



# Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on  
Tuesday 30<sup>th</sup> April 2024 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.**

## 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 Minutes of the Parish Council meeting held on 12<sup>th</sup> March 2024
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To adopt and sign Minutes from the People Committee meeting of 27<sup>th</sup> February, the Assets Committee meeting of 26<sup>th</sup> March, the Finance Committee meeting of 9<sup>th</sup> April and the Planning Committee meeting of 9<sup>th</sup> April
6. To approve the statement of reserves as at 31st March 2024
7. To confirm there are no conflicts of interest between the Parish Council and BDO LLP
8. To note the report from the internal auditor and approve the Council's response
9. To adopt the Annual Governance Statement for the year ended 31 March 2024
10. To approve the Accounting Statements for the year ended 31 March 2024
11. To agree the Parish Council's response to the Borough Council Dog Fouling consultation
12. To agree amending the Clerk's contract to allow approval of additional overtime by agreement of both the Chair and Vice Chair
13. To consider content for the next press release
14. To agree the date, time and place for the next meeting
15. Motion for confidential business
16. To receive a report on Cemetery matters and approve recommendations
17. To approve the particulars of the three officer vacancies

**D L Wheel**  
**Clerk to Bishopstoke Parish Council**  
**23<sup>rd</sup> April 2024**

*Members: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Candy, Daly, Dean A, Dean R, Francis, Kirby, Lyon, McKeone C, McKeone D, Moore, Thornton, Tidridge and Winstanley*  
FULL\_2324\_A07

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

**Present:** Councillor Louise Hillier-Wheal (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Ralph Candy  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Ray Dean  
Councillor Dave Francis  
Councillor Mark Kirby  
Councillor Martin Lyon (from para 69.4)  
Councillor Chris McKeone  
Councillor Dermot McKeone  
Councillor Andy Moore (until para 82.1)  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)

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

**FULL\_2324\_M06/**

**66 Apologies for Absence**

66.1 Apologies were noted from Cllr Thornton.

**67 To adopt and sign Minutes of the Parish Council meeting held on 9 January 2024**

67.1 The minutes of the above meeting had been included in the document pack for this meeting.

67.2 Cllr Francis requested that his reasons for abstaining in Minutes 61 and 62 – that a 15% precept increase was too high given the current cost of living crisis and that it would not look good when compared with the assumed rises of 4.99% for both Eastleigh Borough and Hampshire County Councils – be recorded.

67.3 Proposed Cllr Kirby, Seconded Cllr Winstanley, **RESOLVED** unanimously that the amended minutes of the Parish Council meeting held on 9 January 2024 be adopted as a true record.

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

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

68.1 There were no such declarations or requests.

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

69.1 The resolutions from Council Committees were noted.

69.2 Proposed Cllr Moore, Seconded Cllr Francis, **RESOLVED** with one abstention that the Asset Committee Terms of Reference be adopted.

*Action: Clerk – update and publish the Asset Committee terms of reference*

69.3 The Clerk's report was noted. Cllr D McKeone asked why the media release from the previous meeting had not been circulated to the Communications group. The Clerk informed Council that there had not been sufficient time to do this. With regard to the newsletter, Cllr McKeone offered his help if needed. This was gratefully received by the Clerk. Cllr Tidridge noted that despite being on the Carnival working group she does not appear to be receiving the group emails.

*Action: Clerk – to ensure Cllr Tidridge is on the Carnival working group email group*

*Cllr Lyon arrived at this point*

69.4 Cllr Francis asked where the material from the Memorial Hall would be heading after demolition. The Clerk indicated that this was a matter for the Borough Council and their contractor to resolve. Cllr Daly asked how long the Land Registry takes for requests. The Clerk informed the Council that according to the Land Registry the average time taken for similar requests to that of the Council is 13-16 months. Cllr Lyon asked whether the Borough Council would be appointing a Principal Designer and the Clerk indicated they would. Additionally the Clerk noted that consideration was being given to whether the Parish Office could actually be located in the proposed new building for Underwood Road allotments.

69.5 Cllr Tidridge gave the Council an update on Borough Council business which is attached to these minutes.

69.6 The Clerk added a reminder that the launch of the Greening Campaign is set for Tuesday 19<sup>th</sup> March at St Mary's church. Additionally, Cllr Moore's request for parking restrictions by the grass areas of the service road at the bottom of Underwood Road had been passed onto the County Council, and the request for permission to hold a car show in Glebe Meadow will be discussed by the short track group established by the New Events Procedure.

