

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Community Centre commencing at 7.30pm on 22 June 2021**

**Present:** Councillor Ray Dean (Chair)  
Councillor Dave Francis (Vice Chair)  
Councillor Ralph Candy  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Louise Hillier-Wheal  
Councillor Sue Lynch  
Councillor Martin Lyon  
Councillor Dermot McKeone  
Councillor Andy Moore  
Councillor Louise Parker-Jones  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)  
Mrs Jen Wilkie (Cemetery Officer to Bishopstoke Parish Council)

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

**FULL\_2122\_M03/**

**Public Session**

**24 Apologies for Absence**

24.1 All Councillors were present.

**25 To adopt and sign Minutes of the Parish Council meeting held on 27 April 2021**

25.1 The Clerk informed the Council that only those who were Councillors at the time of the meeting should vote on these minutes. All new Councillors should abstain.

25.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with 8 Councillors abstaining that the minutes of the meeting held on 27 April be adopted.

**26 To adopt and sign Minutes of the Parish Council meeting held on 18 May 2021**

26.1 Proposed Cllr Parker-Jones, Seconded Cllr Anne Dean, **RESOLVED** with 1 absence that the minutes of the meeting held on 18 May be adopted.

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

27.1 Cllr McKeone declared an interest in item 5 on the agenda as he is married to the candidate.

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

## 28 To co-opt a new member of Bishopstoke Parish Council

28.1 The Chair invited the candidate, Chris McKeone, to speak on behalf of her application to be co-opted. Mrs McKeone informed the Council that she had lived in Bishopstoke for many years, had been a Parish Councillor from 2008 – 2016 and was active in many local community groups. She looked forward to another opportunity to serve the people of Bishopstoke. The Council offered its thanks for her application.

*Cllr Dermot McKeone and Chris McKeone left the room at this point.*

28.2 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that Chris McKeone be co-opted onto the Parish Council.

*Cllr Dermot McKeone and Chris McKeone entered the room at this point.*

28.3 The Chair informed Mrs McKeone that she had been co-opted to serve on the Parish Council and would officially take her seat at the next available meeting.

## 29 Reports from Committees, Working Groups, Officers and Councillors

29.1 In addition to the written reports from working groups, Cllr Tidridge informed the Council that a resident had agreed to film videos of the walks being suggested for the Village Trails project. There were slight concerns about one of the routes but these are being addressed. Cllr Tidridge also noted the request to include running and cycling routes in the project and these are being worked on. Regarding the Climate Emergency working group, Cllr Tidridge updated the Council on Bishopstoke's relatively low carbon footprint when compared to other local parishes. This information had come from a new online tool available to all parish councils. Cllr Tidridge was thanked for the work she has done on the data analysis. The reports from working groups were noted.

29.2 Cllrs Parker-Jones, Tidridge and Winstanley all summarised their written reports for the benefit of the Council. The Council expressed concern about the lack of speed and transparency regarding the transfer of assets from developers to the Borough Council and ultimately on to the Parish Council. It was suggested that the Council write to the Chief Executive of the Borough Council expressing their concerns and dissatisfaction. The RFO informed the Council that an upcoming meeting on June 24<sup>th</sup> with the Borough Council would be open to all members. The reports from Councillors were noted.

29.3 The Clerk's written report was noted. Additional information was provided on several areas:

The Council website has undergone a process of redesign and every existing page now conforms to the new look. New pages are now being added to further expand the information that is provided online.

A comprehensive look at the projects currently being worked on by the Parish Council has begun. This will enable better management, monitoring and prioritisation of existing and new projects. Where appropriate, formal project briefs are being completed. Information on the projects being run by the Parish Council will be provided on the website, and more detailed information will be included in the Councillor only section of the website.

Regarding Sewall Drive, an idea is currently being discussed to hopefully bring forward the date on which plot holders can begin working their plots.

At the next Council meeting the Council will decide on whether to move Full Council meetings around the parish or whether to offer a fixed based here at the Methodist Church.

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

Next week, on Tuesday 29th June, at the Methodist Church, there will be a full briefing on the Memorial Hall which will cover the current situation with the roof and possible solutions, as well as the building of a new hall. There will be an opportunity to ask questions throughout and any that cannot be answered on the spot will be followed up during the week. The Memorial Hall project itself, including both a decision on the roof, and the question of the future, will be on the agenda for the next Full Council meeting on July 13th.

