

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 12th November 2024**

Present: Councillor Louise Hillier-Wheat (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer
Councillor Sid Dajani
Councillor Andrew Daly
Councillor Stewart MacLachlan
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Des Scott
Councillor Mike Thornton
Councillor Anne Winstanley

In Attendance: Mr David Wheel (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

Public Session 2 members of the public were present.

Cllr Hillier-Wheat welcomed everyone and asked if anyone had any questions for the Public Session. There were no questions.

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45 Apologies for Absence

45.1 Apologies had been received and were noted from Cllrs Chaffey and Kirby. Cllr Brown was not present.

46 To adopt and sign Minutes of the Parish Council meeting held on 10th September 2024

46.1 The minutes of the meeting had been included with the supporting papers for this meeting.

46.2 Proposed Cllr Thornton, Seconded Cllr Daly, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10th September 2024 be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

Initial: _____ Date: _____

47 Declarations of Interest and Requests for Dispensations

47.1 Cllr MacLachlan declared an interest in agenda item 8 – to consider alternate venues for Parish Council meetings – as he is the Secretary of the Church Council at Bishopstoke Methodist Church.

48 To consider an application for co-option to become a Bishopstoke Parish Councillor

48.1 An application had been received from Susan Toher which had been included in the supporting papers for this meeting. Mrs Toher was present to speak to the Council regarding her application. The Clerk explained that Mrs Toher would have the opportunity to speak to the Council and answer any questions they might have.

Cllr Burcombe-Filer arrived at this point

48.2 Mrs Toher was happy that she had nothing further to add to the information already submitted on her application and was happy to answer any questions. This was followed by some questions from the Cllrs,

48.3 Proposed Cllr MacLachlan, Seconded Cllr Harris, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the room at this point.

48.4 The Council discussed Mrs Toher's application. Proposed Cllr Winstanley, Seconded Cllr Dajani, **RESOLVED** unanimously that Mrs Toher be co-opted as a Bishopstoke Parish Councillor.

Mrs Toher and the second member of the public returned to the meeting at this point.

48.5 The Chair welcomed newly appointed Cllr Toher and informed her that the Clerk would be in touch with her to arrange all the necessary forms.

Action: Clerk – to contact Cllr Toher and send her copies of all the necessary forms for her to become a Parish Councillor.

49 Reports from Committees, Working Groups, Officers and Councillors

49.1 The report on resolutions made by Committees since the previous Council meeting had been included with the supporting papers for this meeting and was noted.

49.2 The recommendations on the report have all been included on the Agenda of the meeting as separate items.

49.3 The Clerk's report had been included in the supporting papers for this meeting and was noted.

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49.4 Councillor Harris' notes from the Airport Consultative Committee meeting had been included in the supporting papers for this meeting.

49.5 A member of the public commented that the noise from planes seemed to be getting worse and asked how noise levels were monitored and recorded. Cllr Harris explained that this was currently being done by the Airport but Eastleigh Borough Council will have a new working group, working with the CAA, to look at noise levels. Cllr Harris also mentioned that no official complaints had been received and no action would be taken if there were no complaints. The member of the public asked if the Parish Council could help raise awareness of how to report excessive noise levels from aeroplanes.

Action: Admin Officer/Clerk – To publish details on how to report excessive noise levels to the Airport on the Parish Council website and on the Facebook page.

49.6 Cllr Dajani mentioned that research had been done saying that exposure to loud noise on a regular basis can affect your mental health and your day-to-day life ie relationships. He asked if any local research had been done.

Action: Clerk – contact EBC to ask if they are aware of any local research into the effect of loud noise on mental health.

49.7 The Clerk reported that the first of the quarterly Allotment meetings would take place on Thursday 14th November. The meeting would be attended by the Clerk, Allotments Officer, Cllr Hiller-Wheal and the Allotment site reps.

49.8 The Clerk also reported that after recent events, there had been a lot of posts on Social Media about defibrillators. He has had a reply from Bishopstoke Community Fund stating that the defibrillators do not need to be connected to mains power for them to work – mains power is only required to power the light and a heater for cold weather. The Clerk will confirm with BCF that this is definitely the case as he had a letter from them at an earlier date stating that mains power was needed for the defibrillators to work. Cllr Dajani said it would also be worth checking that child pads, as well as adult, were included and that the pads were still ok – they have a shelf life of 2 years.

