

BISHOPSTOKE PARISH COUNCIL

**Members of the Finance and General Purposes Committee
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 6 June 2017 at 7.30pm
This Meeting is Open to the Public**

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

1. Election of Chair
2. Election of Vice-Chair
3. Apologies for Absence
4. To adopt the Minutes of the Finance & General Purposes Meeting held on 11 April 2017
5. To consider Matters Arising from the above Minutes
6. Declarations of Interest and Requests for Dispensations
7. To receive reports from Working Groups
8. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April and May 2017
9. To consider, and recommend approval of, the Annual Governance Statement for the year ended 31 March 2017
10. To consider, and recommend approval of, the Financial Accounts for the year ended 31 March 2017
11. To approve current direct debit payees
12. To consider and make recommendations on grant requests from the Bishopstoke Community Association, the Street Pastors and the Asian Welfare & Cultural Association
13. To consider provision of benches at Earls Close and Otter Close
14. To approve the revised Cemetery regulations and policies
15. To approve the revised allotment tenancy agreement, and provision of allotment safety advice
16. To discuss and make recommendations on the Glebe Meadow Sensory Garden
17. To receive the Clerk's Report, including an update on Parish Council assets
18. Date, time, place and agenda items for next meeting – Tuesday 6 June 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal
Clerk to Bishopstoke Parish Council
30 May 2017***

Members: Cllrs Brown, Mignot, Parker-Jones, Thornton, Tidridge, Toher and Winstanley

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 11 April 2017

Present: Cllrs Thornton (Chair), Dean, Mignot, Parker-Jones, Tidridge, and Winstanley

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

Public Session 1 member of the public was present

FGP_1718_M01/

1. Apologies for Absence

1.1 Apologies had been received and were accepted from Cllrs Chaffey and Toher.

2. To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 March 2017

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

2.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 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 Dispensation

4.1 There were none sought.

5. To receive reports from Working Groups

5.1 Cemetery: The Minutes of the previous Cemetery Working Group meeting had been circulated. Cllr Parker-Jones thanked the Clerk for passing on the request for Cemetery name suggestions. This will be opened up on Facebook and the website for residents to make suggestions.

5.2 Carnival: The Clerk reported that the Carnival Court, and Programme Cover Competition were now in full swing, and that arena acts were being finalised. Stallholder and Parade packs will be sent out over Easter.

6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2017

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

6.2 The RFO reported that spending over the year 2016-2017 had been approximately £20,000 below that originally budgeted for, but that this had already been taken account of in preparing the new budget.

Initial: _____ Date: _____

6.3 The bank balances as at 31 March 2017 are: Co-op bank £1,177.89 and EBC Loan Account £168,028.28.

6.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

7. To view, amend and recommend the Open Spaces Specification

7.1 The Open Spaces specification had been circulated prior to the meeting. Amendments agreed were to ask for appropriate certificates as well as licences; to ask for both current, and planned (should the contract be awarded) staff and equipment lists; to add snow clearance to the Ad Hoc jobs section; and to move the maintenance of the Glebe Meadow sensory garden to Potential jobs. Also, the length of the contract to be 3 years with a possible extension for a further 3 years. Additions to the criteria by which bids are judged were agreed to be the taking of references and a demonstration of financial stability.

7.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.

8. To view and recommend adoption of the Statement of Internal Control

8.1 The Statement of Internal Control had been circulated prior to the meeting.

8.2 Cllr Parker-Jones requested amending the Statement to include Finance & General Purposes Committee, rather than just Finance.

8.3 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

9. To receive the Clerk's Report, including an update on Parish Council assets

9.1 Legionella risk assessment: The Clerk reported that the Legionella risk assessment had now been studied. The main risk highlighted was to with the storage of open water on allotments, particularly in large baths. There are two main options: the banning of open water storage in any form, including removal of all baths from the allotments or regular cleaning and disinfecting of all open water storage. The Clerk noted that either way would involve increased costs for the Parish Council, and potentially a change to the tenancy agreement, so it was the intention to bring this matter before Full Council. In the meantime, the baths will be professionally cleaned as soon as practical to minimise the risk.

9.2 Play Areas: The Clerk reported that he continues to have meetings with representatives of play equipment companies regarding Sayers Road play area. In all other areas, maintenance continues.

9.3 Office: The Clerk reported that the office would be closed over the bank holiday weekend, and also on Thursday 20th April.

9.4 The Clerk reported that he had attended a meeting with the Assistant Clerk, Liz Harrison and Dave Bowen of Eastleigh Borough Council, and Darren Schofield of Bellway Homes at The Chase. Bellway indicated they are not intending to fence around the new Cemetery, due to cost and difficulty. Confirmation was received that there will be no water supply in the new Cemetery. The western half of the new Cemetery, where excessive amounts of soil has been dumped, will be cleared of stones and rubble, and then flattened, compacted and grassed. Eastleigh Borough Council stated that the new bridleway is closer to being approved as some of the objections from local residents and businesses have been resolved. The new allotment building looks good and Bellway have agreed to scrape, level and resurface the road leading up to Bishopstoke Cemetery gates. The Clerk was requested to provide a list and map of all TPO trees in the Parish.

Action: Clerk

Initial: _____ Date: _____

10. Date, time, place and Agenda Items for the next meeting

10.1 The next meeting is scheduled to be on Tuesday 6 June 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

10.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 26 May 2017.

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

DRAFT

Resolutions to be noted by the Full Parish Council

- 2.2 that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 be accepted as a true record.
- 6.4 that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

Recommendations for consideration by the Full Parish Council

- 7.2 that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.
- 8.2 that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

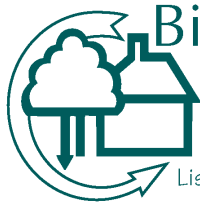
Carnival 2017 Report

The Carnival Group met on May 16th to select the Carnival Court and choose the winning entry of the Programme Cover competition.

4 new members of Court were selected. Parents are being informed and there will be an announcement at Stoke Park Junior School. That will also include a presentation of a prize for the winner of the programme cover competition.

Apart from that, there was a general update from everyone. Plans are progressing well. The arena this year will feature a dog show, the Chinese lion dancers and a children's entertainer. It looks like we will also be holding ferret races.

If anyone has any suggestions for judges of the river floats or the parade entries then please make them known to the Clerk, along with your reason for suggesting them.



Bishopstoke Parish Council

David Hillier-Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

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RFO Report F&GP 6th June 2017

The latest VAT refund has been claimed and received. It was for £4,020.46.

Co-op account balance at end of April was £5,922.82, with the EBC loan account balance being £228,429.39.

The expected balance at end of May is £16,136.02 and £213,429.39.

BISHOPSTOKE PARISH COUNCIL

Budget Monitoring 2017/18

At 30 April 2017

Item
Month **1**
% of the year that has passed **8.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 157,793.20	£ 78,896.20					50.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -						
Burial Board income	£ 10,000.00	£ 850.00					8.5%
Allotment income	£ 5,000.00	£ 20.00					0.4%
Carnival	£ 3,500.00	£ -					0.0%
Total income	£ 187,773.87	£ 91,046.87					48.5%
Community services, projects and facilities							
Community projects / facilities	£ 7,000.00			£ -		£ 7,000.00	0.0%
Neighbourhood Plan	£ 2,500.00			£ -			0.0%
Carnival	£ 6,000.00			£ -		£ 6,000.00	0.0%
Travel token scheme	£ 1,200.00			£ 88.00		£ 1,112.00	7.3%
Bus shelter maintenance	£ 1,500.00			£ -		£ 1,500.00	0.0%
Play equipment provision	£ 8,000.00			£ 8,829.03		-£ 829.03	110.4%
Play equipment maintenance	£ 5,000.00			£ -		£ 5,000.00	0.0%
Play area/open sp grds mtce	£ 31,000.00			£ 355.37		£ 30,644.63	1.1%
Open spaces tree maint.	£ 6,000.00			£ -		£ 6,000.00	0.0%
Shears Mill maint./cleaning	£ 800.00			£ -		£ 800.00	0.0%
Shears Mill utilities	£ 200.00			£ -		£ 200.00	0.0%
PCSO funding	£ 8,000.00			£ -		£ 8,000.00	0.0%
Grant Aid	£ 6,000.00			£ -		£ 6,000.00	0.0%
Street pastors	£ 500.00			£ -		£ 500.00	0.0%
Y Zone	£ 25,000.00			£ -		£ 25,000.00	0.0%
Parish Publicity	£ 2,000.00			£ -		£ 2,000.00	0.0%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 99.40		£ 700.60	12.4%
New notice boards	£ 3,000.00			£ 1,202.98		£ 1,797.02	40.1%
General repairs and renewals	£ 1,500.00			£ 78.90		£ 1,421.10	5.3%
Sub total	£ 116,500.00		£ -	£ 10,653.68		£ 103,346.32	9.1%

BISHOPSTOKE PARISH COUNCIL

Budget Monitoring 2017/18

At 30 April 2017

Item
Month **1**
% of the year that has passed **8.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 5,000.00			£ 152.78		£ 4,847.22	3.1%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 83.33		£ 1,016.67	7.6%
Cemetery grounds mtce	£ 24,500.00			£ 297.78		£ 24,202.22	1.2%
Water charges	£ 100.00			£ -		£ 100.00	0.0%
Tree removal/mtce work	£ 4,000.00			£ -		£ 4,000.00	0.0%
General maint	£ 5,000.00			£ -		£ 5,000.00	0.0%
Sub total	£ 39,700.00		£ -	£ 533.89	£ -	£ 39,166.11	1.3%
Allotments							
General/equip maintenance	£ 10,000.00			£ 149.15		£ 9,850.85	1.5%
Electricity charges	£ 800.00			£ -		£ 800.00	0.0%
Water charges	£ 1,000.00			£ -		£ 1,000.00	0.0%
Sub total	£ 11,800.00		£ -	£ 149.15		£ 11,650.85	1.3%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 4,268.49		£ 48,731.51	8.1%
Election expenses	£ 2,000.00			£ -		£ 2,000.00	0.0%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 299.15		£ 3,700.85	7.5%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ -		£ 1,500.00	0.0%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,578.00		£ 122.00	92.8%
Office facility	£ 440.00			£ 36.00		£ 404.00	8.2%
Staff travel & mileage	£ 500.00			£ 36.90		£ 463.10	7.4%
Insurance	£ 2,000.00			£ -		£ 2,000.00	0.0%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 150.00		£ 850.00	15.0%
Sub total	£ 67,490.00		£ -	£ 6,368.54	£ -	£ 61,121.46	9.4%
Total	£ 235,490.00	£ -	£ -	£ 17,705.26	£ -	£ 215,284.74	7.5%