Also on the agenda next time will be a decision as to whether to respond as a Council to the local plan consultations, and if so what form that response should take. All the local plan documents are available online at the Borough Council website, but there are also paper copies in the office available to view by appointment.

The Councillor tablets are almost ready to hand out. Each Councillor has one available but obviously is not forced to take one. It will be for Council use only. At the same time, Councillor ID badges will be handed out. Councillor Thornton asked whether the Council would be using ModGov. The Clerk indicated he would look into it.

Another major project is the mapping of all Council resources across the Parish, including bins and other street furniture, as well as those that do not belong to the Parish Council. This will enable swifter resolution of problems that occur with any of these items and areas. Once each stage is done, we are expecting to be able to add it to the website, along with online forms for reporting concerns.

Appropriate training, either internal or external, will be provided for Councillors for each Committee that they are on. Training on the code of conduct will also be arranged.

### **30 Councillor appointments to Committees, Working Groups and other roles**

30.1 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously that the Council make the following appointments:

Finance Committee – Cllr Ray Dean, Cllr Parker-Jones, Cllr Thornton, Cllr Tidridge, Cllr Winstanley.

Assets Committee – Cllr Ray Dean, Cllr Francis, Cllr Dermot McKeone, Cllr Tidridge, Cllr Winstanley.

Planning Committee – Cllr Candy, Cllr Daly, Cllr Anne Dean, Cllr Francis, Cllr Hillier-Wheal, Cllr Chris McKeone, Cllr Moore.

Communications Working Group – Cllr Francis, Cllr Dermot McKeone, Cllr Winstanley, the Clerk.

Bishopstoke Memorial Hall Working Group – Cllr Candy, Cllr Anne Dean, Cllr Ray Dean, Cllr Hillier-Wheal, Cllr Chris McKeone, Cllr Tidridge, Cllr Winstanley.

Village Trails Working Group – Cllr Anne Dean, Cllr Ray Dean, Cllr Hillier-Wheal, Cllr Lynch, Cllr Chris McKeone, Cllr Tidridge.

Climate Emergency Working Group – Cllr Anne Dean, Cllr Thornton, Cllr Tidridge, Cllr Winstanley.

Carnival Working Group – Cllr Hillier-Wheal, Cllr Winstanley.

Neighbourhood Plan – Cllr Anne Dean, Cllr Ray Dean, Cllr Tidridge.

Eastleigh District Association of Local Councils – Cllr Ray Dean, Cllr Winstanley.

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

Parochial Charities – Cllr Winstanley.

Bishopstoke Community Association – Cllr Winstanley.

Airport Consultative Committee – Cllr Moore (main), Cllr Winstanley (deputy).

Tree Warden – Cllr Lyon.

**31 To note the meeting dates for the year 2021-2022**

31.1 The meeting dates were noted.

**32 To approve the latest reports on Council finances**

32.1 Proposed Cllr Moore, Seconded Cllr Ray Dean, **RESOLVED** that the Council approve the latest budget monitoring, payments list and statements of accounts.

**33 To note the end-of-year report from the internal auditor and approve the recommended response**

33.1 Proposed Cllr Winstanley, Seconded Cllr Anne Dean, **RESOLVED** that the Council note the internal auditor report and approve the recommended responses as detailed in the report.

**34 To adopt the Annual Governance Statement for the year ended 31 March 2021**

34.1 The Clerk informed the Council that as this report covers the year before the election, those Councillors elected in 2021 may be minded to abstain from the vote. The recommendation from the internal auditor, RFO and Clerk is that the Council can confirm it meets all requirements as set out in the Annual Governance Statement.

34.2 Proposed Cllr Moore, Seconded Cllr Thornton, **RESOLVED** with 9 in favour and 5 abstentions that the Council confirm that it meets all requirements as set out in the Annual Governance Statement.

**35 To approve the Accounting Statements for the year ended 31 March 2021**

35.1 Cllr Lyon brought a discrepancy in one of the figures regarding income to the attention of the Council. As this was not immediately resolvable the RFO was asked to determine the reason behind it.

35.2 Proposed Cllr Winstanley, Seconded Cllr Ray Dean, **RESOLVED** that there be an additional Full Council meeting on June 29<sup>th</sup>, immediately prior to the Memorial Hall briefing, to approve the Accounting Statements once the discrepancy has been explained.

