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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 27th April 2021 at 7.30pm. This virtual meeting is open to the public**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. Councillors' Questions
3. To adopt the Minutes of the Parish Council meeting held on 23 March 2021
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. Reports from Committees – to note resolutions and to determine recommendations
7. Reports from Working Groups – to note reports, and to determine recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 31 March 2021
9. To make recommendations to the Borough Council regarding combating anti-social behaviour centred on Blackberry Drive
10. To approve the Statement of Internal Control for the year ending 31 March 2021
11. To approve purchasing a subscription for playground inspection software
12. To decide upon a grant request from Bishopstoke Women's Institute
13. To decide upon a grant request from Victim Support
14. To decide upon the treatment of planning applications received between Planning Committees
15. To note reports from County, Borough and Parish Councillors on matters of interest
16. To note the Clerk's Report
17. To consider content for the March 2021 Press Release
18. Date, time, place and agenda items for next meeting – Tuesday 18 May 2021 at 7.30pm at the Bishopstoke Community Centre

D L Wheal
Clerk to Bishopstoke Parish Council
21st April 2021

Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 23 March 2021

Present: Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice Chair)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Anne Dean
Councillor Johanna Francis
Councillor Chris Greenwood
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Lou Parker-Jones
Councillor Mike Thornton
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 2 members of the public were present.

FULL_2021_M07/

Public Session

The Chair welcomed the members of the public and asked whether there was anything they wanted to say before the meeting proper started, or whether they were happy to be invited to speak at the relevant agenda item. Both indicated they would wait for the agenda item.

113 Apologies for Absence

113.1 Apologies had been received and accepted from Cllrs Roling and Tidridge.

Cllr Toher indicated the Council would bring the YZone discussion forward so that the residents did not have to wait too long to speak.

114 To discuss problems around and the future of the YZone and decide next steps

114.1 Cllr Toher invited the members of the public to speak. One local resident referenced a submission that had been circulated to all Councillors from the residents that detailed the long history of the issues surrounding behaviour in the area around the YZone; some of the probable causes of those incidents and some recommendations for potential solutions. The resident summed up by saying that this is a problem that has been going on for a long time and it needs addressing.

114.2 Cllr Greenwood had been on a walk around with the local police. The police had commented that it is not good to completely close off any ability for local youths to congregate, the question is where would be a suitable place. One idea is to move any seating to an area closer to the play area so that local families are encouraged to use it too. Another is to reduce the height of the hedge alongside the YZone and the MUGA to give better visibility from the road. Finally the idea of removing all encouragement to gather around the YZone – the table tennis, the seating, the dry ground – to encourage people to gather elsewhere.

114.3 Further discussion covered the problem of engines being revved and music played in the car park on Blackberry Drive late into the night and the fact that the group causing a lot of the disturbance are not the same as the people who usually attend YZone.

114.4 Cllr Parker-Jones encouraged residents to always call the police to report incidents as that raises awareness amongst the police that a problem exists and needs regular patrols. Cllr Parker-Jones also noted that the anti-social behaviour around the YZone is something that has recently become a focus of the Bishopstoke, Fair Oak and Horton Heath Local Area Committee and it, along with a report on the police walkaround, would certainly be discussed at the next team meeting.

At 8:00pm the Council sat for a minute's silence to remember those who had lost their lives during the Covid-19 pandemic.

114.5 It was noted that the Parish Council does not have the final say in the area immediately around the YZone. It was agreed that the list of recommendations from the residents, along with the list of suggestions resulting from the police walkaround and any other suggestions made in time will be discussed at the next Full Council meeting and those that the Council agrees upon will be recommended directly to the Borough Council.

Action: Clerk

The two members of the public left the meeting at this point.

115 Councillors' Questions

115.1 Cllr Greenwood noted that the problem grate near Stokewood Surgery is clanking again and requested that Cllr Thornton, as County Council, follow up with HCC to effect repairs again.

Action: Cllr Thornton

116 To adopt and sign Minutes of the Parish Council meeting held on 23 February 2021

116.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting. The Clerk noted that Cllr Toher has asked for a correction to minute 94.5 noting that it was the BIFOHH team that had been met with, not the LAC. This had been corrected, but the previous version had been included in the document pack. The amended version would be the one being signed.