BISHOPSTOKE PARISH COUNCIL

Budget Monitoring 2017/18

At 31 May 2017

Item
Month **2**
% of the year that has passed **16.7%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 157,793.20	£ 78,896.20					50.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -						
Burial Board income	£ 10,000.00	£ 1,925.00					19.3%
Allotment income	£ 5,000.00	£ 46.66					0.9%
Carnival	£ 3,500.00	£ -					0.0%
Total income	£ 187,773.87	£ 92,148.53					49.1%
Community services, projects and facilities							
Community projects / facilities	£ 7,000.00			£ -		£ 7,000.00	0.0%
Neighbourhood Plan	£ 2,500.00			£ -			0.0%
Carnival	£ 6,000.00			£ -		£ 6,000.00	0.0%
Travel token scheme	£ 1,200.00			£ 88.00		£ 1,112.00	7.3%
Bus shelter maintenance	£ 1,500.00			£ -		£ 1,500.00	0.0%
Play equipment provision	£ 8,000.00			£ 11,431.74		-£ 3,431.74	142.9%
Play equipment maintenance	£ 5,000.00			£ 385.00		£ 4,615.00	7.7%
Play area/open sp grds mtce	£ 31,000.00			£ 622.44		£ 30,377.56	2.0%
Open spaces tree maint.	£ 6,000.00			£ -		£ 6,000.00	0.0%
Shears Mill maint./cleaning	£ 800.00			£ -		£ 800.00	0.0%
Shears Mill utilities	£ 200.00			£ 16.14		£ 183.86	8.1%
PCSO funding	£ 8,000.00			£ 3,698.12		£ 4,301.88	46.2%
Grant Aid	£ 6,000.00			£ -		£ 6,000.00	0.0%
Street pastors	£ 500.00			£ -		£ 500.00	0.0%
Y Zone	£ 25,000.00			£ -		£ 25,000.00	0.0%
Parish Publicity	£ 2,000.00			£ -		£ 2,000.00	0.0%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 137.02		£ 662.98	17.1%
New notice boards	£ 3,000.00			£ 1,202.98		£ 1,797.02	40.1%
General repairs and renewals	£ 1,500.00			£ 78.90		£ 1,421.10	5.3%
Sub total	£ 116,500.00		£ -	£ 17,660.34		£ 96,339.66	15.2%

BISHOPSTOKE PARISH COUNCIL

Item

Month

2

Budget Monitoring 2017/18

At 31 May 2017

% of the year that has passed

16.7%

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 5,000.00			£ 305.56		£ 4,694.44	6.1%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 166.66		£ 933.34	15.2%
Cemetery grounds mtce	£ 24,500.00			£ 575.56		£ 23,924.44	2.3%
Water charges	£ 100.00			£ -		£ 100.00	0.0%
Tree removal/mtce work	£ 4,000.00			£ 2,257.50		£ 1,742.50	56.4%
General maint	£ 5,000.00			£ -		£ 5,000.00	0.0%
Sub total	£ 39,700.00		£ -	£ 3,305.28	£ -	£ 36,394.72	8.3%
Allotments							
General/equip maintenance	£ 10,000.00			£ 842.90		£ 9,157.10	8.4%
Electricity charges	£ 800.00			£ 20.68		£ 779.32	2.6%
Water charges	£ 1,000.00			£ -		£ 1,000.00	0.0%
Sub total	£ 11,800.00		£ -	£ 863.58		£ 10,936.42	7.3%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 8,531.92		£ 44,468.08	16.1%
Election expenses	£ 2,000.00			£ -		£ 2,000.00	0.0%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 454.16		£ 3,545.84	11.4%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 625.00		£ 875.00	41.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,738.00		-£ 38.00	102.2%
Office facility	£ 440.00			£ 72.00		£ 368.00	16.4%
Staff travel & mileage	£ 500.00			£ 71.10		£ 428.90	14.2%
Insurance	£ 2,000.00			£ -		£ 2,000.00	0.0%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 150.00		£ 850.00	15.0%
Sub total	£ 67,490.00		£ -	£ 11,642.18	£ -	£ 55,847.82	17.3%
Total	£ 235,490.00	£ -	£ -	£ 33,471.38	£ -	£ 199,518.62	14.2%

Bishopstoke Parish Council

Finance & General Purposes Meeting

6th June 2017

			ITEM
Non-Confidential Payments (Apr 2017)			
Direct debits			
BT	Office Broadband (Apr - Jun 17)	£	63.60
British Gas	Allotments - MF - Elec - Mar	£	26.67
Eon	Office - Elec - Mar	£	21.00
British Gas	Shears Mill - Elec - Mar	£	8.65
Internet payments			
HALC	HR Consultancy Fee	£	180.00
HALC	Affiliation Fee + NALC Levy	£	1,338.00
ICCM	Membership Fee	£	90.00
M & S Enterprises	Replace mower exhaust guard	£	50.08
HALC	Inv 1377 Annual Conference	£	180.00
Eastleigh Borough Council	Empty Dog Bins - March	£	57.96
VitaPlay	Brookfield	£	7,940.78
Greenbarnes Ltd	Noticeboard - Allotment - JL	£	1,443.58
Kays Taxi Group	Travel Token reimbursement	£	88.00
Green Smile	1551 - Cemetery - Tree debris clearance	£	24.00
N J Bryan	Allotments - JL - Tap insulation	£	56.40
Green Smile	1552 - Brookfield - Fence repair	£	24.00
Green Smile	1553 - Brookfield - Fence repair	£	24.00
Hampshire Environment Servi	Allotments - JL - Asbestos test	£	60.00
Green Smile	Ground Maintenance (April 17)	£	3,283.22
Green Smile	Additions (April 17)	£	320.48
Mr D Hillier-Wheal	Salary	£	1,795.21
Mrs C Taylor	Salary	£	882.24
Mr D Hillier-Wheal	Mileage	£	6.30
Mrs C Taylor	Mileage	£	30.60
HMRC	Tax / NI	£	792.96
HCC	LGPS	£	834.08
PGH Pest Control	Allotments - MF - Bee removal	£	216.00
Cheque payments			
972	PAT Testing	£	78.90
Out Of Pocket Expenses Clerk			
Ink Planet	Ink	£	53.98
Ink Planet	Ink	£	68.48
SLCC	Membership	£	38.00
Rymans	Stationery	£	25.30

Sub total £ 185.76

Out Of Pocket Expenses

Assistant Clerk

Post Office	Postage	£	0.56
Ryman	Stationery	£	8.97
Robert Dyas	Watering Can - Cemetery	£	9.98
Ink Planet	Inks / Paper	£	35.98
Euro Garage	Fuel JL Machinery	£	6.30
B & Q	Ronseal JL Shed	£	14.40
Ryman	Stationery	£	2.99
Ryman	Large Paper Clips	£	1.89
Post Office	Postage	£	0.98
O2	Top Up	£	15.00
Ryman	Envelopes	£	22.47
Ink Planet	Large Black Ink	£	13.99
Post Office	Recorded Delivery Letters	£	3.50
Euro Garage	Fuel MF Machinery	£	12.59
Post Office	Postage	£	2.27
Esso	Fuel MF Mowers	£	13.75

Sub total £ 165.62

Total payments

£ 20,268.09

Bishopstoke Parish Council

Finance & General Purposes Meeting

6th June 2017

ITEM

Non-Confidential Payments (Apr 2017)

Direct debits

BT	Office - Phone - Apr	£	19.94
British Gas	Allotments - MF - Elec - Mar	£	21.71
Eon	Office - Elec - Mar	£	21.00

Internet payments

Greens Clearance	Allotments - MF - Rubbish removal	£	45.00
Green Smile	Brookfield - Fence repair	£	24.00
Hampshire Constabulary	PCSO Contribution -1st half	£	3,698.12
Friends Of Prior Hill Copse	Subs - Tree Warden	£	100.00
Eastleigh Borough Council	Cemetery - Tree Removal	£	2,709.00
Do The Numbers	Internal Audit	£	625.00
Hampshire Playing Fields	Membership Fee	£	60.00
Green Smile	Allotments - JL - water tank removal	£	168.00
Greens Clearance	Allotments - JL - Rubbish clearance	£	45.00
British Gas	Shears Mill - Elec - Apr 17	£	8.29
Seagrave Inspections Ltd	Play Area Inspections	£	445.20
VitaPlay	1445 - Glebe Meadow Skate Park	£	462.00
Aquafine	Allotments - Bath cleaning	£	288.00
Green Smile	Ground Maintenance (April 17)	£	3,283.22
Green Smile	Additions (April 17)	£	320.48
Mr D Hillier-Wheal	Salary	£	1,767.01
Mrs C Taylor	Salary	£	915.63
Mr D Hillier-Wheal	Mileage	£	15.30
Mrs C Taylor	Mileage	£	18.90
HMRC	Tax / NI	£	783.94
HCC	LGPS	£	832.85

Cheque payments

971	Allotment refund	£	33.33
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Out Of Pocket Expenses

	Clerk		
Ryman	Stationery	£	15.48
Robert Dyas	Stanley Knife	£	11.99
Ink Planet	Ink	£	29.99
EBC	Parking	£	1.30
Ink Planet	Ink	£	71.98
Sainsbury's	Stationery	£	10.50
B&Q	Paving slabs	£	18.06

Sub total £ 159.30

Out Of Pocket Expenses

Assistant Clerk

Post Office

Postage

£ 0.98

Post Office

Postage

£ 0.98

Ink Planet

Large Black Ink

£ 13.99

Post Office

Postage

£ 0.98

WH Smiths

Lever Arch File

£ 3.49

Post Office

Postage

£ 2.27

Ryman

Sellotape

£ 2.99

Sub total £ 25.68

Total payments

£ 16,895.90

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies			Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts			Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs			Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward			Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets			This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

BISHOPSTOKE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		16C

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ELONOR S. GREENE

Signature of person who carried out the internal audit [Signature] Date 27/4/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

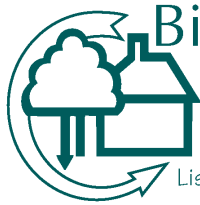
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



Completion of Annual Governance Statement & Accounting Statements

The first step in completing the audit process is to have the accounts signed off by an Internal Auditor. This was completed, and is shown on page 5 of the audit document. The Auditor will only sign this if the accounts have been kept in proper fashion and the Council has followed all the necessary regulations. Additionally, the Council has to demonstrate completing financial risk assessments, bank reconciliations and so on.

The next stage is to complete the Annual Governance Statement.

