



# Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on  
Tuesday 28<sup>th</sup> January at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

**PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.**

1. Apologies for Absence
2. To adopt and sign the minutes of the Assets Committee meeting held on 26<sup>th</sup> November 2024
3. Declarations of Interest and Requests for Dispensations
4. To receive updates on the following projects:
  - Asset transfers
  - Memorial Hall / Glebe Meadow
  - War Memorial
  - Play Space review
  - Wheels Park
5. To re-approve the Terms of Reference for the Committee
6. To approve changes to accepted methods of payment (Burial Grounds)
7. To receive an update on the Tree and Bee corridor
8. To consider, amend if necessary, and re-adopt the Memorial Seating Policy
9. To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda
10. Date, time, place and agenda items for next meeting

***D L Wheel***  
***Clerk to Bishopstoke Parish Council***  
***22<sup>nd</sup> January 2025***



## **Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 26<sup>th</sup> November 2024**

**Present:** Cllrs Mignot (Chair), Hillier-Wheal, Harris, and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)  
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)  
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)  
Mr T Postle (Green Smile)  
Mrs H Brown (Tree and Bee Corridor)  
Mr M Ellison (Eastleigh Borough Council)

**Public Attendance:** 0 members of the public were present.

**ASSETS\_2425\_M04/**

### **Public Session**

#### **27 Apologies for Absence**

27.1 Apologies had been received from Cllr Kirby.

#### **28 To adopt and sign the minutes of the Assets Committee meeting held on 24<sup>th</sup> September 2024**

28.1 The minutes of the above meeting had been included with the document pack for the meeting.

28.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24<sup>th</sup> September 2024 be adopted as a true record.

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

#### **29 Declarations of Interest and Requests for Dispensations**

29.1 No declarations or requests were made.

**30 To consider plans for planting in and around Blackberry Drive and agree the way forward**

30.1 Mark Ellison from Eastleigh Borough Council gave a presentation on the proposed tree planting at Blackberry Drive, explaining the types of trees proposed and the reasons for the positioning of the trees. The presentation is attached to these minutes.

**To receive an update on the Tree and Bee Corridor**

30.2 Helen Brown gave a presentation on the Tree and Bee Corridor Project, giving an update on the current trial sites in Bishopstoke and showing the proposed plans for Otter Close and Blackberry Drive. The presentation is attached to these minutes.

30.3 After discussion, it was agreed to approve the Tree and Bee Corridor planting at Otter Close. Approval for both the Tree planting and Tree and Bee Corridor at Blackberry Drive would be deferred to allow the Clerk and Officers to obtain more details on both projects and for public consultation.

30.4 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED**, with 1 abstaining, that the Tree and Bee Corridor planting be approved at Otter Close but approval for the Tree and Tree and Bee planting be deferred until the Clerk and Officers obtain more details and conduct a public consultation.

**Action: Clerk – to formally advise Helen Brown of approval for the Tree and Bee Corridor planting at Otter Close.**

**Action: Clerk and Officers: contact Mark Ellison (EBC) and Helen Brown (Tree and Bee Corridor) for more information on the projects and arrange for public consultation.**

**31 To receive updates on the following projects:**

**Asset transfers  
Memorial Hall/Glebe Meadow  
War Memorial  
Play Space review**

31.1 Updates on all matters were included with the supporting documents for this meeting.

31.2 The Clerk also noted that Eastleigh Borough Council are reported to be giving permission to Greening Bishopstoke to maintain, under license, the orchard at Bow Lake until the land is transferred.

**32 To consider requests for additional benches within Bishopstoke.**

32.1 A memo giving details of the project had been included with the supporting papers for the meeting.

32.2 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to approve the installation of new benches in the Otter Close open space, adjacent to the path.

**Action: Assets Officer: to source benches for the Otter Close open space.**

32.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously to delay the consideration of a memorial bench at Glebe Meadow until the plans for Glebe Meadow had been finalised and to review the policy for memorial plaques on benches at the next meeting.

**Action: Clerk – to add discussion of the Memorial Plaques policy to the agenda for the next Assets Committee meeting.**

### 33 To agree planting at Sayers Road play area

33.1 A memo giving details of the project had been included with the supporting papers for the meeting.

33.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the planting of a hedge by BPC Officers and wildflower planting by Greening Bishopstoke at Sayers Road play area.

**Action: Admin Officer – to order hedge saplings from Woodland Trust for delivery in March.**

**Action: Clerk – to advise Karen Caws, Greening Bishopstoke of the approval for the Wildflower planting at Sayers Road play area.**

### 34 To discuss the maintenance of the Planney

34.1 A memo giving details of the project had been included with the supporting papers for the meeting.

34.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Mignot, **RESOLVED**, with 1 abstaining, to give approval for Officers to research the costs that would be associated with clearing the undergrowth and annual maintenance of the Planney.