116.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the minutes of the Parish Council meeting held on 26 January 2021, as amended in 116.1, be adopted as a true record. Cllrs Parker-Jones abstained due to not being present for the whole meeting. Cllr Brown also abstained, having given his apologies for that meeting.

Initial: _____ Date: _____

117 To consider Matters Arising from the above Minutes

117.1 There were no matters arising.

118 Declarations of Interest and Requests for Dispensations

118.1 There were no declarations or requests made.

119 Reports from Committees – to note resolutions and to determine recommendations

119.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

119.2 The resolutions of the Planning Committee meetings on 23 February and 9 March were noted.

119.3 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that the Council accept the Borough proposal to begin the pre-application process for the Bishopstoke Memorial Hall.

119.4 The resolutions of the Finance & General Purposes Committee meeting on 9 March were noted.

119.5 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that £800 be granted to Morelands Camping.

119.6 The resolutions of the Buildings Committee meeting on 2 March were noted.

120 Reports from Working Groups – to note, and to determine recommendations

120.1 The Clerk noted that the only working group meeting had been that of Human Resources and those recommendations were being considered in confidential business as they related to staff conditions and remuneration.

121 To note the RFO's Report, and to approve the Statements of Account to 28 February 2021

121.1 The RFO reported that there was nothing new to report since the Finance & General Purposes meeting of 9th March.

121.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the Statements of Accounts to 28 February 2021.

122 To approve and adopt the audited Annual Return for the year to 31 March 2020

122.1 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously to approve and adopt the audited Annual Return for the year to 31 March 2020.

Initial: _____ Date: _____

123 To discuss the Bishopstoke Memorial Hall roof and make decisions

123.1 A report on the condition of the roof and internal ceiling had been included in the supporting documents for this meeting. Also included had been a projection of costs associated with both closing the hall and keeping it open. It was noted that closing the hall would mean that the Parish Office would also have to close, and that the hall cleaner would have to be made redundant.

123.2 Cllrs discussed whether the Parish Office could be used as a polling station if the Hall toilets are not available; the need to be certain any new roof would last sufficiently long; the viability of using portaloos; the potential impact on immediate neighbours; the impact on current hirers of each option and possible alternative locations for polling day.

123.3 Cllr Toher suggested that the Council first vote on whether to keep the hall open or close completely. This would then be followed by a discussion on how to keep the hall open and how to fund any work.

123.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Bishopstoke Memorial Hall be kept open.

123.5 It was generally agreed that it was appropriate to ask the Borough to fund the removal of the asbestos, as this was a cost that would always have had to have been borne during the process of replacing the Hall anyway. The RFO noted that any work paid for directly by the charity would incur VAT. The Clerk also noted the importance of speed in this matter and requested the Council not defer any decisions on quotes until the next meeting.

123.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Borough Council be requested to provide funding for the asbestos removal; that the Parish Council and Memorial Hall charity fund the remainder of the work involved and that the Chair, Clerk and RFO be delegated permission to decide on which quotes to approve on behalf of the Council.

124 To consider a report on the Council structure and determine recommendations

124.1 Alternate proposals for a new Council structure had been included in the supporting documents for this meeting.

124.2 During discussion, an alternative to the two proposals outlined by the Clerk, involving combining the Open Spaces and Infrastructure Committees and creating a Parish Assets Committee, was suggested. This was designated Structure 3.

124.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, that Structure 1 from the Clerk's report be adopted.

124.4 Proposed Cllr Parker-Jones, Seconded Cllr Greenwood, that Structure 3 be adopted.

124.5 The Chair asked for a show of hands for structure 3 as the amended proposal. This was supported by 11 Councillors. It was deemed unnecessary to vote on Structure 1 as a result.

124.6 Proposed Cllr Parker-Jones, Seconded Cllr Greenwood, **RESOLVED** that Structure 3 be adopted.

Initial: _____ Date: _____

125 To note the interim report from the Internal Auditor and approve the Parish Council response

125.1 The audit report and Council response had been included in the supporting documents for this meeting.

125.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the report from the Internal Auditor be noted and the Parish Council response be approved.

126 To approve the revised arrangements for earmarked reserves

126.1 The revised arrangements and an explanation for them had been included in the supporting documents for this meeting.