There are 9 boxes to tick, each with a different statement forming part of an overall statement of sound financial governance.

Box 1 Accounts prepared in accordance with regulations

If this had not been done, the internal auditor would not have signed off the accounts

Box 2 System of Internal Control

The Council has recently approved both the Statement of Internal Control, and the Financial Risk Assessment document

Box 3 Legal Compliance

The Council has only done what it has the legal power to do. Again, non-compliance is something that would usually be picked up by either Cllrs or the Internal Auditor

Box 4 Exercise of Electors' Rights

This was done properly last year following the submission of accounts in accordance with all legal requirements

Box 5 Assessment of Risks

The Council has recently approved the Financial Risk Assessment document

Box 6 Internal Audit

The Council has undergone both the interim and end of year internal audit, and has had its accounts and practices signed off

Box 7 Action on matters raised by audit

There were no matters raised by the external auditor last year. The interim audit raised some points which have been addressed

Box 8 Consideration of litigation, liability or other commitments

The Council discloses everything required regarding its business activity.

Box 9 Trust Funds

This is not applicable as the Council is not a trustee of any fund

I believe everything is in order regarding the accounts and the accounting systems used by Bishopstoke Parish Council. I therefore recommend that Boxes 1 to 8 be ticked as "Yes", and Box 9 ticked N/A.

For the Financial accounting statements, which are being dealt with in a separate agenda item, the figures are as follows:

	31/03/2016	31/03/2017
1 Balances b/f	£146,180	£166,194
2 Precept	£134,447	£141,520
3 Other receipts	£37,881	£36,736
4 Staff costs	£37,187	£47,110
5 Loan interest	£0	£0
6 Other Payments	£115,127	£123,764
7 Balances c/f	£166,194	£173,575
8 Total cash value	£163,953	£169,320
9 Total fixed assets	£223,937	£225,232
10 Total borrowing	£0	£0
11 Trust fund disc.	No	No

These figures have all been approved by the internal auditor

I recommend that these figures be entered into the boxes on Section 2 of the audit return

Direct Debit Payees 2017-18

This is the current list of companies that Bishopstoke Parish Council pays by Direct Debit

British Telecom	Parish Office - Phone
British Telecom	Parish Office - Broadband
British Gas	Shears Mill - Electricity
British Gas	Allotments – Manor Farm – Electricity
Eon	Parish Office – Electricity
Southern Water	Cemetery – Water
Southern Water	Allotments – Manor Farm – Water
Southern Water	Allotments – Jockey Lane – Water
Information Commissioner's Office	Data Protection Registration



APPLICATION FOR GRANT AID

1.	Name of Organisation	Bishopstoke Community Association
2.	Address (if applicable)	Bishopstoke Community Centre Church Road Bishopstoke Eastleigh Hants SO50 6DW
3.	Name and address of the person making this application on behalf of the Organisation	Mrs Susan Plowman 7 Fir Tree Close Horton Heath Eastleigh Hants SO50 7BZ
4.	Your position in the Organisation	Committee Member and Trustee
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	07585 334833 sue.happydays@btinternet.com
7.	If a Registered Charity, please give Charity Number	1039333
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	To provide a facility to the local community to hire.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	The 'membership' applies to all local people and the hall is used by residents of Bishopstoke and the surrounding area.
10.	What total amount of Grant Aid is sought?	£1,000.00
11.	For what purpose is the Grant required?	To cover the cost of Insurance

12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by and bank account number and sort code	See attached proposal from Zurich 00292620 30-92-94
13.	Please state your Organisation's estimated income for the current year	£18,500
14.	Please state your Organisation's estimated expenditure for the current year	£18,200
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	None

Signature.....Susan Plowman Date 08.03.17

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.



APPLICATION FOR GRANT AID

1.	Name of Organisation	Asian Welfare & Cultural Association (AWCA)
2.	Address (if applicable)	N/A
3.	Name and address of the person making this application on behalf of the Organisation	Caroline Wallace 12 Whitehaugh Court Church Road Eastleigh SO50 6DF
4.	Your position in the Organisation	Co-Chair of Trustees
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	07855 990835 carolinewallace@tiscali.co.uk
7.	If a Registered Charity, please give Charity Number	1137818
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	To promote the health, welfare & culture of Asian people within the Borough of Eastleigh. Using a variety of methods including advancing public education in Asian culture, in particular in the arts of traditional Asian music, drama & dance (see attached Constitution)
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	Anyone who lives in the Borough of Eastleigh can be a member of the AWCA. There are a number of members from Bishopstoke including myself. However we are asking for funding for the Eastleigh Mela which is a large event open to all members of the community and residents from Bishopstoke regularly attend.
10.	What total amount of Grant Aid is sought?	£500
11.	For what purpose is the Grant required?	To help towards the cost of young peoples' activities at the Eastleigh Mela on Sunday 30th July 2017

12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by and bank account number and sort code	The funding will be put towards the cost of young people's activities including a climbing wall £670; miniature gauge steam train £250; kite making £395; circus skills £495 It will be spent on the day of the Mela Sunday 30th July ??
13.	Please state your Organisation's estimated income for the current year	£15,360
14.	Please state your Organisation's estimated expenditure for the current year	£15,550
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	All are being asked for funding for the Mela:- EBC - £7500 HCC - £2860 Fire & Rescue Service - £750 Police - £750 BID - £500 Hedge End Town Council - £500 Chandlers Ford Parsih Council- £500 Fair Oak Parish Council - £500

Signature.....Caroline Wallace..... Date.....28.3.17.....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.



Bishopstoke Parish Council

David Hillier-Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

Tel: 02380 643428
 email: bishopstoke.pc@btconnect.com

APPLICATION FOR GRANT AID

1.	Name of Organisation	Bishopstoke, Fair Oak and Horton Heath Street Pastors (BIFOHH)
2.	Address (if applicable)	
3.	Name and address of the person making this application on behalf of the Organisation	David Blackburn 3 Tees Green Colden Common Winchester SO21 1UL
4.	Your position in the Organisation	Treasurer
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	01962 712418 david@dblackburn.co.uk
7.	If a Registered Charity, please give Charity Number	1137634
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	<p>SP Licence Agreement: Listening, Caring Helping-non judgemental, give time and love to anyone Not about preaching but helping people integrate into society Gospel at heart of what we do, and why do, but not at forefront of what we say. Urban Trinity, working with Police and Authorities</p> <p>Street pastors patrol every Friday night. In Bishopstoke we walk the streets, but generally will call in at The Hub; Riverside area; The Glebe; play areas; and places where people may congregate. We liaise with the Police, and they will inform us, at the start of the patrol, if there are any particular areas that they would like us to visit, or incidents of which we should be aware.</p>

		Street Pastors are drawn from the congregations of local churches, but seek to help and support all and any person.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	15 active Street Pastors; 10 Prayer Pastors 5SP and PP resident in Bishopstoke
10.	What total amount of Grant Aid is sought?	£500
11.	For what purpose is the Grant required?	<p>Running expenses. Payments to the Coordinator; insurance; training; uniforms</p> <p>SP are reliant on grant aid. Without the aid we would not be able to continue.</p> <p>In the early years of SP crime dropped by some 50%, and we feel that some of that decrease was due to our activities. Things generally seem to be more peaceful now, (except for the last few months where there seems to have been an increase in aggressive actions between different groups and also an increase in vandalism and anti-social behaviour). We intend to continue patrolling to help combat the anti-social issues, but also maintain the more general peaceful climate that there has been. However, crime reduction is only part of the story. We believe that a listening ear can be of great help, and we have heard many traumatic and many "ordinary" stories, where people wish to "offload". We have given support, and signposting to other agencies. We aim to support and encourage residents of Bishopstoke.</p>

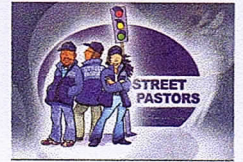
12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by and bank account number and sort code	Licence/insurance £75 Coordinator: £250 General running expenses: £175 April 2018 A/c 40623750 Sort: 52 41 07
13.	Please state your Organisation's estimated income for the current year	£1,000
14.	Please state your Organisation's estimated expenditure for the current year	£1,200
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	Fair Oak Parish Council make an annual grant of £500 We have received irregular grants from the Hampshire Police and Crime Commissioner in the past. The Hampshire Street Pastor organisations had planned to prepare a combined bid to the Commissioner last financial year, but that was postponed to this financial year.

Signature.....David Blackburn..... Date...15 May 2017.....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

**BISHOPSTOKE, FAIR OAK AND HORTON HEATH STREET,
SCHOOL AND PRAYER PASTORS**



Registered Charity Number 1137634

Treasurer:
David Blackburn
3, Tees Green
Colden Common
Winchester
SO21 1UL
15 May 2017

David Hillier-Wheal
Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
SO50 6LQ

Dear David

Thank you for the invitation to apply for a grant in your current financial year.

I enclose a grant application on behalf of the Street Pastors.

In the past the council has only required the completed form, as we are an existing organisation grant funded by the Parish Council. However, should you require any further documents, I would be pleased to provide them.

Yours sincerely

David Blackburn



Contact for Allotments:

**Mrs Cheryl Taylor, Assistant Clerk, Tel: 07521 735539
e-mail: acbishopstoke.pc@btinternet.com**

**Tel: 02380 643428
e-mail: bishopstoke.pc@btconnect.com**

ALLOTMENT GARDEN TENANCY AGREEMENT

An AGREEMENT made on the day of 2017 BETWEEN

(1) Bishopstoke Parish Council ("the Council") and

(2) **Mr XXXXX xx Road Bishopstoke Eastleigh Hants SO50 xxx ("the Primary Tenant")**

and Mr XXXXX xx Road Bishopstoke Eastleigh Hants SO50 xxx ("the Secondary Tenant")

NOW IT IS AGREED as follows:

1. AGREEMENT TO LET

The Council agrees to let and the Tenant agrees to take on a yearly Tenancy of plot number **XXX**

at the **Manor Farm** ALLOTMENT SITE at **Underwood Road**, Bishopstoke

and containing approximately **5** square rods (**126** sq m) ('the Allotment')

commencing **date 2017**, subject to the following Terms and Conditions at the yearly rent payable on 1st October each year and at a proportionate rent for any part of a year over which the tenancy may extend calculated on complete calendar months enjoyed.

2. CAPACITY

In this agreement words importing the masculine he or him include the feminine she or her. Where there is a joint tenancy the terms of this agreement apply jointly and severally and the term tenant is deemed to apply to all signatories to this agreement.