## 70 To approve the following financial items

**Statement of Internal Control**

**Fixed Asset Register**

**Changes to Financial Regulations**

**Earmarked reserves arrangements**

**Financial Risk Assessment**

70.1 Details on all financial items had been included with the paperwork for this meeting.

70.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve signing the Statement of Internal Control for 2023-24.

*Action: Clerk – complete and publish the Statement of Internal Control.*

70.3 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to approve the Fixed Asset Register.

70.4 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously to approve the amendments to Financial Regulations.

*Action: Clerk – update and publish the amended Financial Regulations*

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

70.5 Cllrs felt there was no longer a need to earmark money for the maintenance / upkeep of defibrillators as the Council does not own or run any. Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** with 8 in favour and 3 against to remove earmarked reserve 19, for defibrillator maintenance, from the approved earmarks.

70.6 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** unanimously to approve the amended earmark reserves arrangements.

**Action: Clerk – inform the RFO of Council's decision**

70.7 Cllr R Dean requested the rating system used in the Financial Risk Assessment be changed from a numerical one to a red / amber / green system.

70.8 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** to approve the Financial Risk Assessment as amended in 70.7.

**Action: Clerk – modify the Financial Risk Assessment and publish it**

## **71 To re-adopt Standing Orders and Financial Regulations**

71.1 Details of the proposed minor changes to standing orders and financial regulations had been included with the supporting papers for the meeting.

71.2 Proposed Cllr Lyon, Seconded Cllr Moore, **RESOLVED** unanimously to amend the value quoted in 28.1.5 and 28.2 from £25,000 to £30,000 in line with changing government procurement regulations.

**Action: Clerk – update and publish Standing Orders**

71.3 Proposed Cllr Winstanley, Seconded Cllr A Dean, **RESOLVED** unanimously to amend Financial Regulation 6.5 to include the Council debit cards as a means of regular automatic payment.

**Action: Clerk – update and publish Financial Regulations**

## **72 To re-adopt Terms of Reference for all Committees**

72.1 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** unanimously to re-adopt all Committee Terms of Reference.

**Action: Clerk – update and publish the Committee terms of reference**

## **73 To approve the tender process for the next open space contract**

73.1 Details of the proposed process for awarding the next open space contract had been included in the supporting papers for the meeting.

73.2 The Clerk noted that the Chair of Finance should be added to the group opening the bids. Cllr Lyon suggested that the proposed deadline for bids to be in by should be brought forward to June 30<sup>th</sup> with a view to the Council meeting in July making the decision on awarding the contract. Proposed Cllr Lyon, Seconded Cllr Moore, **RESOLVED** with 9 in favour and 2 abstaining to approve the amendments listed.

73.3 Proposed Cllr Moore, Seconded Cllr R Dean, **RESOLVED** with one abstention to approve the amended process.

**Action: Clerk – publish the previous open space specification on the Cllr website as soon as possible; add discussion of the Specification to the March Assets Committee.**

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

**74 To review, update if necessary, and adopt the Ethics & Ethical Procurement Policy**

74.1 The Policy had been provided to all Cllrs as part of the supporting papers for this meeting. Additionally, Cllrs had been reminded to send suggested amendments to the Clerk prior to the meeting. As there were no suggested amendments the policy was left unamended.

*Action: Clerk – Ensure the Policy is published*

**75 To agree the Parish Council’s response to the Borough Council Biodiversity consultation**

75.1 Cllr Tidridge was asked to provide the Council with the Local Area Committee’s response to the consultation as a starting point. Cllrs would then be asked to add their own comments within a short timeframe with the Clerk and Chair agreeing a final draft to be circulated to Cllrs before being submitted to the consultation.

75.2 Proposed Cllr Harris, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Clerk and Chair will circulate a draft proposal based on comments received by 22<sup>nd</sup> March, with the final submission then agreed by email and submitted by March 29<sup>th</sup>.

*Action: Clerk – resend email with links to Biodiversity consultation; forward email from Cllr Tidridge to gather Cllr responses; meet with Chair to agree final draft; circulate draft for approval before submission*

**76 To agree any arrangements for D Day 80**

76.1 Plans for a D Day 80 themed Sports Day event in June under the Carnival banner had been circulated with the document pack for the meeting. Cllrs also considered possible locations for a beacon but there were no suitable locations on land managed by the Parish Council.