126.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the revised arrangements for earmarked reserves.

127 To consider a grant request from Eastleigh Youth & Community Trust

127.1 Additional information provided by the potential grant recipient had been circulated to Councillors prior to the meeting.

127.2 Cllrs initially suggested a grant of £600. The Clerk noted that, although he did not have the exact figure to hand there may be slightly more than £600 left in the grant budget heading, although not enough for the full £2,000 request.

127.3 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that Eastleigh Youth & Community Trust be granted £600, or the remaining grant budget, whichever is greater, to a maximum of £2,000.

128 To support the planting of wildflowers within Bishopstoke

128.1 The Clerk noted that there is a project underway in the Brookfield estate where the Parish Council is working with a community group to identify areas that would suit wildflower planting and support the wildflower project there. Cllrs identified a need to work with the open space contractors to ensure mowing is done at the appropriate time and that cuttings are removed. The Clerk offered to publicise on Facebook and the Council website that the Council is interested in helping local groups plant wildflowers and will act as an intermediary with the Borough and County Councils where permissions are needed.

Action: Clerk

129 To agree the arrangements for the Annual Meeting of the Council and subsequent meetings

129.1 A report detailing the expiration of existing legislation allowing virtual meetings and the difficulties that could cause the Parish Council had been included with the supporting documents for this meeting. The Clerk noted that Parliament will be discussing extending the legislation this week which may render this decision moot, but that it was important to have a contingency in place.

129.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** with one abstention that the Council approve the arrangements for the Annual Meeting and subsequent meetings.

Initial: _____ Date: _____

130 To note reports from County, Borough and Parish Councillors on matters of interest

130.1 Cllrs Thornton, and Tidridge had circulated written reports for the Council. These are included as Appendix A in the minutes.

130.2 Cllr Parker-Jones noted that the recent meeting of the EBC Policy and Performance Committee had looked at the Borough's Equality and Diversity policies and recommended that Bishopstoke Parish Council do the same.

131 To receive the Clerk's Report

131.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix B.

132 To consider content for the March 2021 Press Release

132.1 It was agreed that the press release would include: the promotion of wildflowers in the Parish; the situation with the Memorial Hall roof; the grants to Morelands Camping and Eastleigh Youth & Community Trust and the result of the audit for the year ending 31st March 2020.

133 Date, time, place and agenda items for next meeting

133.1 The next meeting will be on Tuesday 27 April 2021, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

134 Motion for confidential business

134.1 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** 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.

135 To approve the recommendations from the Human Resources Working Group

135.1 Documents detailing all the recommendations and the reasons for them had been circulated to the Councillors prior to the meeting.

135.2 The Clerk gave a summary of the first three recommendations and noted that he would make a further statement prior to the discussion of recommendations 4 and 5.

135.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Clerk's holiday year begin on April 1st rather than January 1st.

135.4 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously that Parish Council officer contracts be amended to indicate 23 days minimum holiday, rising to 26 after 5 years' service.

135.5 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the updated job descriptions be approved.

135.6 The Clerk summarised for the Council the process of assessing the Council's position within the Local Government tiered system and the resultant implications for the appropriate pay for the officers of the Council. The Clerk also summarised his amended opinion regarding the timing of any changes.

135.7 Proposed Cllr Toher, Seconded Cllr Thornton, that the recommendations regarding the appropriate remuneration for each role be approved.

Initial: _____ Date: _____

Prior to the vote, the Clerk noted that it would be appropriate for him to leave the meeting, as the vote would potentially have an impact on his salary.

Cllr Toher took over clerking the meeting.

135.8 Cllr Parker-Jones requested that each of the four roles be voted upon separately rather than taken en bloc.

135.9 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously that the recommendation for the Projects Officer role be approved.

135.10 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the recommendation for the Cemeteries Officer role be approved.

135.11 Proposed Cllr Brown, Seconded Cllr Winstanley, **RESOLVED** unanimously that the recommendation for the RFO role be approved.

135.12 Proposed Cllr Parker-Jones, Seconded Cllr Daly, **RESOLVED** unanimously that the recommendation for the Clerk role be approved.

135.13 Proposed Cllr Moore, Seconded Cllr Parker-Jones, that the changes be applied from 1st April 2022. An amendment that the changes be applied from 1st April 2021 was put forward by Cllr Greenwood and seconded by Cllr Harris.