The terms Primary Tenant and Secondary Tenant have the following meanings:

The Primary Tenant must be a resident of the Parish of Bishopstoke both on application and during the period of the tenancy. Where the Primary Tenant ceases to be a resident of the Parish of Bishopstoke and moves to a residency more than one mile outside the Parish of Bishopstoke his entitlement to an allotment shall cease and he will be required to yield up the allotment.

The Secondary Tenant will also be required to yield up the allotment when the Primary Tenant ceases to be entitled to the allotment, unless the Secondary Tenant is at that time a resident of the Parish of Bishopstoke, and has held the joint tenancy for a longer period of time than the current waiting time for the allotment site for this tenancy, at the date on which the Primary Tenant ceases to be entitled to the allotment.

A resident of the Parish of Bishopstoke is one who contributes, through the parish council element of the Council tax payment, to the costs of services provided by Bishopstoke Parish Council.

3. TENANT'S AGREEMENTS

The Tenant agrees with the Council to observe and perform the conditions and obligations set out below.

3.1 Rent

The Tenant shall pay the rent of £8 per 25.2 sq m ("a square rod") per annum or £5 per 25.2 sq m ("a square rod") per annum for persons aged 70 years or over, in advance and without deduction otherwise than allowed by statute during continuance of this tenancy.

3.2 Rent Review

The rent in clause 3.1 above will be reviewed annually to be effective from the 1st January in any year.

3.3 Use

The Tenant shall use the Allotment as an allotment garden wholly or at least two thirds of the area for the production of vegetables or fruit for consumption by the Tenant, his family and friends or for the keeping of livestock in accordance with clause 3.17 and not for any commercial purpose. The Tenant must not use the Allotment for any other purpose. It is not sufficient simply to clear weeds without using the area for the purposes described in this clause.

3.4 Cultivation

The Tenant shall keep the Allotment in a good state of cultivation and fertility, tidy and reasonably free from weeds and maintain half of the footway between the allotment plots and any other verge adjoining the allotment plots, with a minimum width of 60 cm (2 feet). The tenant shall not use weedkiller on any of the footways under any circumstances – footways are to be maintained as grass.

The Tenant shall use reasonable endeavour to keep the plot free from diseased or harmful plants and pests, and to keep pathways clear of plants, trees and any other materials.

The Tenant shall agree to the level of cultivation being reviewed under the Non Cultivation Policy.

3.5 Nuisance

The Tenant shall not cause or permit any nuisance or annoyance to the owners or occupiers of any land adjoining the Allotment, or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment gardens. Temporary obstruction of paths resulting from the delivery of manure will be permitted but only with the prior agreement of the Council.

3.6 Legal obligations and Responsibilities

The Tenant shall at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other bylaws, orders or regulations affecting the Allotment. The Tenant is also expected to comply fully with all laws, such as Health and Safety, which may affect the use of machinery on site, and to comply with the

regulations set by Bishopstoke Parish Council regarding the use of Council machinery. These regulations are displayed in the storage shed where the Council machinery is kept.

The Tenant is responsible for maintaining the allotment in a good condition and for ensuring that any person present in the Allotment with or without the tenant's permission does not suffer personal injury or damage to his property. The tenant is expected to take all reasonable precautions to comply with this responsibility, including reading the health and safety guidance document and communication of guidance contained within to all those who may assist the Tenant on their Allotment. Examples of such precautions include the safe storage of tools and chemicals and the immediate removal of any hazardous objects such as broken glass. It is the Tenant's responsibility to consider taking out Public Liability Insurance to cover the occupation of their allotment land.

The tenant shall ensure that any children brought onto the site are kept under close supervision and control at all times.

3.7 Invasive non-native plant species

The Tenant shall not plant or otherwise cause to grow any invasive non-native plant currently listed for schedule 9 of the Wildlife and Countryside Act 1981, or listed by the EU regulation on Invasive Alien Species 2015. Any tenant finding evidence of an invasive non-native plant on their plot should contact the Council. The Tenant will be provided with a current list of such species, and the Tenant shall thereafter be responsible for keeping themselves updated on any changes to the list.

3.8 Protected animal or reptile species

If a protected species of animal or reptile is found on the Allotment, the Tenant shall abide by the law concerning disturbance or protection of such species. Guidance for specific species subject to protection, for example slow worms, shall be sought from the Council.

3.9 Alienation

The Tenant shall not sublet, assign or part with possession of the Allotment or any part of it.

3.10 Waste

The Tenant shall not cut or prune any timber or other trees outside the allotment plot or take, sell or carry away any mineral, gravel, sand, earth or clay without the written consent of the Council.

3.11 Boundary Structures

The Tenant shall use his best endeavours to protect and keep in decent order any hedges, fences, ditches or gates in or enclosing the allotment field of which the Allotment forms part or in adjoining land and any notice board which has been or may at any time during the tenancy be erected by the Council on the Allotment or the allotment field. The Tenant must not fence the Allotment without first obtaining the Council's written consent.

3.12 Buildings

The Tenant shall not erect any building on the Allotment without the prior written consent of the Council. Consent will normally be given for the erection of one shed (maximum size 6 foot (1.83m) by 8 foot (2.44m)) and one green house (maximum size 6 foot (1.83m) by 8 foot (2.44m)) and one poly tunnel (maximum size 8 foot (2.44m) wide by 10 foot (3.05m) long). No services are to be connected. The Tenant will be responsible for maintaining the building in good condition and for its removal at the end of the tenancy.

Where the allotment has a border with a residential property any structure must be placed at least 1m away from the boundary, with no window or other openings overlooking the adjacent property. The Tenant must ensure that no items are stored, or rubbish allowed to accumulate, against any form of fencing between the allotment site and the adjacent property.

Where an old shed with a felt roof is brought onto the plot the felt must be replaced with brand-new felt prior to bringing it onto the allotment site. For any other type of roofing the tenant must contact the Council for permission, prior to bringing the shed onto the allotment site.

The tenant must not place any building, or any other semi-permanent structure such as a compost heap or an installed support trellis/fruit cage, or other such items, within 1m from any Council building. This is to ensure that the Council has sufficient access to be able to maintain the Council buildings.

Any structure found to have been erected without Council consent may be removed without notice, with the costs of removal being recharged to the tenant.

3.13 Barbed wire

The Tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.

3.14 Trees and Fruit Bushes

Any fruit trees, bushes and vines planted by the Tenant must be entirely confined within the bounds of the Allotment. No fruit tree, bush or vine shall be allowed to exceed a height of 8 feet (2.44m) or to come within 6 feet (1.83m) of an adjacent Allotment. If at any point a tree causes a nuisance to the owner or occupier of adjoining land the Tenant will be asked to remove the tree or the Council will remove it.

3.15 Refuse

The Tenant shall not deposit or allow other persons to deposit on their Allotment or any part of the allotment field, any refuse, weeds, other vegetable or plant matter or mineral material alien to the allotment field. Disposal of refuse and other material derived from within the boundary of the allotment field will be permitted only within an area or receptacle provided for the purpose.

3.16 Compost and Manure

The Tenant shall not deposit or allow other persons to deposit any soil, stones, weeds or other vegetable or plant matter derived from within their Allotment or from within the allotment field onto Allotments not rented by the Tenant. The Tenant may deposit weeds or other vegetable or plant matter, manure or compost from within or from outside the allotment field onto their Allotment only in such quantities as may be reasonably required for use in cultivation.

Where compostable items are kept for future recycling they should be stored in containers designed specifically for composting, where the compostable items are not exposed.

3.17 Dogs

The Tenant shall not bring any dog into the allotment field of which the Allotment forms part, or cause one to be brought in, unless the dog is held on a leash. It will be the responsibility of the Tenant to clear up and properly dispose of any fouling by any dog they have brought or allowed to be brought onto the allotment field.

3.18 Livestock

The Tenant shall not bring or keep any animals or livestock of any kind on the Allotment, including bees, except in exceptional circumstances hens or rabbits to the extent permitted by the Allotment Act 1950 Section 12 and only in certain designated plots and not for business or trade. Further agreements must be signed relating to the keeping of hens or rabbits and the written consent of the Council must first be obtained. Consent can be withdrawn at the discretion of the Council by written notice given to the tenant. Failure to comply with this will result in a breach of the tenancy agreement.

3.19 Use of Water Standpipes/Ponds/ Standing water

The Tenant shall not use a hosepipe other than to fill a water butt and shall not use a hosepipe to water the Allotment directly. The tenant shall not make use of any form of irrigation system.

The Tenant shall comply with any hosepipe ban and must use shared water taps considerately with other occupiers of the allotment site.

The Tenant shall not create any ponds or areas of standing water within the Allotment ground, and shall not have any stored water in receptacles not originally designed for such a purpose and with a fitted lid made for that receptacle. Water butts with fitted lids are acceptable storage vessels. The Tenant shall clean water receptacles for the purposes of control of Legionella bacteria.

3.20 Sprays

When using any sprays or fertilizers, the Tenant must:

- 3.20.1 take all reasonable care to ensure that adjoining hedges, trees, paths and crops are not adversely affected, and must make good or replant as necessary should any damage occur, and
- 3.20.2 so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
- 3.20.3 comply at all times with current regulations and legislation.
- 3.20.4 ensure that any pesticides or chemicals of any description, which are kept and stored on the plot, are stored safely and securely. Any pesticides or chemicals brought onto the allotment plot are the sole responsibility of the Tenant.

3.21 Fuels

The Tenant shall not store any combustible or pressurised fuels on the plot. Machines/tools do not need to be drained when not in use.

3.22 Advertisements

The Tenant shall number his plot in accordance with the site plan but otherwise must not erect any notice or advertisement on the Allotment.

3.23 Bonfires

The Tenant shall manage bonfires with due regard to other Tenants, neighbours and with any legislations and guidance involving or using bonfires. The Tenant must not cause any nuisance with the bonfire, leave unattended or light a bonfire if composting is a reasonable alternative.

3.24 Admittance

The Tenant shall agree that the Council and any agent acting on its behalf shall have the right to refuse admittance to the allotment field to any person, other than the Tenant or a member of his family, unless accompanied by the Tenant or a member of his family.

3.25 Disputes

The Tenant shall agree that any case of dispute between himself and any other occupier of an allotment garden in the allotment field shall be referred to the Council, whose decision shall be final.

3.26 Change of address

The Tenant shall inform the Council immediately of any change of address to that shown in this agreement.

3.27 Yielding up

The Tenant shall yield up the Allotment at the determination of the tenancy created by this agreement in such condition as shall be in compliance with the terms and conditions contained herein. This will include the removal of tools and other items from the site, together with any buildings (as stated in 3.10). The Tenant shall agree to pay for any removal costs necessary to clear the site of any abandoned tools, buildings or other items that are not taken on by a new tenant.