**77 To agree the Parish Council response to the Spring Lane Post Office closure**

77.1 Cllr Tidridge suggested that it may be possible for the now vacant space on Spring Lane to be used by the Parish Council as an office and meeting space, which would allow the opportunity for a third party to continue running a post office franchise there as well. Additionally the space could be used in various other ways if the Parish Council were leasing it, such as a food bank drop off or community fridge. Cllrs were supportive of the idea and were hopeful that there may be funding available in one form or another from developers’ contributions.

77.2 Cllrs agreed also that the Parish Council should send a letter in response to the closure to the Post Office expressing the sadness the Council feels at the closure.

77.3 Proposed Cllr Tidridge, Seconded Cllr Moore, **RESOLVED** with one abstention that the Clerk investigate contacting the landlord of the space to begin discussions about the possibility of leasing the building, and that the Clerk also draft a reply to the consultation expressing the dismay of the Parish Council at the closure along with a request for information on the other sites explored by the Post Office for a site in Bishopstoke and to be kept updated in progress made in responding to the urgent need for reprovision of a Post Office for this part of Bishopstoke.

*Action: Clerk – to contact the landlord and respond to the consultation as described above*

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

**78 To consider a request for future use of the Stoke Common Cemetery car park**

78.1 Information on the requested use had been included in the document pack for the meeting.

78.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** with one abstention that the Hampshire Search & Rescue Dogs be given permission to use the car park at Stoke Common Cemetery on certain evenings during the year, once the land has been transferred to the Parish Council.

**Action: Clerk – contact Hampshire Search and Rescue Dogs to let them know the decision of the Council.**

**79 To agree the response to the HCC Future Services Consultation**

79.1 Information on the suggested response had been included in the document pack for the meeting.

79.2 Cllrs wished to add: providing services to those who are unable to access or do not have access to private transport and helping to prevent isolation of vulnerable members of the community to the reasons for supporting bus services. Cllrs also requested the Clerk ask for an update on the status of the Household Waste Recycling Centre in Fair Oak.

**Action: Clerk – Contact County Councillor Parker-Jones to ask for an update on the Household Waste Recycling Centre in Fair Oak**

79.3 Proposed Cllr Winstanley, Seconded Cllr Kirby, **RESOLVED** unanimously to submit the suggested response to the Future Services Consultation with the additional reasons stated in 79.2.

**Action: Clerk – respond to the Future Services Consultation.**

**80 To agree future meeting dates**

80.1 The proposed meeting dates for 2024-25 had been included in the document pack for the meeting and were noted.

80.2 Cllrs indicated they hoped to hear from grant recipients at the Parish Assembly in April. The Clerk indicated that the Finance Officer would be contacting them to make that request. Cllr Kirby also informed Council that he had already offered to give a small presentation on behalf of Methodist Homes.

**Action: RFO – contact grant recipients to invite them to the Parish Assembly**

**81 To consider content for the next press release**

81.1 The Council agreed that the next press release would include the response to the Post Office consultation, comment on the current road condition repairs, dates for Carnival (subject to a final check for clashes with local councils), the Parish Assembly and the planning approval for the War Memorial

**Action: Clerk – to draft the press release and circulate it to the Communications Group for approval**

**82 To agree the date, time and place for the next meetings**

82.1 The next meeting will take place on Tuesday April 30th 2024. It will take place at 7:00pm at the Bishopstoke Methodist Church. The agenda will be focussed on approving the Councils accounts and audit response.

*Cllr Moore left at this point, as did the member of the public.*

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

**83 Motion for confidential business**

83.1 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.

**84 To agree funding for youth services**

84.1 Information on the current costs of providing youth services and income from Y Zone had been included with the document pack. After discussion it was agreed that the funding requested by the Borough Council be agreed to, but that conditions be placed on future funding regarding transparency on costs and services, and improved revenue being generated by the building. Additionally, Cllrs wished to have a Cllr from Bishopstoke Parish Council join the group overseeing the youth services provision.

84.2 Proposed Cllr Tidridge, Seconded Cllr Lyon, **RESOLVED** with one against that the full funding be provided this year, but that future years be contingent upon improved transparency and revenue.

**85 To agree staffing arrangements**

85.1 Information on current and future staffing had been included with the document pack for this meeting. This included an updated appointments procedure and a new medical form for applicants to fill in.

85.2 Cllrs raised concerns that the medical form might be used to reject applicants. Both Clerk and Chair assured Cllrs that the purpose was so that applicants could make the Council aware of any alterations or mitigations Council might need to put in place to enable the appointed person to fully assume the role they were appointed for. Cllr Francis asked for the medical form to be compared with the one used by the Borough Council.