*The RFO and Cllr Moore left the meeting at this point.*

**36 To approve changes to the bank mandate**

36.1 No new Councillors wished to be added to the mandate and Cllrs Anne Dean, Thornton and Winstanley all indicated they were happy to remain.

36.2 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** that Sue Toher and Geoff Harris be removed from the mandate, and that Cllr Ray Dean and Cllr Francis be added.

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

**37 To approve the tender process for the open space contract**

37.1 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** that the recommendations laid out in the report on the tender process be approved.

**38 To adopt the Protocol on the Use of Council Facilities and Resources**

38.1 Proposed Cllr Tidridge, Seconded Cllr Candy, **RESOLVED** that the Protocol on the Use of Council Facilities and Resources be adopted.

**39 To discuss the creation of an award recognising outstanding contributions to the Parish**

39.1 As Cllr Moore had proposed this agenda item and was no longer in attendance this item is deferred until a future meeting.

**40 To consider content for the monthly press release**

40.1 It was agreed that the press release would mention the Cllr appointments to committees, the carnival, the co-option of Mrs McKeone and the location of the next meeting.

**41 To agree the date, time and place for the next meeting**

41.1 The next meeting will now be on Tuesday 29 June 2021, at 7:00pm at Bishopstoke Methodist Church.

41.2 The Clerk noted that if the Memorial Hall remains closed then the parish office will not be able to be used as a meeting room for Committees, and so alternative venues will be sought.

*There being no further business, the Chair closed the meeting at 9:25pm.*

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

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

## Bishopstoke Parish Council

### Full Parish Council

22nd June 2021

### Payments (April 2021)

#### Direct Debit payments

BT	Office - Phone & broadband (Mar 21)	£	44.94
Eon	Office - Electricity (Apr 21)	£	43.00
British Gas	Allotments - UR - Electricity (Mar 21)	£	78.82
British Gas	Shears Mill - Electricity (Mar 21)	£	11.65
Sky Mobile	DW Mobile Phone (Apr 21)	£	20.00

#### Staff Debit Card payments

DW - Survey monkey	Survey monkey annual renewal	£	384.00
ST - Action Hampshire	Action Hampshire membership for BMH	£	27.50
JW - O2 Mobile	Mobile phone top-up	£	10.00
ST - Eastleigh Borough Council	Parking	£	1.50
CT - Sainsburys	Mobile phone top-up	£	50.00
ST - Home Bargains	Cleaning equipment JL site	£	14.43
ST - Robery Dyas	Printer inks & equipment for UR	£	96.96
DW - Amazon	Mobile phone case	£	15.98
DW - Box Limited	Acer Nitro 5 Laptop	£	949.97
DW - Box Limited	Laptop bag	£	25.99
DW - Box Limited	Epson WF-2010W printer	£	85.99
ST - Sandy news	Stationery	£	2.80
ST - Post Office	Postage	£	4.50
CT - Sainsburys	Mobile phone top-up	£	35.00
ST - Sky Mobile	Mobile phone top-up	£	8.00

#### BACS payments

Shawyers	Tree survey work to St Mary's	£	684.00
ICCM	ICCM membership 2021/22	£	95.00
NJ Bryan	Repairs to UR plot 56A standpipe	£	72.00
Greens Clearances	Cemetery waste clearance	£	90.00
HALC	HALC/NALC Affiliation Levy 2021/22	£	1,584.39
Ryan O'Connor	Installation of disabled access ramp to Office	£	535.54
Bishopstoke & Fair Oak Good Neighbours	Travel Tokens refund	£	131.00
Bishopstoke & Fair Oak Good Neighbours	Travel Tokens refund	£	20.00
Vitaplay Ltd	Play area maintenance Glebe Meadow	£	558.00
Vitaplay Ltd	Play area maintenance Otter Close	£	120.00
Vitaplay Ltd	Play area maintenance Church Road	£	576.55

Staff	Salary		£	5,032.60
Staff	Mileage + Office Allowance		£	118.40
HMRC	Tax / NI		£	1,549.45
HCC	LGPS		£	1,704.99
Green Smile	Ground Maintenance (Apr 2021)		£	3,979.31
<b>Cheque payments</b>				
			£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>			
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Total payments</b>				<b>£ 18,762.26</b>