135.14 Proposed Cllr Greenwood, Seconded Cllr Harris, **RESOLVED** with 7 in favour, 3 against and 2 abstentions, that the changes to officer remuneration be applied from 1st April 2021.

There being no further business, the Chair closed the meeting at 10:18pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 23 March 2021**

Present: Cllrs Brown (Chair), Dean, Francis, Greenwood, Mignot, Moore and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PLAN_2021_M16/

Public Session

144 Apologies for Absence

144.1 All Councillors were present.

145 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 9 March 2021

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

145.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** that the minutes of the Planning Committee meeting held on 9 March 2021 be adopted as a true record.

146 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

146.1 There were no matters arising.

147 Declarations of Interest and Requests for Dispensations

147.1 There were no declarations or requests.

148 Consideration of Planning Applications

148.1 H/20/89525 – 27 Whalesmead Road – Two-storey rear extension to include raising the roof, altered rear dormer and new pitched garage roof amendment to planning permission H/20/87492 – The Committee agreed raise no objection to the application but wished to comment that there appears to be a reduction in roof lights, which concerned them.

148.2 H/21/89651 – 15 The Ridings – Erection of boundary fence part retrospective – The Committee agreed raise no objection to the application.

148.3 H/21/89836 – 6 Guest Road – Single storey rear extension – The Committee agreed raise no objection to the application.

148.4 H/21/89708 – 6 Kensington Close – Demolition of existing rear conservatory and erection of single storey side and rear extensions – The Committee agreed raise no objection to the application.

148.5 H/21/89893 – 18 Dartington Road – Single storey side and rear extension, garage conversion and patio area to the rear – The Committee agreed raise no objection to the application.

148.6 No further applications had arrived following the publication of this agenda.

149 Report on recent planning decisions

149.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

150 To receive the Clerk's Report

150.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

151 Date, time, place and agenda items for next meeting

151.1 The next scheduled meeting is on Tuesday 13th April at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 5th April.

152 Motion for Confidential Business

152.1 Proposed Cllr Brown, Seconded Cllr Greenwood, **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.

153 Reported Breaches of Development Control (Confidential business)

153.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

153.2 The Clerk was requested to ask for more information from the Borough regarding one concluded breach.

Action: Clerk

There being no further business, the Chair closed the meeting at 7:22pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 20 April 2021**

Present: Cllrs Brown (Chair), Dean, Mignot, and Toher

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

Public Attendance: 1 member of the public was present.

PLAN_2122_M01/

Public Session

1 Apologies for Absence

1.1 Apologies had been received from Cllrs Francis, Greenwood and Moore.

2 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 23 March 2021

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

2.2 Proposed Cllr Mignot, Seconded Cllr Toher, **RESOLVED** that the minutes of the Planning Committee meeting held on 23 March 2021 be adopted as a true record.

3 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensations

4.1 Cllr Toher declared an interest in an item of confidential business.

5 Consideration of Planning Applications

5.1 T/21/90024 – Orchard Gardens Care Home, 1 Garnier Drive – 1 no. Monterey Pine - Crown reduce height and spread of southern crown of tree by 2 metres from central points – The Committee agreed that, provided the proposed works would not be to the detriment of the tree and the surrounding environment they would raise no objection. The Clerk was asked to convey to the Borough Tree Officer that if the proposed work was likely to still cause harm then this would be objected to.

Action: Clerk

5.2 H/21/89639 – 17 Wooderson Close – Proposed single storey side extension following demolition of existing garage – The Committee agree to raise no objection to the application.

5.3 T/21/90091 – 92 Spring Lane – 1 no. Holm oak (Tag 869) - Reduce back lateral branch by 3m over roadside at 8m above ground level. Crown Lift to 6 metres over public carriageway. Clear lamps by 1.0 metres and clear the lit area between lamps – The Committee agreed to raise no objection to the application.

5.4 H/21/89996 – 72 Stoke Common Road – Construction of detached double garage – The Committee were concerned that there had already been a retrospective application for a detached garage in the previous year which was not shown on the plans. The Committee agreed to defer a decision on whether to object until the next planning meeting and to ask the Clerk to gather more information before then.

