council planning department, and those Parish Councillors that express an interest. Also being considered is invite a representative from Botley Parish Council as they are also looking at a Neighbourhood Plan at the moment.

43.6 Parish Council involvement in the short term will be limited due to the election period leading up to May 5th. It is suggested that, once agreed, the working groups should meet before the election to begin their work.

43.7 As there is a purdah period associated with the upcoming elections, the Clerk was requested to be responsible for updating the Neighbourhood Plan Facebook Page.

Action: Clerk

43.8 Cllr Toher undertook to circulate the draft terms of reference for the Steering Group.

Action: Cllr Toher

43.9 Cllr Parkinson-MacLachlan offered, as a Borough Councillor, to be the Borough Liaison person. This offer was accepted by Cllr Toher.

43.10 Cllr Harris reported that the recent Carnival meeting had been both enjoyable and productive. The theme of animals, and in particular ducks, is now firmly established. The Saturday programme is growing, and we now have a volunteer to run the Carnival Facebook Page.

43.11 Cllr Winstanley reported she had attended the HCC briefing on devolution but as the situation is changing rapidly it is difficult to give a clear picture. She had also attended the HALC annual conference at St Marys Stadium, which was an excellent venue. The conference had focused mainly on local development plans. The HALC board meeting also included devolution. The whole Hampshire bid is apparently not being revived, and the Southern Hampshire bid is not looked favourably upon by the Northern Parish Councils. Rob Humby has been appointed as the liaison with HCC transport.

43.12 Cllr Winstanley also reported that she had attended the BCA meeting where the question of taking the building over from HCC had been discussed. She had provided the BCA with details of solicitors and had advised getting a survey done. There is a question of who the Trustees of the BCA actually are.

44. Clerk's Monthly Report

44.1 The Clerk reported that minutes are now being published earlier. The draft minutes, when written, will be sent to the Committee Chair for approval, and then – subject to that approval – published on the website. They will be marked as “draft” and have a “DRAFT” watermark.

44.2 At a recent training session, several potential funding streams for Parish Councils and other local groups were identified. The Clerk will circulate these to Councillors for them to view and pass on as necessary.

Action: Clerk

44.3 More recent training has included websites, and best e-practice for Councils. The strong advice from SLCC is that Councillors should be provided with, and use, web based Parish Council emails, and should not be using personal emails for Council business. Also, where possible, tablets should be provided for Councillor use. The Council asked the Clerk to come back with potential options.

Action: Clerk

45. March 2016 press release

45.1 The Council agreed that the press release should include the Neighbourhood Plan, Carnival, Parish Assembly and the Elections.

Action: Clerk

46. Date, Time and Place of Next Meeting

46.1 The next meeting of the Parish Council would be on Tuesday 17 May 2016 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

There being no further business, the Chair closed the Meeting at 9.25pm, wishing all those taking part in the coming elections well, and thanking all those who, for whatever reason, will not be returning after the election.