3.28 Inspection

The Tenant shall agree that any officer or agent of the Council may enter and inspect the Allotment at any time when so directed by the Council.

3.29 Taking over abandoned tools, buildings and other items

The Tenant shall agree that taking over any tools, buildings or other items that have been abandoned by the previous tenant will be at the Tenant's own risk and the Tenant shall agree to making any repairs necessary to maintain such tools, other items and buildings in good condition.

3.30 Trees/materials not the property of the tenant

The Tenant shall not, without the express written consent of the Council, cut or prune any timber or other trees that are not the property of the Tenant. Nor shall the Tenant take, sell or carry away any mineral, sand, clay or earth that is not the property of the Tenant.

3.31 Vehicles and Parking

The Tenant shall only park in the car parking bays provided by the allotment shop, or in dry weather on the grassed areas. The Council accepts no responsibility whatsoever for damage to individuals or their vehicles using any part of the allotment site. Please park your car in a considerate manner.

The tenant shall not leave unattended on the allotment any vehicle or trailer of any description. Any unattended vehicle or trailer will be removed without notice.

3.32 Special conditions/ Additional Rules

The Tenant shall observe and perform any special condition the Council considers necessary to preserve the Allotment from deterioration of which notice is given to the Tenant in accordance with clause 5 below.

The Tenant shall also observe any additional rules that the Council may make or revise for the regulation and management of the Allotment and other allotment gardens let by the Council. This is to include regulations on the use of machinery belonging to the Council.

4. DETERMINATION OF THE TENANCY

4.1 Determination on death

This tenancy shall determine on the death of the Tenant.

4.2 Determination by statutory notice by the Council

This tenancy may be determined by the Council by giving to the Tenant 12 months' previous notice in writing expiring on or before 6 April or on or after 29 September in any year.

4.3 Determination by notice by the Tenant

This tenancy may be determined by the Tenant giving to the Council one month's previous notice in writing.

4.4 Determination where allotment appropriated

This tenancy may be determined by re-entry by the Council at any time after giving 3 months' previous notice in writing to the Tenant on account of the allotment garden being required:

- 4.4.1 for any purpose, other than use for agriculture, for which it has been appropriated under any statutory provision, or
- 4.4.2 for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.

4.5 Determination by re-entry on default

This tenancy may be determined by re-entry by the Council at any time after giving one month's previous notice in writing to the Tenant:

- 4.5.1 if the rent or any part of it is in arrears for not less than 40 days whether legally demanded or not;
- 4.5.2 if it appears to the Council that there has been a breach of the conditions and agreements on the part of the Tenant contained in this agreement and provided that, if such breach is of the conditions or rules affecting the cultivation of the Allotment, at least 3 months have elapsed since the commencement of the tenancy; or
- 4.5.3 if the Tenant becomes bankrupt or compounds with his creditors.

4.6 Termination

Upon termination, the Tenant must give up possession and use of the allotment at the end of the tenancy in a state suitable for immediate re-letting. Should any work be required to return the allotment plot to a workable condition the existing tenant will be charged to bring the plot to an acceptable standard. Any personal items or building structures remaining on the plot at the termination of the tenancy will be assigned to any new tenant or removed, with the cost of removal being charged to the existing tenant.

5. NOTICES

- 5.1 Any notice required to be given by the Council to the Tenant shall be signed on behalf of the Council by the Clerk or Assistant Clerk or any other authorized officer and may be served on the Tenant either personally or by leaving it at his last known place of abode or by registered letter or letter sent by recorded delivery service addressed to him there or by fixing the same in some conspicuous manner on the Allotment.
- 5.2 Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent in a prepaid post letter to the Clerk to the Council.

.....
Signed on behalf of the Council

As the Primary Tenant I agree to the above Allotment Garden Tenancy Agreement. I understand that as the Primary Tenant I must be a resident of the Parish of Bishopstoke both upon application and also during the period of the tenancy. I understand that if I cease to be a resident of the Parish of Bishopstoke, or move to a residency more than one mile outside the Parish of Bishopstoke, my entitlement to an allotment shall cease and I will be required to yield up the allotment. I undertake to inform the Council of any change in address.

.....
Signed by the Primary Tenant (s)

As the Secondary Tenant I agree to the above Allotment Garden Tenancy Agreement. I understand that as the Secondary Tenant I will be required to yield up the allotment when the Primary Tenant ceases to be entitled to the allotment, unless I am at that time a resident of the Parish of Bishopstoke and I have held a joint tenancy with the Primary Tenant for a longer period of time than the current waiting time for the allotment site for this tenancy. I undertake to inform the Council of any change in address.

.....
Signed by the Secondary Tenant (s)

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CEMETERY POLICY RE PROBLEMS WITH MEMORIALS OR OTHER ITEMS ON INDIVIDUAL GRAVE PLOTS IN BISHOPSTOKE CEMETERY

This policy has been written with the aim of providing guidance on dealing with problem memorials or other problem items on individual graves within Bishopstoke Cemetery. There is a need for guidance on the practical reality of dealing with items found on graves sympathetically.

Visitors to our Cemetery have many different ways in grieving for their loved ones, and not everyone agrees with the same approach. The more modern approach is to place many different items on the grave, each item reminding the visitor of something about their loved one. Other visitors view such graves as covered in clutter and rubbish: they prefer the simpler look of just a headstone and vase. Visitors will also place items onto the grave and then not visit again for many months. When they place items onto the grave, they remember these items as they were when they were placed, and become very upset if the items are removed before they return.

For the above reasons, the Council deals sympathetically with items on graves and does not regularly remove items from graves unless it is necessary to take action. The policy below gives details concerning under what circumstances action may become necessary, and what action will be taken.

The first section of the policy concerns problems which may arise with memorials - the Council has a duty to ensure that memorials remain safe for all visitors. The other sections of the policy concern problems which may arise for other items which may be placed on graves.

1. Damaged Memorials in Need of Repair

Where a memorial is found to be in need of repair a supporting stake should be placed as a temporary solution to the need for a repair, or alternatively the memorial should be laid flat. The action that will then be taken will depend on whether or not the burial grant for the grave has been purchased.

Non purchased (where the burial grant has NOT been purchased):

An attempt should be made to locate family members by sending a letter to the Next of Kin (NOK) if known, or to the address of the last person interred if there are no NOK records, asking for a response within 30 days. Simultaneously a notice should be placed on the plot giving 2 months' notice of work to be carried out.

If no response is received by the end of the notice period the repair should be carried out at the Parish Council's expense. A notice should be placed on the grave to explain the removal of the memorial if this is necessary in order to carry out the repair.

If a family member responds they, and other family members, can be given the option of purchasing the plot, after which the memorial can be repaired or replaced as necessary by the new owner(s). If they do not wish to purchase the burial grant, the Council will permit them to make the necessary repair to bring the memorial into its original condition (to include cleaning or re-lettering, as necessary), however, they will not be permitted to replace the memorial with a new memorial unless they choose to purchase the burial grant. They should be requested to carry out the work within a period of 2 months. If they do not wish to make a repair they should be informed that the

Parish Council will still go ahead with a basic repair. That repair will be corrective only, with no other work being carried out (eg cleaning of the stone or refurbishment of the lettering).

Purchased (where the burial grant has been purchased):

If the owner is not deceased a letter should be sent to the owner's last known address asking for a response within 30 days. If the owner is deceased the letter should instead be sent to the NOK if known, or to the address of the last person interred if no NOK details are known, as an attempt to contact the family. Simultaneously a notice should be placed on the plot for 2 months concerning work to be carried out.

If a response is received the owner should be requested to carry out the work within a period of 2 months, or to carry out a transfer to the new owner prior to them being requested to carry out the work within a period of 2 months. The owner should also be given the option of giving up the grant ownership, following which the Parish Council would carry out a basic repair as the new owner.

If no response is received from the owner or NOK, or the owner/NOK fails to comply within 2 months after contact, a recorded delivery letter should be sent to the last known address of the owner/NOK, reserving the right to take over maintenance and to repair the memorial if no contact is made within 14 days. The letter should indicate that the cost of this repair will be recorded against the plot with the aim of resolving full or partial payment at the time of a further interment or when further work is requested to be carried out on the memorial. If there is no reply as a result of the recorded delivery letter the Council will arrange for the repair and record the costs against that plot.

At the time of a further interment, or when further work is requested to be carried out on the memorial, the issue of payment should be addressed and resolved. Full payment should be requested but a reduced payment or no payment can be accepted dependant on the family's circumstances. The letter should reflect this by firstly inviting the family to discuss the issue of the costs that have previously been expended on the owner's behalf.

Where a letter was sent to an occupier of an address the letter will state that if no response is received within 30 days, the Council will assume that there are no relatives living at that address. There is then no need to send a recorded delivery letter where no response is received.

Memorials which it is determined should not be repaired and for which no one can be contacted:

Stake the memorial until it is possible to lay flat, then lay flat. Do not remove from Cemetery.

Kerb sets that have become broken or are falling apart and for which no one can be contacted:

The Cemetery regulations state that broken cement beds for chippings shall be removed and the enclosed area turfed over. Where the plot is unpurchased and the NOK cannot be contacted then the damaged part of the kerbset should be removed leaving the headstone (or any part containing an inscription) intact. For purchased plots still within the period of the grant action should be taken as appropriate to make the kerbs safe as necessary, with any costs expended recorded against the plot with the aim of recovery at a future date (as above for purchased plots).

2. Enclosures

Even though it is not permitted, families will often place an enclosure of some kind around the full length of the grave plot. Current Council policy is to deal sympathetically with such cases, and seek to remove such enclosures only when they become a health and safety hazard. Where it is deemed necessary for unauthorised enclosures to be removed the following will apply to both purchased and unpurchased plots:

A letter should be sent requesting removal within 30 days – where there is no address of NOK and the owner is deceased a letter should be sent to the address of the last person interred to ask for details of family members if known by the current occupier. Simultaneously 1 month's notice is to be put on the plot of notice for work to be carried out. After the 1 month's notice the enclosure should be removed by the Council if the owner/family have not carried out the work. (NB See also under the general maintenance section for the need to write recorded delivery letters where the plot is generally unable to be maintained, rather than just a problem of an enclosure.)

Of enclosures that have been removed the enclosure will be placed near the collection box for collection within 14 days where practical to do so. Items will not be kept for collection if they are broken, rusting or otherwise damaged. Content of enclosures will be disposed of and not kept for collection (eg stone, wood or kerb set chippings, pebbles).