Action: Clerk

5.5 No further applications had arrived following the publication of this agenda.

6 Report on recent planning decisions

6.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

7 To receive the Clerk's Report

7.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

7.2 The Clerk also noted that that the Airport expansion had been rejected by the Local Area Committee and then considered by the full Borough Council. Cllrs noted that the application had been approved by the Borough but had subsequently been called in by the Secretary of State.

8 Date, time, place and agenda items for next meeting

8.1 The Clerk noted that the next Committee meeting would consider 11 planning applications and a decision on how to treat applications that arrive between Committees and therefore recommended that the next meeting commence at 6:30pm.

8.2 It was agreed that the next scheduled meeting on Tuesday 27th April would start at 6:30pm. Any agenda items for the meeting should be submitted in writing to the Clerk at least 8 days prior to the meeting.

9 Motion for Confidential Business

9.1 Proposed Cllr Brown, 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.

10 Reported Breaches of Development Control (Confidential business)

10.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

10.2 Cllr Toher updated the Committee on one of the alleged breaches.

10.3 The Clerk also informed the Committee of a serious breach not within the Parish that had been dealt with by the Borough Council.

There being no further business, the Chair closed the meeting at 7:29pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 20 April 2021

Present: Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Thornton, and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 1 member of the public was present

FGP_2122_M01/

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllr Winstanley.

2 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 9 March 2021

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

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 9 March be accepted as a true record.

3 To consider Matters Arising from the above Minutes

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensations

4.1 There were no declarations or requests.

5 To note the RFO's Report, and to approve the latest Budget Monitoring and Payments Reports

5.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The RFO noted that the report had stated the Council expenditure was over budget for the year when in fact it was under budget. The Committee agreed to note the report.

5.2 Cllr Parker-Jones asked whether the report on switching to a more ethical banking arrangement was still planned to come back before the Committee. The RFO informed the Committee that the report had been delayed whilst work continued on the Memorial Hall but that once this is complete work will resume on the report.

5.3 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring reports for March 2021.

5.4 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Payments List report for March 2021.

6 To recommend approval of the Statement of Internal Control for the year ending 31 March 2021

6.1 Proposed Cllr Parker-Jones, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Parish Council approve the Statement of Internal Control for the year ending 31 March 2021.

7 To note the Clerk's Report, including an update on Parish Council assets

7.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

7.2 The Clerk informed the Committee that following reports of mess and damage at Glebe Meadow sensory garden the night before he had arranged for Green Smile to come in and clean up first thing in the morning, and Ryan O'Connor would be preparing quotes for the reinstatement of the brick circle. Depending on the time frame and cost these may be brought before the Council at the next meeting.

7.3 Cllrs asked whether, given the timeframe for moving and updating the sensory garden is tied to the new Memorial Hall, some work could be undertaken in the meantime to enhance the area on a short-term basis. Options such as herbs, brightly coloured flowers, wildflowers and bee friendly planting were discussed. The Clerk was asked to investigate what could be done.

Action: Clerk

8 Date, time, place and agenda items for next meeting

8.1 The next meeting is scheduled to be on Tuesday 13th July 2021 at 7:30pm. Agenda items for this meeting should be received by the Clerk at least 8 days prior to the meeting.

There being no further business, the Chair closed the meeting at 7:48pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 6 April 2021

Present: Cllrs Winstanley (Chair), Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council – from para 70)

Public Session 0 members of the public were present

BUILD_2122_M01/

Public Session

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Dean was not present.

2 To adopt the minutes of the Buildings Committee meeting held on 2 March 2021

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

2.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 2 March 2021.

3 To consider matters arising from the above minutes not covered elsewhere on the agenda

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensation

4.1 There were no declarations or requests.

5 To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions

5.1 The RFO reported that the Council has now received a quote for the asbestos removal and several quotes for new roof options for the Hall. These will be considered by the Chair, Clerk and RFO this week as agreed at Full Council. The hirers have all been informed of the decision to remain closed until the roof is complete. The Borough Council have confirmed they wish to use the Parish Office as the alternate polling station and are aware that the Hall is not insured for use currently, meaning that if Borough staff wish to use the toilet and kitchen they do so at their own risk.