## Bishopstoke Parish Council

### Full Parish Council

22nd June 2021

### Payments (May 2021)

#### Direct Debit payments

BT	Office - Phone & broadband (Apr 21)	£	44.94
Eon	Office - Electricity (May 21)	£	43.00
British Gas	Allotments - UR - Electricity (Apr 21)	£	15.66
British Gas	Shears Mill - Electricity (Apr 21)	£	10.92
Eastleigh Borough Council	Trade Waste (Jan - Mar 21)	£	222.56
Sky Mobile	DW Mobile Phone (May 21)	£	20.00

#### Staff Debit Card payments

ST - Post Office	Postage	£	4.50
DW - Amazon	Stationery & printer cable	£	41.96
DW - Sainsburys	Stationery	£	10.00
JW - Post Office	Postage	£	10.20
DW - Pub Gift Card	Cllr leaving present	£	57.75
DW - Village Flowers	Cllr leaving present	£	37.50
ST - Amazon	Stationery	£	18.65
ST - Amazon	Stationery	£	8.99
ST - Amazon	Stationery	£	25.72
ST - Barriers Direct	6 telescopic barriers for UR	£	588.74
ST - Poundland	Cleaning equipment UR	£	22.00
ST - Post Office	Postage	£	5.46
ST - Timpson	Key Cutting	£	15.00
ST - Amazon	Trolley for UR site	£	119.99
ST - Sky Mobile	Mobile phone top-up	£	8.00
JW - O2 Mobile	Mobile phone top-up	£	10.00
DW - Norton	Antivirus for Cllr tablets	£	14.99

#### BACS payments

Victim Support	Grant	£150.00
Shawyers	Tree work to Old St Mary's	£420.00
Ryan O'Connor	Repairs to Sensory Garden Glebe Meadow	£380.87
HALC	LCPD Bronze Membership	£192.00
Bruno Construction	Remove unearthed spikes St Mary's	£338.40
Bruno Construction	Repainting inner walls Shears Mill	£318.00
Bruno Construction	Repair Cemetery sign post	£88.08
Bruno Construction	Lime mortar repairs to St Mary's	£138.12
Green Smile Ltd	Additional maintenance Cemetery, Old St Mary's, office	£398.40
Eastleigh Borough Council	Dog Waste emptying Mar/Apr 21	£111.05
Bishopstoke Women's Institute	Grant	£202.66
Fosters Tree Surgeons	Emergency tree work St Mary's	£336.00
Bishopstoke Community Association	Room hire	£30.00
Do The Numbers Ltd	Internal Audit fees for 2020/21 accounts	£750.00
Fox Bishops Waltham	Equipment maintenance JL allotment	£239.21
Greens Clearances	Plot clearance 15B UR allotment	£325.00



Staff	Salary		£ 5,160.34
Staff	Mileage + Office Allowance		£ 149.63
HMRC	Tax / NI		£ 1,582.72
HCC	LGPS		£ 1,774.75
Green Smile	Ground Maintenance (May 2021)		£ 3,979.31
<b>Cheque payments</b>			£ -
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>		
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Total payments</b>			<b>£ 18,421.07</b>



## Full Council - Clerk's report 22<sup>nd</sup> June 2021

### Clerk's Report

#### Actions from previous meetings

**FULL\_2122\_M01/2** Regarding anti-social behaviour on Blackberry Drive

The various recommendations to other bodies have been passed on and work has begun on the Parish commitments. I am awaiting quotes to move the benches from the Y-Zone to just behind the car park and looking at various options for seating near the play area. When I have the date for the next Y Zone meeting I will invite Chief Inspector Cator.

**FULL\_2122\_M01/15.1** Regarding use of Council email during elections

A policy has been drafted covering appropriate use of Council resources which is being discussed at the meeting on Jun 22<sup>nd</sup>.

#### Other Items

##### Play Areas

The repairs at Sayers Road are now complete. The latest set of inspections are in and any necessary work is being identified. Vandalism continues to be a problem in Glebe Meadow at the moment. The recent damage to the circular paving in the sensory garden has been repaired and I am awaiting a quote to remove a bench that has been destroyed.

##### Trees

With the exception of St Mary's and Old St Mary's, all tree work identified in the last tree survey has been completed. We will continue to follow up on any reports of diseased, damaged or dying trees.