If an address is known a letter should be written requesting the owner/NOK to remove any items ready to be collected within 16 days from the date of the letter. The Parish Council will then dispose of any items not collected.

If the plot is purchased the cost of remedial work should be recorded against the plot. At the time of a further interment, or when further work is requested to be carried out on the memorial, the issue of payment should be addressed and resolved. Full payment should be requested but a reduced payment or no payment can be accepted dependant on the family's circumstances. The letter should reflect this by inviting the family to discuss the issue of the costs that have previously been expended on the owner's behalf.

3. Trees

When a new tree is planted the owner or NOK should be asked to remove within 30 days. If not removed a further letter should be sent when the tree reaches 2 feet in height requesting removal within 1 month. Where there is no address of NOK and the owner is deceased a letter should still be sent to the address of the last person interred to ask for details of family members if known by the current occupier. Simultaneously 1 month's notice is to be put on the plot of notice for work to be carried out after 1 month. If no response is received the tree should be removed (at the Council's expense).

4. General Maintenance not being carried out on the plot:

When a plot is not being properly maintained (normally due to an unauthorised enclosure which prevents strimming from being carried out) the owner or NOK should be asked to properly maintain the plot within 30 days. Simultaneously 1 month's notice should be put on the plot for work to be carried out. If they do not comply then a further letter should be sent by recorded delivery for the

Council to take over general maintenance of the plot within 14 days (but to exclude responsibility for the memorial if one is present). If no response is received by the final date then the plot should be put into order by the Council. Items found on the plot should be placed at the headstone end in order for strimming to be carried out. Any unauthorised enclosure is to be placed near the collection box for collection within 14 days where practical to do so. Enclosures will not be kept for collection if they are broken, rusting or otherwise damaged. Content of enclosures will be disposed of and not kept for collection (eg stone, wood or kerb set chippings, pebbles).

If the plot is purchased the cost of remedial work should be recorded against the plot. At the time of a further interment, or when further work is requested to be carried out on the memorial, the issue of payment should be addressed and resolved. Full payment should be requested but a reduced payment or no payment can be accepted dependant on the family's circumstances. The letter should reflect this by inviting the family to discuss the issue of the costs that have previously been expended on the owner's behalf

5. Glass Items

Broken glass items to be disposed of immediately. Non broken glass items to be kept for collection by the owner from the collection box. Letter to be written for the owner to collect within 16 days from date of letter. No subsequent letters to be sent but items to be put into collection box for collection within 14 days. Non collected items will be disposed of.

6. Tea Lights

Tea lights and candles to be disposed of immediately. Tea light containers to be kept for collection by the owner from the collection box. Letter to be written for the owner to collect within 16 days from date of letter. No subsequent letters to be sent but items to be put into collection box for collection within 14 days. Non collected items to be disposed of.

7. Offensive Items/ Items of Food and Drink

To be disposed of immediately. To include such items as whisky bottles, beer cans and chocolate bars.

8. Christmas Items and Wreaths

Notice to be placed on notice board at end of January for one month's notice of disposal of Christmas items. On or after March 1st all items obviously related to Christmas to be placed for collection in the collection box if artificial (eg tinsel or Christmas decorations) for a period of 14 days before disposal. All Christmas decorated miniature fir trees to be placed around collection box for a period of 14 days before disposal.

From 1st March all wreaths to be gradually disposed of when the majority of the living part has died. Artificial wreaths to be left on the plot unless the contents are obviously related to Christmas when they should be placed around the collection box for a period of 14 days before disposal.

Any living wreaths or any flower arrangements which could be interpreted as a winter flower arrangement rather than a Christmas flower arrangement, should be left on the grave. Any miniature fir trees that have not been decorated for Christmas should also be left on the grave.

(Note that at the time that removal of items relating to Christmas takes place there is also a general removal of all items such as artificial flowers which have become mouldy as a result of the winter weather, or anything that has suffered frost damage.)

9. Other

The following can be disposed of without notice:

Dead flower arrangements

Mouldy artificial flowers and any other mouldy items

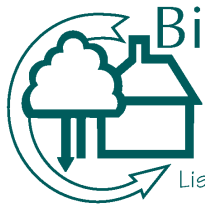
Written items that can no longer be read

Balloons that are no longer inflated. *(Note that balloons must not be allowed to fly at a level higher than the surrounding memorials, and will be retied at a lower height if found.)*

Items deemed an immediate health and safety risk such as broken ceramic objects, sharp metal, broken shards, damaged enclosures

Last amended 24th May 2017 – amend date when agreed by Full Council

DRAFT



Contact for Cemetery:

Mrs Cheryl Taylor, Assistant Clerk, Tel: 07521 735539
e-mail: acbishopstoke.pc@btinternet.com

Tel: 02380 643428
e-mail: bishopstoke.pc@btconnect.com

REGULATIONS IN RESPECT OF INTERMENTS AND ERECTION OF MEMORIALS IN THE BISHOPSTOKE CEMETERY

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Interpretation of terms:

'The Cemetery' means the Cemetery maintained by the Parish Council known as 'Bishopstoke Cemetery'.

'The Parish Clerk' means the person for the time being holding the office by that designation under the Parish Council, hereinafter known as the Clerk with respect to the Cemetery, and the Assistant Clerk who will act for the Clerk in matters relating to the Cemetery.

'Grave' means a burial place formed in the ground by excavation and without any internal walls of brickwork or stonework or any other artificial lining. Burials are not permitted in any form of brick or concrete vault or cell. All graves shall be allocated a number according to the Cemetery plan.

'Cremation Plot' means a place formed in the ground by excavation for the purpose of interring ashes and their containers. Such a place shall measure not more than 2 feet by 2 feet (0.61m by 0.61m). All plots shall be allocated a number according to the Cemetery plan.

'Purchased Grave or Cremation Plot' means a grave or cremation plot wherein the Exclusive Right of Burial (subject to these regulations) has been granted by the Parish Council.

1. **Times of Notice of Interment.** Notice of interment shall be given to the Clerk at least 2 clear working days in advance of the day of interment, excluding weekends and public holidays. This regulation shall not apply upon production of a medical certificate stating that an early interment is necessary or when exceptional religious reasons exist.
2. **Proof of ownership required before re-opening.** No grave or plot for which the Exclusive Right of Burial has been purchased may be re-opened without the written consent of the owner, or their personal representative. If the burial grant has not been purchased relatives must request permission from the Parish Council to re-open a grave.
3. **Fees and Charges for Interment.** The fees and charges payable to the Parish Council in respect of interments in the Cemetery, or for purchase of burial grants, or for memorials, or otherwise in connection with the Cemetery, shall be those detailed in the Table of Fees and Charges, which shall be subject to review with fee changes taking effect from 1st April each year, or at any other time at the discretion of the Parish Council. The Table of Fees applies to all residents of the Parish or to those recently resident who qualify under those circumstances as listed in the Table. Double fees and charges are payable by all other persons. These fees contribute towards the upkeep of the Cemetery and for regular inspections of the memorials. Those being interred who come from outside of the Parish pay higher fees as they are not contributing to the Parish Council precept which pays for the upkeep of the Cemetery. All fees and charges shall be paid in advance to the Clerk.

4. Graves and Plots sold subject to Regulations. All graves and cremation plots shall be sold subject to the regulations currently relating to the Cemetery.
5. Selection of Graves and Plots. Pre-purchase of graves or plots is not permitted. Graves and plots will be allocated in sequence unless exceptional circumstances apply when the decision of the Clerk on behalf of the Parish Council shall be final.
6. Certificate of Disposal. A legal 'Certificate for Burial or Cremation', or in the case of an inquest the Coroner's Order, shall be delivered to the Clerk before a burial takes place. A certificate of cremation shall be delivered to the Clerk in the case of cremated human remains. The appropriate document must be delivered with the notice of interment.
7. Grantee of Right of Burial. If a personal representative from outside the Parish applies to bury a resident of the Parish the fee payable shall be the same as an application from a local representative.
8. Digging of Graves and Cremation Plots. All graves and plots shall be dug and reinstated under arrangements made by the undertakers. Shoring is required at all times due to the nature of the soil structure. Surplus spoil is to be placed as advised by the Council, and no spoil is to be deposited on an adjacent grave or plot at any time if there is available non grave space nearby. The memorials and grave goods on adjacent graves must be protected at all times during the interment. At the conclusion of the interment originally turfed graves are to be re-turfed, and any paving slab originally present on a cremation plot must be replaced in its original position.
9. Interment in Graves. In all graves there shall be at least 3 feet (0.92m) of earth between the surface of the ground and the top of the coffin and no coffin shall be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectively separated from any coffin already placed and remaining in the grave by a layer of earth not less than 6 inches (15.3cm) in thickness and no human remains interred therein shall be disturbed nor shall any soil which is offensive be removed. The minimum depths for plots are to be 5 feet (1.53m) for single depth and 6ft 6ins (1.98m) for double depth. Coffins shall be made of suitable biodegradable materials and no metal or other non-biodegradable coffins, caskets or containers will be allowed.
10. Interment of Ashes in cremation plots. In all cremation plots there shall be at least one foot (0.31m) of earth between the surface of the ground and the ashes or top of the container and each plot shall be of a depth suitable for the interment of two sets of ashes.
11. Interment of Ashes into Adult Graves. A maximum number of 6 cremation burials shall be permitted into an adult grave. These shall be as 3 sections of 2 cremation burials side-by-side.
12. Interment of more than one body in the same grave at the same time. Only the body of one adult, or the bodies of 2 children each under the age of 12 years, may be buried in any grave at the same time, unless the bodies be those of the same family.
13. Death from Infectious Diseases. In all cases of death from infectious diseases the body shall be taken directly from the hearse to the grave.
14. Coffins of Still Born Children. No body shall be received unless decently covered and placed in a coffin of suitable biodegradable material with the name of the deceased child or that of its parents indelibly affixed.
15. Arrival at the Cemetery. The time of any proposed interment shall first be arranged by the Funeral Director and the Clerk to the Parish Council. The time agreed shall be the expected arrival time at the Cemetery. All interments shall take place on Mondays to Fridays between the hours of 0900 and 1530 and on Saturdays between the hours of 0900 and 1200 but not on public holidays unless exceptional circumstances apply. (The exception as in clause 1 to apply)
16. Carrying of Coffin at the Cemetery. If persons other than the staff of the Funeral Director wish to carry the coffin then they must all sign the necessary disclaimer **prior** to the carrying of the coffin. It is the responsibility of the Funeral Director to ensure that such disclaimers are completed prior to the carrying of the coffin. The disclaimer form is available on the Council website and all forms must be returned to the Council by the Funeral Director after the burial has taken place.
17. Backfilling by mourners. Backfilling is expected to be carried out by the staff of the Funeral Director. If the funeral director allows mourners to backfill the grave, all necessary health and safety precautions should be taken, and only one mourner allowed to backfill at any time.

