

**Minutes of a Meeting of the Finance and General Purposes Committee
held virtually commencing at 7.30pm on 8 December 2020**

Present: Cllrs Tidridge (Chair), Harris, Parker-Jones, Thornton (from para 38.2), Toher and Winstanley

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

Public Attendance: 0 members of the public were present

FGP_2021_M04/

33 Apologies for Absence

33.1 Apologies had been received and were accepted from Cllr Dean.

34 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 10 November 2020

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

34.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 10 November 2020 be accepted as a true record.

35 To consider Matters Arising from the above Minutes

35.1 Cllr Tidridge noted that the Bishopstoke, Fair Oak and Horton Heath Local Area Committee is purchasing a “smiley face” speed monitoring device.

36 Declarations of Interest and Requests for Dispensations

36.1 There were no declarations or requests.

37 To note the RFO’s Report, and to approve the Budget Monitoring and Payments Reports for November 2020

37.1 The RFO’s report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

37.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for November 2020.

38 To consider the draft expenditure budget and make recommendations

38.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted. Officers noted that the number of projects being added to the budget meant that having no increase in Council Tax would leave the Council in a precarious financial position.

38.2 Cllr Parker-Jones indicated that it is unlikely that Stoke Common Cemetery will be offered to the Parish Council during the next financial year and so proposed spending on the Cemetery could be removed from the budget. Cllr Tidridge suggested asking the Borough Council for funding towards the map boards and village trails projects. After further discussion Cllrs agreed that the repairs to the path by the office could be postponed, the map boards project could be staggered over more than one year and that it may be necessary to bring the grant budget back to its normal level. The Officers were requested to prepare a budget with a zero percent precept rise in mind, and to give the Council options for including the various other projects. Officers were also requested to contact the Borough regarding any potential available developer funds.

Action: Officers

39 To make recommendations on a grant for Bishopstoke Evangelical Church

39.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that Bishopstoke Evangelical Church receive a grant of £2,000.

40 To discuss a request from the Buildings Committee and make recommendations

40.1 After discussion the Committee agreed to support the request for the Buildings Committee to assume responsibility for play areas and allotments but had concerns about including CCTV as some felt responsibility for the decisions on whether to have CCTV and where to place it should rest with the Full Council. It was noted that terms of reference can be written to ensure that in certain areas the Committee could only make recommendations, as with grant requests to the Finance and General Purposes Committee.

40.2 Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** with 3 votes for, 3 against, and the Chair casting her vote in favour, that responsibility for CCTV be removed from the recommendation.

40.3 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RECOMMENDED**, with Cllr Harris abstaining, that the Buildings Committee assume responsibility for the play areas and allotments.

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

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

41.2 Cllr Tidridge asked if there was a date set for the installation of signs at the play areas. The Clerk informed the Committee that the contractor had had the signs for more than a week now and had provided a quote at the beginning of the week which had been accepted. It is therefore hoped that the signs will be installed in the next few days. The Clerk also confirmed that signs will be going up at every gate to a play area.

41.3 Cllr Parker-Jones asked if there had been any update from Morelands Camping regarding their grant request. The Clerk replied that there was nothing new to report.

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

42.1 The next meeting is scheduled to be on Tuesday 12th January 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 4th January 2021.

There being no further business, the Chair closed the meeting at 8:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

8th December 2020
Agenda Item: 5

Report Subject: To receive the RFO's Report

Payments Lists:

Significant items for November included payment of further play area remedial repairs and Rhino-scrub cleaning of some play areas. These are all the repairs up to date from the last set of inspections in August. There were also payments for further amendments to the Neighbourhood Plan, resurfacing works and new fencing to St Mary's Churchyard, resurfacing works to the Cemetery entrance, and payment of the annual insurance as resolved by Full Council in November.

Eastleigh Borough Council have refunded the £25 legal costs for Brookfield the Council paid to Surrey Hills earlier this year.

Annual Return:

As communicated via email, PKF Littlejohn have signed and returned section 3 of the Annual Return for the financial year 2019/20, and have given the Council a clean bill of health. The Annual Return will be published to the website and will be taken to Full Council in January for approval and adoption.

Sophie Thorogood
RFO to Bishopstoke Parish Council
1st December 2020

Bishopstoke Parish Council

Finance & General Purposes Meeting

8th December 2020

Payments (November 2020)

Direct Debit payments

BT	Office - Phone & broadband (Nov 20)	£	54.60
Eon	Office - Electricity (Nov 20)	£	29.00
British Gas	Shears Mill - Electricity (Oct 20)	£	10.90

Staff Debit Card payments

JW - Amazon	Stationery	£	2.99
JW - Amazon	Stationery	£	1.99
JW - Amazon	Storage box for filing	£	18.33
JW - Amazon	Stationery	£	7.93
JW - Amazon	Stationery	£	18.39
JW - Amazon	Printer inks and stationery	£	23.75
ST - L&S Waste	Skip for UR allotment	£	297.60
ST - Post Office	Postage for rent letters	£	55.00
ST - Sandy News	Stationery	£	6.44
DW - PDF Ubill	PDF Architect renewal	£	59.00
ST - Vodafone	Mobile phone top-up	£	10.00
DW - Vodafone	Mobile phone top-up	£	10.00
ST - Vodafone	New mobile phone handset	£	149.00
ST - Amazon	Storage box for filing	£	17.78
ST - Amazon	Mobile phone case and protector	£	15.38
JW - Vodafone	Mobile phone top-up	£	10.00