Action: Clerk – to contact the BCF to confirm that the defibrillators do not need to be connected to mains power, to enquire if child pads were included with the defibrillators and that the pads were still viable.

49.9 The Clerk said that the Armistice Service at Old St Mary's had been well attended; approximately 40 people. There had been lots of positive comments about the new War Memorial site. This is still due to be started in March/April 2025. A member of the public said that the Royal British Legion would be happy to come along to the dedication.

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49.10 The Clerk noted that there was still no confirmed date for the demolition of the Memorial Hall. The contractors have said to the Borough Council that all the pre-work should be completed before Christmas and demolition should start in January. It should then take 10 weeks for the demolition to be finished. A member of the public asked if the Glebe Meadow play area would be closed during the demolition. The Clerk confirmed that it would, and we would be letting the public know when there was a confirmed date for the demolition.

Cllr Scott asked who the contractor was for the demolition. The Clerk said he would let him know.

Action: Clerk – contact EBC to confirm the name of the contractor for the demolition of the Memorial Hall and to pass the information on to Cllr Scott.

49.11 The Clerk advised that he had been informed that Eastleigh Borough Council were going to give Greening Bishopstoke a license to maintain the orchard at Bow Lake Gardens. The Borough Council has made no contact with the Parish Council about this and it doesn't tie in with information previously received from the Borough Council.

Action: Clerk – contact EBC to confirm if they are going to issue a license to Greening Bishopstoke to maintain the orchard at Bow Lake Gardens

50 To approve virements within the 2024-25 budget

50.1 The proposed virements had been included with the supporting papers for this meeting.

50.2 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the virements within the 2024-25 budget be approved

Action: Clerk – To make the approved transfers within the 2024-25 budget

50.3 Cllr Thornton asked if the RFO could produce a list of all areas in the current budget where there is a projected underspend.

Action: Clerk – to produce a list of all the areas in the current budget where there is a projected underspend

50.4 A member of the public asked what the Tree Survey was. The Clerk explained that it is something the Parish Council has done every 15 months to check on the trees maintained by the Parish. It advises any work that needs to be done to maintain the health and safety of the tree.

51 To discuss the 2025-26 budget including making the following budgetary decisions:

Travel Token funding for 2025-26

Cemetery Fees for 2025-26

Setting a budget for the Glebe Meadow Wheels Park

Creating reserves for the Underwood Road Allotment Building Project, the Cemetery Boardwalk project and the Village Trails project.

51.1 The information regarding the budget for the above items had been included with the supporting papers for this meeting.

51.2 Travel Tokens funding for 2025-26

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Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the budget for Travel Tokens for 2025-26 be approved.

51.3 Cemetery Fees for 2025-26

Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the budget for Cemetery Fees for 2025-26 be approved.

51.4 Setting a budget for the Glebe Meadow Wheels Park

Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the budget for the Wheels Park of £105,000 be approved.

Action: Clerk – to contact Eastleigh Borough Council and request the funds be transferred as soon as possible

51.5 A member of the public asked what the expected life of a Wheels Park was. The Clerk said that the expected life of a Wheels Park was between 15 and 20 years

51.6 Creating reserves for the Underwood Road Allotment Building Project, the Cemetery Boardwalk project and the Village Trails project.

Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the Council create 3 earmarked reserves as follows: Allotment Buildings with initial funding of £40,000; Cemetery Boardwalk with initial funding of £30,000 and Village Trails with initial funding of £20,000.

Action: Clerk – to create 3 earmarked reserves for the Allotment Buildings, Cemetery Boardwalk and Village Trails with the agreed amounts.

52 To consider alternate venues for Parish Council meetings

52.1 The table showing hire costs of alternative local venues had been included with the supporting papers for this meeting.

Cllr Moore left the meeting at this point.

52.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Harris, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the room at this point.

52.3 The Councillors discussed the advantages and disadvantages of changing the venue of the Parish Council Meetings. There was some concern that changing venues could deter members of the public from attending meetings.

52.4 Proposed Cllr Burcombe-Filer, Seconded Cllr Scott, **RESOLVED** with 1 abstaining that the Parish Council meetings still be held at Bishopstoke Methodist Church, using the smaller room when possible and just booking the time appropriate for different meetings.

Action: Admin. Officer – to contact Bishopstoke Methodist Church to see if we would get a preferential rate for regular bookings.