5.2 Cllr Harris asked whether the Hall would be used prior to the election by anyone and recommended a full flush of the water system to ensure prevention of legionnaires disease. The RFO stated that only Bishopstoke Players would access the Hall to remove their stored items prior to the roof being done and that the system would be flushed. It was also noted that lights from Portal Road to the Parish Office would need to be turned on for election day. This would be done by the Clerk.

Action: RFO and Clerk

6 To receive a report on Parish-owned buildings, and to make any necessary decisions

6.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A

6.2 The Clerk noted that the allotment shop would be reopening in a safe manner from April 12th and equipment lending would also resume at the allotments. The site reps have all agreed that they will wipe down the equipment between each use. Additionally, the ramp for the office fire exit is not yet complete, but will be done well before the election.

7 To receive a report from Council representatives to other community buildings

7.1 Cllr Winstanley informed the Committee that the carpet in the main hall at the Bishopstoke Community Centre is being replaced next week. Cllr Harris confirmed the Parish Council's booking for Tuesday 18th May for the Annual Meeting.

8 To receive the Clerk's report

8.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix B.

9 To agree the date and time for the next meeting

9.1 The next scheduled Buildings Committee meeting is on Tuesday 4th May 2021 at 7:00pm online, but as this is only two days before the election it may be cancelled. Any agenda items should be with the Clerk by Monday 26th April 2021.

There being no further business, the Chair closed the meeting at 7:25pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 20 APRIL 2021
MONTHLY STATEMENT OF ACCOUNT March 2021

Start **01/03/2021**

End **31/03/2021**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 40,136.87	£ 27,026.30	£ 30,000.00	£ 55,228.80		£ 41,934.37
EBC	£ 207,661.37	£ 620.60			£ 30,000.00	£ 178,281.97
Total	£ 247,798.24	£ 27,646.90	£ 30,000.00	£ 55,228.80	£ 30,000.00	£ 220,216.34

Receipts in detail	
Burial Board	£ 2,480.00
Allotments	£ 123.33
Carnival	
VAT refund	
Insurance	
Misc.	£ 24,422.97
Total	£ 27,026.30

VAT	
Previously Claimed	£ 94,375.89
Claimed in March	
Unclaimed	£ 5,142.12

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Mar 21	£ 131,613.94	£ 230,904.24	£ 4,589.60	£ 553.59	£ 160,000.00	£ 207,661.37
Mar 21				£ 620.60	£ 30,000.00	£ 178,281.97

Notes

REPORT TO BISHOPSTOKE PARISH COUNCIL

27th April 2021

Agenda Item: 9

Report Subject: Anti-Social Behaviour centred on Blackberry Drive
Report Author: The Clerk
Executive Summary: This report summarises recent discussions, details the recommendations to be discussed and presents a potential path forward.
Recommendations: The Parish Council is requested to: <ol style="list-style-type: none">1) Determine which of the recommendations presented provide opportunities to improve the situation, which can be actioned by the Parish Council and which need Borough involvement.2) Present the BIFOHH LAC with the approved recommendations and actions for them to consider.3) Attend a meeting with the BIFOHH LAC Team to agree a co-ordinated approach going forward.
Notes: Background <p>There is a recognised problem with anti-social behaviour around the Blackberry Drive area. Often it is concentrated in the seating around the Y-Zone, or the car park nearby. Despite efforts by residents, council officers and police the situation does not appear to be improving.</p> <p>Local residents have drawn up a series of recommendations that they believe would help matters, and further recommendations resulted from Councillors joining police on a walkaround in March. The Y-Zone and its seating are run by Eastleigh Borough Council. The surrounding open space is managed by Bishopstoke Parish Council. The residents across the main road are part of Fair Oak Parish. Any effort to improve the situation needs to be jointly agreed and jointly actioned.</p> <p>Having had a broad discussion about the problems residents are currently experiencing at the previous Parish Council meeting, the Council agreed to look more deeply at the various recommendations put forward and to decide which ones it felt would best improve things in the area. The Parish Council will then recommend these to the Bishopstoke, Fair Oak and Horton Heath Local Area Committee. Once agreement has been reached on the best complete solution the agreed measures can be put in place.</p>