BACS payments

PJ Drew Engravers	Replacement war memorial plaque	£	770.58
Eastleigh Borough Council	Dog bin emptying (Aug 20)	£	61.32
Vitaplay	Remedial play area repairs Brookfield	£	1,189.64
Vitaplay	Rhyno scrub & deep clean Glebe Meadow play area	£	622.80
Vitaplay	Rhyno scrub & deep clean Church Road play area	£	830.40
Vitaplay	Rhyno scrub & deep clean Templecombe Road play area	£	693.60
Hi and Low Pest Control	2 x mole control visits to Bishopstoke Cemetery	£	192.00
Kays Taxis	Travel Tokens repayment	£	280.00
Plan.ET	Neighbourhood Plan draft 3 amendments	£	1,080.00
Arbor-Eco Consultancy	St Mary's tree inspection and investigation	£	360.00
Proline Fencing	Hoop top fencing for St Mary's churchyard	£	2,150.00
R&D Surfacing Contractor	Resurfacing work to St Mary's path	£	2,706.00
Came & Company	Annual Parish Council insurance	£	2,494.22
NJ Bryan	Remedial standpipe repairs to UR allotment	£	450.00
Bruno Construction	St Mary's reinstatement grass banks	£	846.00
R&D Surfacing Contractor	Resurfacing work to cemetery entrance	£	1,782.00
Complete Weed Control	Japanese knotweed treatment to Cemetery	£	216.00
Eastleigh Borough Council	Refund for Surrey Hills legal fees re: Brookfield	-£	25.00

Staff	Salary		£ 4,575.17
Staff	Mileage + Office Allowance		£ 103.90
HMRC	Tax / NI		£ 1,125.41
HCC	LGPS		£ 1,412.25
Green Smile	Ground Maintenance (Nov 2020)		£ 3,979.31
Cheque payments			£ -
Out Of Pocket Expenses	Clerk - DW		
N/A		£ -	
		Sub total	£ -
Out Of Pocket Expenses	Projects Officer - CT		
N/A		£ -	
		Sub total	£ -
Out Of Pocket Expenses	RFO - ST		
N/A		£ -	
		Sub total	£ -
Out Of Pocket Expenses	Cemeteries Officer - JW		
N/A		£ -	
		Sub total	£ -
Total payments			£ 28,693.68



Finance & General Purposes Clerk's report 8 December 2020

Clerk's Report

Matters Arising:

FGP_2021_M02/17.5 Regarding the electricity substation by Church Road play area. SSEN have now been out to inspect the site and have concluded that the building containing the substation is both standard and secure, and that a gate across the whole gap would be unnecessary and would hamper their teams when access is required. However, they have agreed that the area surrounding the building represents a hazard. They have agreed to install two gates, either side of the building, to prevent anyone accessing the side and rear of the building. They have also agreed to shingle the site to remove any trip hazards.

FGP_2021_M03/23.2 Regarding Brookfield. The letter of comfort from the Borough Council was passed to Surrey Hills Solicitors on 13th November for their opinion. On the same day I contacted the Local Area Manager at the Borough Council to ask for an update on any progress the Borough is making on removing the charge on the land. The Local Area Manager has stated that he believes the benefactor has now been located by the Borough and that negotiations are progressing.

FGP_2021_M03/24.5 Regarding the village trail. Cllrs were contacted about a potential update to the village trail on 13th November. A task and finish group was created by Full Council on 24th November with the job of reviewing potential routes for inclusion in a new Village Trail.

FGP_2021_M03/24.6 Regarding the draft budget. Work has begun on including the various suggestions for additions to the budget in the next draft. Estimated figures have been included in the latest draft budget.

FGP_2021_M03/28.2 Regarding the MHA grant application. The local co-ordinator of the MHA was contacted on 13th November with a request for additional information relating to the grant application. This was provided and the Full Council agreed to grant the funds requested.

FGP_2021_M03/29.2 Regarding the Cemetery gates. The request for funding has been received from the Cemeteries Working Group and forwarded on to the Borough Council. Bar any final checking that the Borough may need to undergo it is anticipated that the funds will be transferred early in the new year.

FGP_2021_M03/30.1 Regarding the community speedwatch equipment. The Clerk at Tanglely Parish Council was contacted to thank them for the information and let them know that Bishopstoke Parish Council would not be purchasing the equipment.

Parish Assets:

Allotments

We have been informed that the allotments at Breach Lane / Bow Lake Gardens are now ready to undergo their final inspection and have been promised that Bishopstoke Parish Council representatives will be present for that. Once that is complete it is presumed that they will be offered to the Parish Council to take over and manage.

Burial Matters

To date there have been 19 interments during the Council year. Work is expected to take place on Cemetery fencing in the new year, when the vegetation has died down sufficiently. Progress on the various projects at St Mary's churchyard are currently awaiting either decisions from the diocese, a response from the PCC, or the completion of public notification periods.

Parish Office

There is nothing new to report regarding the Parish Office

Play Areas

The latest round of inspections have just been received and will be used to determine necessary repairs. Vitaplay responded swiftly to make safe two pieces of equipment identified by the inspector as potentially dangerous, meaning that the time from the inspector contacting me on the morning of the inspection to the equipment being made safe was less than 24 hours.

Trees

There is nothing new to report regarding trees.

Other Matters:

At the time of writing this report, there were no other matters to report upon.