Initial: _____ Date: _____

53 To approve the Financial Systems Risk Assessment

53.1 The Financial Systems Risk Assessment had been included with the supporting papers for this meeting.

53.2 Cllr Hillier Wheal asked why in Sections Four - Budgetary Controls, the risk was set at high for risk of occurrence, and medium for risk of impact. The Clerk explained that this had been done in error and they would both be changed to 3 - low risk.

53.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Financial Systems Risk Assessment with the changes to Section Four – Budgetary Controls reducing the risk to low (3) for Risk of Occurrence and Risk of Impact

Action: Clerk – To change the risk to low (3) for Risk of Occurrence and Risk of Impact in Section Four Budgetary Controls on the Financial Systems Risk Assessment

54 To adopt the amended Complaints, Discipline and Grievance Policies

54.1 Copies of the amended policies had been included with the supporting papers for this meeting.

54.2 Cllr Thornton queried why we need a policy to allow for complaints to be made about Council policy. The Clerk explained that some people may see some policies as unfair. The first complaint is always to the Clerk and it is then escalated to the Complaints policy if unresolved.

54.3 Cllr Harris asked if the policy applied to Contractors and people working on behalf of the Parish Council. The Clerk explained that this would also initially be referred to them and then escalated if necessary. Cllr Harris also asked if the policies applied to Parish Council volunteers. The Clerk confirmed that it did.

Cllr Scott left at this point.

54.4 Cllr Dajani suggested a screening process for complaints. The Clerk said that the current process was; all complaints go initially to the Clerk, then escalated, where necessary, to the Clerk and Chair and then if still unresolved it goes to a Complaints Panel. After discussion, it was decided that a report of all official complaints should be reviewed at the People Committee meetings.

Cllr Scott returned at this point.

54.5 Proposed Cllr Burcombe-Filer, Seconded Cllr Dajani, **RESOLVED** to adopt the amended Complaints, Discipline and Grievance Policies and to have a report of all official complaints created to review at the People Committee meetings.

Action: Clerk – to produce a report detailing all official complaints for the next People Committee meeting.

Initial: _____ Date: _____

55 To consider arrangements for Carnival 2025

55.1 A memo detailing the considerations was included with the supporting papers for this meeting

55.2 The Clerk started by saying how successful this year's Carnival had been and what a great job the group of volunteers had done to put it on in such a short time. One of the issues raised at the Debrief meeting was communication with the Parish Council. The Clerk had explained that he had been the only member of staff at the time and had a large workload. The Administration Officer is now the main liaison with the Carnival Group to help improve the communication. The other concern raised was about the WhatsApp group and the nature of some of the comments made within it.

55.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

All members of the public left the meeting at this point.

55.4 The Councillors discussed the comments that had been made in the WhatsApp group and also on other Social Media.

Cllr Daly left at this point

The Clerk noted that the members of the Carnival Group had not signed the Parish Council Volunteer Policy because of the tight timeframe of this year's Carnival.

Cllr Daly returned at this point.

After discussion, it was agreed that the volunteers in the Carnival Group would be asked to sign the Parish Council Volunteer policy which would be amended to include the Social Media Policy. The Parish Council would also aim to post a response to all posts critical of the Parish Council. Some councillors are already taking screen shots of any posts they see and sending them to the Clerk.

Action: Admin Officer – to aim to respond to as many posts as possible, that they see or are informed of, concerning Bishopstoke Parish Council

55.5 Proposed Cllr Hillier-Wheal, Seconded Cllr Scott, **RESOLVED** unanimously to amend the Parish Council Volunteer Policy to include reference to the Social Media Policy.

Action: Clerk – to amend the Volunteer Policy to include reference to the Social Media Policy.

Action: Admin Officer: to take the amended Volunteer Policy to the next meeting (13th November) for information and then for signing at the following meeting.

Initial: _____ Date: _____

56 To agree a response to the consultation on proxy voting

56.1 The Clerk had emailed the consultation on proxy voting information to all Councillors before the meeting. It was agreed that the Clerk would draft and response and email it to Councillors for approval.

Action: Clerk – To produce a draft response on the proxy voting information and email it to all Parish Councillors

57 To adopt the new Events procedure

57.1 A copy of the new Events procedure had been included with the supporting papers for this meeting.

57.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to adopt the new Events procedure.

Action: Clerk – to publish the new Events procedure

58 To agree the date, time and place for the next meeting

58.1 The next meeting will take place on Tuesday 14th January 2025, at 7:30pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 7th January 2025.

There being no further business, the Chair closed the meeting at 9:30pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____