Options presented by local residents

- 1) Remove the benches and paved area surrounding the Y-Zone.
- 2) Fence off completely the east end of the Y-Zone building, providing additional security.
- 3) Remove the “archway” and close the gap in the hedge between Fair Oak Road and Blackberry Drive; install mature planting in keeping with the main hedge line.
- 4) Relocate the benches to a more communal area – adjacent to the children’s play area and bike track.
- 5) Remove lighting on the gable end of the Y-Zone building and install infra-red units – out of reach.
- 6) Install “security lighting” on the main entrance elevation of the Y-Zone, facing Blackberry Drive, providing visibility of those gathering after dark; this would assist law enforcement and youth workers.
- 7) Have more engagement between police, local councillors, youth workers and residents when problems do arise; to date there has been lots of talk but very little willingness to resolve this issue, one that has been going on now for some 10 years.

Options arising from a walkaround with police

- 1) Lower the hedges to around 4ft to provide increased visibility from the road.
- 2) Additional and larger bins to be provided in the area.
- 3) Roving CCTV camera to be deployed across the parishes at key hot spots.
- 4) Provide a small cut-through from the mini carpark to the open space

Reasons for the Decision:

To reduce the impact that anti-social behaviour has on the local residents.

To reduce the opportunities for anti-social behaviour.

To provide an area that is more suitable for the whole community and more conducive to better behaviour from those who gather there.

Background Papers:

N/A

David Wheal
Clerk to Bishopstoke Parish Council
21st April 2021

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2021

1 SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2021 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and approves expenditure budgets for the following year at its November, December and January Finance & General Purposes meetings. The Full Council meeting in January approves the level of precept for the following financial year.

The Council has appointed a Finance & General Purposes Committee of Members who meet eleven times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance & General Purposes Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets ten times each year. It monitors progress by receiving relevant reports from the Finance & General Purposes Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk to the Council who acts as the Council's legal advisor and administrator. The Council has also appointed a Responsible Finance Officer with responsibility for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check. The Council utilises Debit cards for staff

expenses which are monitored by the RFO and reported each month to the Finance & General Purposes Committee.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance and General Purposes Committee;
- the Clerk to the Council / Responsible Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2020/21.

(Chair)

(Clerk)

xxth April 2021

xxth April 2021

Full Council

Item 11 – Play Area Inspection Software

The regular inspection of Bishopstoke Parish Council's play areas is currently done by a contractor on a weekly basis who completes a tick sheet to say whether equipment appears defective. It is important to stress that these inspections are not the same as the detailed quarterly and annual inspection which look more closely at the functionality and wear and tear impacting the equipment. These weekly inspections are designed to pick up obvious problems.

Anything out of the ordinary is noted at the bottom of the tick sheet which is then passed back to the Council.

Whilst this system does work, it has its limitations. Each piece of equipment on the sheet is named, but there is no image and no description. There is also currently no weekly inspection of other items like fencing, gates, trees etc.

The recommended software would allow anyone to complete an inspection by logging in from a phone or tablet. Equipment is more easily identified thanks to images being included, and specific items to look for when completing the inspection can be included in the report. As the reports are online there is an obvious saving of paper too.

Additionally, play equipment contractors can be provided with a log in to the software enabling them to quote for repairs by examining images rather than having to visit the site. Pictures of completed maintenance and repairs can also be uploaded providing instant notification of work that has been completed.

The cost to the Council would be £395 per year for a three-year contract. The contract would be cancellable after 12 months by giving 3 months' notice.

APPLICATION FOR GRANT AID

1.	Name of Organisation	Bishopstoke WI
7.	Objectives and Member Criteria	To advance the education of women for the public benefit in all areas including local, national and international issues, music, drama and other cultural subjects, crafts, home economics, science, health and social welfare. To promote sustainable development for the public benefit by educating people in conservation, preservation of the environment and the prudent use of natural resources. To advance health for the public benefit and to advance citizenship by the promotion of civic responsibility and volunteering. Open only to women, over the age of 18.
8.	Total Membership Proportion in BStoke	21 16 live in Bishopstoke
9.	Total Grant	£202.66
10.	Grant Purpose	2 x small (3ft x 2ft 3ins) folding tables for our speakers, computer + projectors and also a welcome table for WI meetings. They will match in design existing tables which are too large (6ft) for these purposes. The tables will also be available to be used by the Evangelical Church members for meetings, education and social events; the mother and toddler group; other hall users and we can use at the village carnival.
11.	Estimated income of organisation	01/04/2020 – 31/03/2021 £272.88 01/04/2021 – 31/03/2022 £2,000.00
12.	Estimated expenditure of organisation	01/04/2020 – 31/03/2021 £528.00 01/04/2021 – 31/03/2022 £1,800.00
13.	Other funding	If needed we would use some of our capital income but would have to make this back up (which we cannot guarantee being able to do) by fund raising as the monies are needed during the year to pay speakers and other expenses.