18. **Private Work.** No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying. No employee of the Parish Council is to be engaged to execute any private work in the Cemetery.
19. **Exclusion or Removal of Persons from the Cemetery.** The Parish Council may, at any time, remove or exclude any person from the Cemetery who shall be guilty of any breach of the regulations being in force at that time.
20. **Admission of Dogs.** The admission of dogs, unless on a lead, is prohibited. Dogs shall not be allowed to foul within the Cemetery.
21. **Release of Balloons, Lanterns or Doves.** The release of balloons, lanterns, or doves, is not permitted in the Cemetery.
22. **Exclusive Right of Burial.** The Exclusive Right of Burial in any grave or cremation plot shall be entered in the Register of Grants of Right kept by the Clerk. After the interment of the owner of the grave or plot, the personal representative shall produce to the Clerk the Grant of Probate or Letters of Administration, and/or other documentation as required by the Clerk, so that proof of change in ownership may be duly registered. Until satisfactory proof of ownership is given, the grave or plot cannot be re-opened and no memorial or tablet or other article may be installed or work carried out on an existing memorial, including additional inscriptions. The Exclusive Right of Burial shall last for a period of 30 or 60 years, at the expiry of which time it shall either be renewed at the appropriate fee or ownership shall revert to the Parish Council. The Exclusive Right of Burial will not be issued to persons under the age of 18.
23. **State of General Repair (not including memorials).** Every grave plot shall be kept in good repair by the owner. On default by the said owner (if the owner fails to keep the plot in good order) after 14 days' notice in writing has been sent by registered post to the registered owner at his registered address, the Council reserves the right to take over the maintenance of the grave plot and have it put in good and safe order at the expense of the grave owner with such costs attached to the grave or plot. The Parish Council will seek to recover costs expended on behalf of the owner at the time of the next interment or future work to a memorial on the plot.

To assist in maintaining the Cemetery in a neat and tidy condition, the Parish Council will cause all neglected mounds to be levelled or sunken graves to be made up to ground level.

In order to ensure that the grave plot can be properly maintained no vases, flower holders or other personal items are permitted elsewhere than at the normal headstone position. If such items are found on the grave plot they may be removed back to the headstone position without notice.

24. **Grave Enclosures.** The purchaser of any grave or cremation plot shall, when erecting a memorial, place such memorial in the position determined by the Parish Council. No form of grave enclosure is allowed and this includes railings, chains, wooden edging of any description and glass wreath cases. The purchaser will be given one month's notice to remove such items after which the Council reserves the right to remove any such unauthorised items at the expense of the grave owner and hold them for collection, where practical, by the owner within 14 days of notification or dispose of them if the owner does not collect them within the stated time. Enclosure contents or damaged items will not be kept for collection. The Parish Council will seek to recover such costs at the time of the next interment or future work to a memorial on the plot.
25. **Trees, Shrubs, Plants and Flowers.** Dwarf trees, shrubs, plants and flowers shall not be planted upon graves or cremation plots. The Parish Council reserves the right to remove, prune and cut down any trees, shrubs, plants or flowers, previously planted which in its opinion have become unsightly, overgrown or dangerous. Persons tending graves or plots shall be required to dispose of any rubbish removed from the grave or plot in the bins provided for that purpose. The planting of young trees in memory of a deceased is no longer allowed.
26. **Personal effects.** The Cemetery is an area for quiet reflection for many persons and unusual adornments such as balloon, plastic attractions or personal effects, placed upon the grave or plot of a deceased may cause upset or offence. Consequently, such items are to be discouraged and the Parish Council reserves the right to remove any items which in its opinion may cause offence in any way. Example items include wind chimes, any items above the height of the surrounding headstones, food and drink items.

Lighted candles, including those within a glazed container, and any breakable items, particularly glass items, are not allowed because of the possible fire risk and attendant safety dangers to grounds maintenance staff, others visiting the Cemetery, and to animals. Such items removed by the Parish Council will be placed near the waste bins for collection by the owner within 14 days of notification or be disposed of if the owner does not collect them within the stated time. The Council will not remove any solar or battery powered lanterns or lights, provided that they are well maintained and designed for outdoor use.

Items that are damaged/deteriorated or deemed an immediate health and safety risk will be removed from the Cemetery without prior notice.

27. Seats. Families may apply to the Clerk for the erection of a seat in memory of the deceased. The design and location shall be determined by the Clerk on behalf of the Parish Council and all costs relating to purchase and installation shall be met by the family. Once installed, ownership of the seat shall pass to the Parish Council.
28. State of Repair and Removal of Memorials. The Parish Council reserves the right to refix, realign or remove any memorial as may be required. Any such work shall only be carried out by an approved stonemason. Broken cement beds for chippings shall be removed and the enclosed turfed over.

Every memorial shall be kept in good repair by the owner. On default by the said owner (if the owner fails to keep the memorial in a good state of repair), and after two months' notice having been given in writing of the need for work to be carried out, the Council reserves the right to have the memorial put in good and safe order at the expense of the owner. Where the owner of the Exclusive Right of Burial cannot be traced at the time of carrying out the work, any costs expended in order to make safe the memorial shall be borne by the Parish Council and attached to the grave or plot. The Parish Council will seek to recover such costs at the time of the next interment or future work to a memorial on the plot.
29. Work to be executed to the satisfaction of the Parish Council. All work shall be executed to the satisfaction of the Parish Council and undertaken by suitably qualified persons.
30. Regulations for the Erection of Memorials. Memorials can only be erected upon issue of the necessary permit from the Parish Council and with the written consent of the owner of the Grant of Exclusive Right of Burial for the grave or plot concerned. Regulations for the erection of memorials are at Annex A and shall be complied with by all memorial masons executing work on memorials.
31. Register. Applications to search the Register of Burials shall be made to the Clerk. However, on-line investigations may be made via the Eastleigh Borough Council website for details more than two years old, if recorded.
32. Exhumations. Exhumations are only permitted by lawful permission from the appropriate authorities.
33. Clauses. In cases where any question or controversy arises from the foregoing clauses, or anything omitted therefrom, the decision of the Burial Authority shall be final and binding.

By Order of Bishopstoke Parish Council
24 May 2017 to amend once agreed by Full Council

Annex A

REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK TO BE CARRIED OUT ON AN EXISTING MEMORIAL IN BISHOPSTOKE CEMETERY

1. Memorials may only be erected upon issue of the necessary permit from the Parish Council and with the written consent of the owner of the Grant of Exclusive Right of Burial for the grave or plot concerned. Any work carried out on an existing memorial will also require a Parish Council permit and the written consent of the owner of the Grant of Exclusive Right of Burial for the grave or plot concerned.

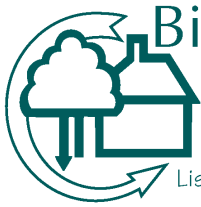
Where the Grant of Exclusive Right of Burial has not been purchased the Council will not give permission for a new memorial to be erected, or for an existing memorial to be amended and replaced (an example of an amendment is to add an additional inscription). Permission will only be given to replace an existing memorial if no changes have been made to the memorial before it is replaced. Alternatively, the Grant of Exclusive Right of Burial can be purchased from the Council when submitting the application to erect/amend a memorial on a grave for which the Grant has not previously been purchased.

2. All new memorials and memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Parish Council. Memorial masons must provide evidence to the Council of public liability insurance of at least £5 million.

3. All memorials shall be erected and remain at the sole risk of the owner. Those seeking to place a memorial in our Cemetery should be aware that any items placed in our Cemetery may be affected by soil movement or animal activity, as this is a rural cemetery with a largely sandy soil structure. A sketch of each proposed memorial giving full details and dimensions, together with the owner's consent, is to be submitted to the Parish Council on the application form supplied by the Clerk. **No memorial may be erected in the Cemetery without the written consent of the Clerk.** No memorial shall be removed or altered without the written consent of the owner and the Clerk except as otherwise provided (for example on health and safety reasons).
4. All memorials are to be of natural stone and no Bath, Caen, or other soft stone, or reconstituted stone, shall be allowed in the construction of any memorial. All monumental work shall be finished prior to the erection of any memorial, excepting the execution of a second inscription for which permission must be obtained. Exceptionally, hard wood crosses may be installed at a height not to exceed three feet (0.91m) and wooden crosses may be installed temporarily pending erection of a stone memorial on a grave. No memorial of any design shall exceed 3 feet 6 inches (1.07m) in height.
5. Memorial masons and others, prior to fixing memorials, shall furnish themselves with all appropriate tools and necessary appliances and comply with any regulations issued by the Parish Council.
6. Memorial masons and others employed on any kind of work in connection with memorials in the Cemetery are to remove all spare soil and leave the ground clean after completing their work and each grave is to be re-turfed to an acceptable standard. Memorial masons will be held responsible for any damage caused by them either on the ground or to the memorials erected thereon.
7. All memorials and any parts or part thereof which have to rest in or upon the ground, or upon any brick, stone or other foundations, shall be fairly squared and bedded off. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness or with corners knocked.
8. The top surface of every foundation stone shall be at least 2 inches (5.1cm) below the level of the highest point of the surrounding turf.
9. All work on memorials shall be completed during the hours of 8.00 am and 5.00pm on weekdays excepting Saturdays when work must cease at 12.00pm. No work shall be undertaken during an interment or on Public Holidays.
10. The erection of memorials will not be allowed during unsuitable weather or whilst the ground is in an unfit state.
11. No rails, wooden edging, chains of any description, or glass wreath cases shall be allowed as part of any memorial.
12. For cremation plots, the minimum thickness of a memorial up to 20inches (50.8cm) high shall be 2 inches (5.1cm).
13. Second bases shall be securely fastened to the bottom by dowels or other approved methods.
14. No advertising boards, tablets or cards, shall be placed on or around any monumental erection nor shall any form of advertising be displayed in any part of the Cemetery.
15. The memorial mason shall mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 2 inches (5.1cm). The memorial mason may also inscribe the name of the company on the reverse of the memorial in the lower left corner in letters no higher than 2 inches (5.1cm). Any inscription on kerbs/posts for a kerb set must be specified on the application form. Placement of the grave number and name of the stonemason is only acceptable on the back of the headstone and is not acceptable on the kerbs/posts of the kerb set.
16. Any memorial temporarily removed when a grave is opened for an interment shall be placed and fixed within twelve months from the date of re-opening of the grave.
17. Where the owner applies for an inscription which refers to a person who is not interred within the Cemetery, that inscription must contain the words 'resting elsewhere' or their equivalent.
18. **All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. All memorial masons undertaking work in the Cemetery shall be suitably qualified.**

By Order of Bishopstoke Parish Council
24 May 2017 to amend once agreed by Full Council.