**Action: Assets Officer – to research costs for clearing the undergrowth and annual maintenance for the Planney.**

### 35 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda

35.1 The Clerk's report was included with the document pack for this meeting and was noted.

35.2 The Allotment Officer's report was included with the document pack for this meeting and was noted.

35.3 Cllr Mignot asked about the installation and cost of an electric fence at the Jockey Lane allotments to help deter the badgers. The Allotments Officer said the cost was approximately £250 and, after initial charging, would run on solar power. There would be a warning sign on the fence but a full risk assessment would be needed. Helen Brown said that she knew about other options that had worked elsewhere.

**Action: Allotments Officer – to contact Helen Brown to discuss other options to combat the badger problem at Jockey Lane allotments.**

**Action: Allotments Officer – to put together a full risk assessment for the installation and ongoing use of an electric fence as a badger deterrent at Jockey Lane allotments.**

35.4 The Assets Officer's report was included with the document pack for this meeting and was noted.

35.5 Cllr Hillier-Wheal commented on how impressed she was with the reports given by the Assets and Allotments Officers and that it was great to hear about all the work they were doing.

**36 Date, time, place and agenda items for next meeting**

36.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 28<sup>th</sup> January 2025 at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wish to add items to the agenda, they should ensure the item, with any supporting papers, is with the Clerk by January 21st.

*There being no further business, the Chair closed the meeting at 9.15pm*

DRAFT

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

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

**TERMS OF REFERENCE FOR THE  
ASSETS COMMITTEE**

**1 Membership**

- 1.1 The Committee membership shall comprise up to seven members, appointed at the Parish Council AGM in May.

**2 Chair**

- 2.1 The Chair and Vice-Chair of the Committee will be appointed at the first meeting following the Parish Council AGM in May. If both Chair and Vice-Chair are absent for a meeting, then a Chair for the meeting will be appointed at that meeting.

**3 Quorum**

- 3.1 A quorum will consist of three members of the Committee.

**4 Meetings**

- 4.1 The Committee shall meet every other month on the fourth Tuesday beginning in May unless otherwise decided at a previous meeting of either the Assets Committee or the Full Council.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated.

**5 Reporting**

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

## **6 Decisions**

6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.

6.1.4 All matters pertaining to the running of Parish Council allotments.

6.1.5 All matters pertaining to Bishopstoke Cemetery, Stoke Common Cemetery, St Mary's churchyard, Old St Mary's churchyard and the War Memorial.

6.1.6 All matters pertaining to the running of all play areas owned or run by the Parish Council. This excludes the design and budget for new or completely refurbished play areas.

6.1.7 All matters pertaining to the management of existing open spaces and trees owned by, run by, or the responsibility of the Parish Council. This excludes taking over or creating any new open spaces.

6.1.8 All matters pertaining to Council-owned and managed buildings.

6.1.9 Proper use and maintenance of existing CCTV equipment. This excludes the purchase of new equipment and any policies that relate to CCTV use.

6.1.10 All matters pertaining to Council owned street furniture.

## **7 Budget**

7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).

7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## **8 Responsibilities**

- 8.1 The Committee will have specific responsibility in the following areas:
  - 8.1.1 To oversee the running of Council allotments.
  - 8.1.2 To oversee the management of burial matters.
  - 8.1.3 To oversee the management of Council play and leisure areas.
  - 8.1.4 To oversee the management and maintenance of street furniture, and the fixed asset register.
  - 8.1.5 To oversee the maintenance and use of all Council owned open spaces, and to maintain the Council's trees and hedges.
  - 8.1.6 To oversee any work done under the Assets of Community Value programme.
  - 8.1.7 To oversee the maintenance of Council-owned and managed buildings.
  - 8.1.8 Use and maintenance of Council CCTV equipment.
- 8.2 The Committee will be expected to make recommendations on:
  - 8.2.1 The takeover and management of any assets provided by developers.
  - 8.2.2 Any brand new or complete replacement play areas.
  - 8.2.3 The creation of any new open spaces.
  - 8.2.4 The purchase and placement of new CCTV systems and the re-siting of existing systems.
  - 8.2.5 CCTV policy.



## Assets – 28<sup>th</sup> January 2025

### Item 06 – Payment methods (Burial Grounds)

Currently accepted payment methods for all Council business are by cheque or via BACS.

When dealing with payments related to Burial Grounds matters payment by cheque can risk leading to the inadvertent postponement of proceedings as post may be delayed and banks are not guaranteed to clear funds within a certain time.

BACS payments however are practically immediate by comparison. They have the additional advantage of being provable and traceable.

The Cemeteries Officer and RFO request that the Committee adopt a position that requires funeral directors and stone masons to make all payments via BACS. This would still allow individuals who may be dealing with cemetery related items the scope to pay by cheque if that is their preferred option.