APPLICATION FOR GRANT AID

1.	Name of Organisation	Victim Support
7.	Objectives and Member Criteria	<p>To offer free and confidential help to victims of crime, witnesses, their family and friends. We strive to deliver a local approach to our service – residents of Bishopstoke are supported by locally trained staff and volunteers ensuring a professional service with a local knowledge. Our trained volunteers offer someone to talk to in confidence, information on police and court procedures, practical items such as personal alarms and small security items for the home (dummy CCTV, window or door alarms to make people feel safer in their own homes) and help in dealing with other organisations.</p> <p>Residents supported via our community based service receive immediate emotional and practical support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover.</p> <p>We are not a members' organisation.</p>
8.	Total Membership Proportion in BStoke	Any victim or witness can access our service. Last year we supported approximately 80 Bishopstoke residents and we would not expect that to differ year on year.
9.	Total Grant	£150
10.	Grant Purpose	<p>To purchase security items that we provide free of charge to victims and their families such as personal alarms and smaller security items for the home - dummy CCTV, window or door alarms to make people feel safer in their own homes. These used to be funded via the Prisoners' Earnings Act however that funding has now ceased and, as this truly beneficial resource has such a positive impact on victim's recovery, we are seeking funding to continue this provision.</p> <p>£100 could purchase 20 fake CCTV cameras, 62 window alarms, 42 door handle alarms or 55 segment timers that can</p>

		<p>help to make people feel safer in their homes. It could also purchase 62 personal alarms to aid victims' confidence to feel safer and find the strength to move forward after crime. This demonstrates what could be purchased but the final combination of items would be chosen to best reflect the needs of the victims we work with.</p> <p>Any grant will be spent in the financial year it is awarded.</p>
11.	Estimated income of organisation	2019-2020 - £25,790 (detailed information provided)
12.	Estimated expenditure of organisation	2019-2020 - £25,983 (detailed information provided)
13.	Other funding	We will be seeking ongoing funding to provide this service from other Town and Parish Councils

Planning – 27th April 2021

Item 7 – Planning Applications between Committees

This meeting is the final one for the Planning Committee that was appointed in May 2019. Unless there are changes in the government's position there will not be another Planning Committee appointed until June 22nd, and its first meeting will not take place until July 13th.

The Committee is asked to make a recommendation as to how planning applications that arrive in the meantime should be dealt with.

The first option is to accept that any applications arriving after 20th April that need a response before July 13th will not be considered by Bishopstoke Parish Council.

The second option is to accept that any applications arriving after 20th April that need a response before July 13th will not be considered by Bishopstoke Parish Council as a whole, but for each application that arrives to be sent out to all Councillors with a reminder that Councillors are able to comment, as individuals and not on behalf of the Council, on each application considered by the Borough Council. This would apply to both existing and new Councils.

The final option is to allow comments to be received by email from the current Planning Committee until they cease to be Councillors on May 9th, from the entire new Council between May 6th and June 22nd, and from the new Planning Committee from June 22nd until their first Committee meeting on July 13th.

Full Council - Clerk's report 27 April 2021

Clerk's Report

Actions from previous meetings

FULL_2021_M07/114.5 Regarding the Y-Zone

Discussion of the Y-Zone, the car park and potential solutions was included on the agenda for this meeting.

FULL_2021_M07/123 Regarding Bishopstoke Memorial Hall

The Borough Council have confirmed that they are happy for funds for the asbestos removal to come from those set aside for the new Memorial Hall.

FULL_2021_M07/128.1 Regarding wildflowers

On 21st April messages inviting people wishing to plant wildflowers to contact the Council were placed on Facebook and the website.

Other Items

At the time of writing there are no other items to report.