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HEALTH AND SAFETY GUIDANCE

The Council would like you to enjoy your allotment. However, the following guidance will be given to all tenants to ensure that they are aware of the possible hazards on an allotment site, so that they can take steps to ensure that they, other people, and wildlife, are not put at risk. It is your responsibility to consider taking out public liability insurance to cover occupation of your allotment.

Please read the following guidance for health and safety on your allotment. This document must be read in conjunction with your Allotment Tenancy Agreement.

1. Your Personal Safety

If you are going to spend time on your own at the allotment site, let another person know where you are going and what time you will be back. If you have a mobile telephone, ensure that it is charged and take it with you so that you can call for help if necessary. Be aware of your surroundings and anyone else on site at all times.

Ensure that you pay attention to where you are walking at all times. The ground may be uneven underfoot, and items may have been accidentally left on paths. Particular care should be taken not to trip.

Be aware of the effect of changing weather conditions - rain or frost may affect walking surfaces and make them slippery. Sunscreen should be used to protect yourself from over exposure to the sun.

Ensure that you lock all gates behind you as you enter, if such gates are expected to be permanently locked.

2. Specific Risk to Children

Be aware that children can be present on the allotment site at all times. Ensure that you have safely locked up any chemicals and that they are in properly marked containers. They should not be kept in drinks bottles or other food containers, or left lying around the plot. You should ensure that there are no hazardous items present on your allotment plot that children may come into contact with.

If you bring children onto your plot, ensure that you have carefully reviewed your plot before they enter to ensure that there are no items present which may cause them harm. Children must be supervised on allotments at all times and you must ensure that they do not go onto other people's plots without permission.

3. Safety of Others

If you have someone join you on your allotment, particularly if they are not used to being on allotment site, please ensure that you make them aware of the issues regarding health and safety contained within this document.

4. Physical Exercise

Working on your allotment can be physically demanding. Please take care when working on your allotment, and contact your doctor if you have any concerns with your ability to do such physical exercise.

5. Hazardous Items

You should ensure that there are no hazardous items left on your plot. Such items could include broken glass, tangled wire, metal stakes that are left in unexpected places, unexpected large holes, weed cover over hidden objects.

If you discover a significant amount of rubbish or hazardous items, such as asbestos sheeting, underneath the soil once you have taken over your allotment plot, then please contact the Council, who may offer assistance in removal.

Tools can be a hazard if they are not properly stored, or are left lying around the allotment plot when not in use, for example, an upturned fork which people may step on.

6. Tetanus or Lockjaw

Please ensure that you have been vaccinated against tetanus. This is a serious infection caused by bacteria that live in the soil, which can enter your body through the slightest wound or cut on the skin.

7. Skin Irritations

Reduce the possibility of skin irritation by wearing gloves and clothing which fully covers the skin. Be aware of which plants can cause skin irritations.

8. Pesticides and Fertilisers

Ensure that you have safely locked up any chemicals and that they are in properly marked containers. They should not be kept in drinks bottles or other food containers, or left lying around the plot. Ensure that you wear suitable clothing and follow all the manufacturer's instructions on their use. All items must be disposed of responsibly. You should ensure that the chemicals are not

accidentally spread to your neighbour's plot, as your neighbour may be gardening organically.

9. First Aid

You may wish to keep a first aid kit in your shed to provide you with items for first aid, for example to help with small cuts or removing thorns or splinters.

10. Use of Your Own Machinery

Always follow the manufacturer's instructions, and pay particular attention to the whereabouts of other tenants or children whilst you are using the machinery.

11. Use of Council Machinery

If you make use of Council machinery you will need to sign the machinery disclaimer form and read all the necessary safety guidance. You will also need to be trained by the site representatives and follow the manufacturer's instructions at all times.

12. Control of Legionella

Legionella bacteria can cause disease, including legionnaires disease, which is a severe form of pneumonia and can be fatal. People can become infected when they inhale aerosols (airborne water droplets) from a contaminated source. It can affect anyone, including children, but some people are at higher risk, such as those over 45 years of age, smokers or those with alcohol or drug dependence, those suffering from chronic respiratory or kidney disease, or diabetes, lung or heart disease, and those who have a weakened immune system or are taking drugs that weaken the immune system. Conditions favouring the proliferation of the bacteria include water which is at a temperature between 20°C and 45°C, or the presence of any nutrients or slime which encourage the bacteria to grow.

The symptoms of legionnaires disease include a high temperature, feverishness and chills, cough, muscle pain and headache, and can lead to pneumonia. Symptoms might also include diarrhoea and signs of mental confusion. A different respiratory disease can also be caught from handling compost and soil containing the bacteria Legionella Longbeachae.

Minimising the Risks from Legionella

The following are some simple precautions that should be taken when watering plots:

- On hot days run the tap for at least a minute, and longer if necessary, to ensure that any water held in the system is below 20°C, while keeping your face away from the spray.
- Empty the water out of garden hoses after use and store them out of direct sunlight.
- All watering cans and pressurised watering containers should be emptied after use and kept clean at all times; watering can roses, the spray heads for

pressurised watering vessels and hose spray nozzles should be cleaned and descaled on a regular basis.

- Keep water butts/other water storage vessels clean by emptying them and thoroughly scrubbing them clean inside, at least on a 6 monthly basis to minimise possible bacteria proliferation.
- Try to avoid splashing water around when watering pots/containers.
- Be aware that when using stored water, in water butts or other storage containers, which has reached a temperature above 20°C, there is a potential risk of contamination with Legionella bacteria. This risk is increased if you create aerosols using this water, for example by using watering cans or pressurised watering containers.
- Consider disinfecting your water storage containers when you clean them, and consider insulating them to lower the temperature inside in warm weather.
- Water storage containers should have properly fitting lids, which are not made of wood, to prevent contaminants entering the water and prevent the encouragement of algae growth from sunlight.
- Hosepipes attached to standpipes and coiled hose reels should be removed and drained after use to prevent possible stagnation of water left within them. Hosepipes should not be left within stored water in order to prevent back syphonage to the mains water supply.
- Do not keep excessive amounts of stored water, as this will help prevent stagnated water.

The following are some simple precautions that tenants should take when using potting compost/soil:

- Wear gloves whenever handling soil, compost, fertilizer or pesticides.
- Do not open bags of compost/potting media with your head directly over the bag.
- Fold over the top of the compost bag when not in use.
- Avoid potting up in a confined space and ensure adequate ventilation if carrying out this task in a green house or shed.
- Moisten dry potting media before use.
- Dampen down dry compost heaps before turning or using.
- Avoid storing potting media /compost in greenhouses as these will heat up and may encourage Legionella.
- Consider wearing a dust mask when turning compost heaps and handling potting media/compost or other dusty materials.
- Always wash your hands after gardening and especially before eating, drinking or smoking. Keep a hand sterilizing gel in your shed/greenhouse if soap and clean water is not available.

13. Risk of Other Diseases

You are responsible for basic hygiene on your allotment and for checking that your tetanus boosters are up-to-date. If you eat or drink on your allotment. Always ensure that you wash your hands thoroughly first with soap and clean water, or make use of a hand sterilising gel.

Always make sure that you wash your fruit or vegetables thoroughly before eating them.

14. Rats

Rats can carry many diseases, including Weil's disease, which can cause death through contaminated water. Ensure that your compost bins are covered and that no remains of fruit and vegetables are left out to attract rats. Report any signs of infestation to Bishopstoke Parish Council - it is then your responsibility to call in a pest control contractor, or pest control officer from Eastleigh Borough Council, to treat rats if nests are located on your allotment.

15. Bees, Wasps and Hornets

Report any bees, wasps or hornets to the Council. The Council will arrange for treatment for any wasps or hornets. Honeybees will be safely relocated and bumblebees will be safely protected on your allotment plot, with safe relocation only if there is no other option.

16. Wildlife

Please be aware of specific hazards for wildlife on allotments. This can include pre-stacked bonfires, litter, fruit netting left lying about. Some species are specifically protected, for example slow worms.

17. Bonfires

Bonfires should only be lit when necessary, and tenants must attempt to keep the frequency of bonfires to a minimum. Bonfires should only take place after 6pm when British Summer Time applies and after 4pm during the remaining part of the year. Check your bonfire for wildlife before lighting it.

Only clean and dry material of vegetable origin should be burnt. On no account should materials from outside the allotment be brought onto the site and burnt. Burning should only take place when the wind is blowing in a suitable direction which will not carry smoke towards any neighbouring properties. Check weather conditions to ensure that you will not encounter significant wind.

Bonfires must not be left unattended or left to smoulder. Tenants must ensure that before leaving the bonfire it has been completely put out.

The environmentally friendly alternative of composting should be carried out where possible. Alternatively, green garden waste can be disposed of at Household Waste Recycling Centres.

Contact details for the Allotments

Mrs Cheryl Taylor, Assistant Clerk:

by telephone on 07521 735539

by email on acbishopstoke.pc@btinternet.com.

by appointment at the Parish Office, Riverside, Bishopstoke, Eastleigh, SO50 6LQ

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Glebe Meadow Sensory Garden

This agenda item was requested by Cllr Dean. She wishes the Committee to discuss the sensory garden be treated as a garden in its own right, and to consider appointing a person specialising in sensory gardens to maintain and enhance the area.

Clerk notes: The possibility of maintaining the sensory garden is one of the jobs available in the Open Space specification which is shortly being published. It would seem appropriate therefore to wait to see who is appointed, and whether they can offer that service, before exploring other options.

Also, previous attempts at this have, I believe, met with plants being stolen or vandalised, or complaints that we should be installing a fully grown garden from the beginning, rather than planting either seeds or young plants and allowing them to grow. However, that does not mean it should not be done, just that there needs to be an awareness of potential problems.

As this was not included in the budget, there is no funding for a major revamp. However, the Council could consider bringing money across from reserves to do this, or there may be a possibility of money from developers being used to do this. The other option is to include it in the budget discussions for next year so that it has its own funding.

Overall, I believe the most sensible course of action is to first see if the winner of the Open Space contract is able to undertake the work, and failing that, if a decision is made that the Sensory Garden should be revamped then it should be included in the budget for 2018-19, with a view to appointing someone to start work early in 2018.