This change would bring a degree of security and efficiency to the system that is not currently present and would simultaneously provide clarity to all businesses operating in Bishopstoke Cemetery.

The suggestion is that the change be effective from 1<sup>st</sup> April 2025, with the relevant businesses being informed of the change prior to 1<sup>st</sup> February 2025.

**Recommendation: That funeral directors and stone masons be advised by 1<sup>st</sup> February 2025 that from 1<sup>st</sup> April 2025 they will be required to pay cemetery fees via BACS.**

# MEMORAL SEATING POLICY

## 1 Introduction

- 1.1 Bishopstoke Parish Council supports the idea of memorial seating being placed within the Parish to commemorate a loved one. Memorials will take the form of plaques to be placed upon appropriate designated benches throughout the Parish.

## 2 Objectives

- 2.1 To adopt a consistent and sympathetic approach to the management of requests for memorial plaques on benches at a time of heightened emotions.
- 2.2 To ensure requests for memorial plaques are appropriate for the location, and that any additional seating that may be required takes into account the health and safety responsibilities of the Parish Council in relation to well-maintained and clear pathways.
- 2.3 To establish clear terms and conditions.
- 2.4 To ensure the highest standard of service to people who request memorial plaques.

## 3 Requests for Memorial Plaques

- 3.1 The Parish Council will keep a list of seats appropriate for memorials, and the memorials placed upon them. Any suitable seat with space for additional plaques can be requested.
- 3.2 All requests must come from or be approved by the next of kin or executor.
- 3.3 If there is no suitable seat available in a desired location, the Parish Council will consider whether replacement or additional seating is warranted. The decision on whether to allow a memorial on an existing bench rests with the Clerk or Acting Clerk. If additional or replacement seating is required that decision will be made by the Assets Committee, although if speed is required and the Full Council will meet prior to the Assets Committee then the Full Council can take the decision.
- 3.4 Where all suitable locations have been used, contact details will be taken for the request to be placed on a waiting list.
- 3.5 Where it is necessary to provide replacement or additional benches, these will be made from recycled plastic materials.
- 3.6 The cost of any additional or replacement seating, along with their installation, will be borne by the Parish Council. Those applying can, if they wish, donate funds towards those costs.
- 3.7 Both the plaque design and any wording must be agreed by the Parish Council prior to installation. Failure to do this could result in a plaque being refused permission to be installed on a bench. General details will be available online or by contacting the Clerk. Specific details will be dependent on the location chosen for the plaque.
- 3.8 Requests are made through the Parish Office using a standard application form. Once an application and fee has been received and agreed, the requester will be notified of the installation date should they wish to attend.

- 3.9** The Parish Council reserves the right to relocate any seating as necessary but will seek to notify the next of kin / executor of this in advance.
- 3.10** The Parish Council will maintain the seating and surrounds as part of the general maintenance programme.
- 3.11** In the unlikely event of the seating being stolen, damaged or vandalised, the Parish Council will use its best endeavours to repair it on site, but unfortunately may not be able to replace it, or any of its components and reserves the right to remove it should it be considered beyond economic repair.
- 3.12** The expected lifespan of the bench will be agreed by the Parish Council and the person requesting the plaque. When the bench on which the plaque is installed has reached the end of its life, it will either be replaced or removed, and the Parish Council will seek to notify the original requester of this.
- 3.13** The Parish Council must be notified of any changes to contact details of the original requester in order to keep them informed.

#### **4 Payment**

- 4.1** There will be a small fee payable to allow the installation of the plaque. Payment is required prior to the plaque being installed.

#### **5 Terms and conditions for the donation towards seating**

- 5.1** The Parish Council will make a decision on whether additional or replacement seating is required regardless of any donation that may be being offered.
- 5.2** All seating is the property of the Parish Council once installed.

#### **6 Data Protection**

- 6.1** Any information provided by a person requesting memorial plaques will be kept in accordance with Bishopstoke Parish Council's Document Retention policy and will only be used to contact the requestor in relation to the memorial plaque. In keeping and using any information the Parish Council will comply with all necessary legislation including the Data Protection Act 2018, the General Data Protection Regulations 2018, any amendments to either and any superseding Acts or Regulations.

## **7 Existing Memorial Seating**

- 7.1** Where there is an existing memorial seat which deteriorates to the point of needing replacing the Council will first consider whether the seat warrants replacement. Attempts will be made to contact the family to discuss whether replacement or removal of the bench is preferred.
- 7.2** Any replacement seat may not be sited in the position of the seat being replaced. Any change in location will be discussed with the family who donated the original seat where possible.
- 7.3** Any plaques on seats being replaced will be transferred to the new seat unless the family requests otherwise.
- 7.4** Any plaques on seats not being replaced will be returned to the family where possible.
- 7.5** Any replacement seat will be the property of the Parish Council