**Action: Clerk – to request a copy of the Borough Council medical form and circulate it for comparison and possible use**

85.3 Proposed Cllr R Dean, Seconded Cllr C McKeone, **RESOLVED** with one abstention that the appointment process and medical form be approved, that the medical form from the Borough Council be obtained for comparison and that Cllrs Hillier-Wheal, Harris, Francis and Winstanley join the Clerk to review the current staffing structure and determine roles going forward.

**86 To agree staff salary arrangements**

86.1 The recommendations for staff salary arrangements had been included in the documents pack for the meeting. The Clerk informed the Council of an additional recommendation from the People Committee.

*The Clerk left the meeting at this point*

86.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Lyon, **RESOLVED** with one abstention that the recommendations of the People Committee be accepted.

*There being no further business, the Chair closed the meeting at 9:38pm.*

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

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

## Full Council – 12<sup>th</sup> March 2024 Recommendations and Resolutions

### Committee Resolutions – to note

#### Assets

##### 26<sup>th</sup> March – ASSETS\_2324\_M05

- Item 38.2 That the minutes of the Assets Committee meeting held on 23 January be adopted as a true record.
- Item 40.3 To use the amended Open Space Specification for the tender process for the 2025 grounds maintenance contract.
- Item 44.3 That non-stone kerb sets be allowed in Bishopstoke Cemetery.

#### Finance

##### 9<sup>th</sup> April – FIN\_2324\_M06

- Item 45.2 That the minutes of the Finance Committee meeting held on 13 February be adopted as a true record.
- Item 47.2 That the Council note the reports on Council finances.
- Item 48.2 That the Council awards a grant of £1,000 to Eastleigh Borough & Romsey Mencap.

#### Planning

##### 12<sup>th</sup> March – Meeting Cancelled

##### 26<sup>th</sup> March – PLAN\_2324\_M14

- Item 106.2 That the minutes of the Planning Committee meeting held on 27 February be adopted as a true record.
- Item 108.4 That the responses of the Planning Committee be submitted to the planning authority.
- Item 111.1 Confidential business.

##### 9<sup>th</sup> April – PLAN\_2324\_M15

- Item 114.2 That the minutes of the Planning Committee meeting held on 26<sup>th</sup> March be adopted as a true record.
- Item 116.3 That the responses of the Planning Committee be submitted to the planning authority.
- Item 118.1 To allow planning decisions required prior to May 2<sup>nd</sup> to be determined by email, with the option of adding consideration of certain applications to the Full Council agenda for April 30<sup>th</sup> if deemed necessary.
- Item 120.1 Confidential business.

#### People

##### No Meetings

## **Committee Recommendations – to vote upon**

### **Assets**

**26<sup>th</sup> March – ASSETS\_2324\_M05**

No recommendations

### **Finance**

**9<sup>th</sup> April – FIN\_2324\_M06**

Item 49.2 That the Council creates a Cemetery reserve of £12,000.

*Clerk's note – this does not require a vote as it is part of the Reserves item elsewhere on this agenda.*

### **Planning**

**12<sup>th</sup> March – Meeting Cancelled**

No recommendations

**26<sup>th</sup> March – PLAN\_2324\_M14**

No recommendations

**9<sup>th</sup> April – PLAN\_2324\_M15**

No recommendations

### **People**

**No Meetings**

## Full Council - Clerk's report 30<sup>th</sup> April 2024

### Clerk's Report

#### Actions from previous meetings

**FULL\_2223\_M01/Item 11.2** Regarding training on the audit process and financial reports  
Initial training on Council finances in general will be accessed via HALC shortly after the 2024 election, with specific training on Bishopstoke Parish Council reports and processes to be provided before September 2024.

**FULL\_2324\_M04/Item 52.4** Regarding play area funding  
The decision of the Council was passed on to the RFO. When the play area cost analysis is ready it will be brought to the Assets Committee.

**FULL\_2324\_M04/Item 52.7** Regarding the possible use of a Quantity Surveyor  
Cllr Lyon has been contacted and we are discussing how, when and where a presentation on the use and value of Quantity Surveyors might take place.

**FULL\_2324\_M06/Item 67.3** Regarding the minutes  
The minutes were published on the Council website.

**FULL\_2324\_M06/Item 69.2** Regarding Asset Committee terms of reference  
The Terms of Reference have been published on the Council website.

**FULL\_2324\_M06/Item 69.3** Regarding the Carnival working group  
Cllr Tidridge is included on the Carnival working group email group.

**FULL\_2324\_M06/Item 70.2** Regarding the Statement of Internal Control  
The Statement of Internal Control has been published on the Council website.

**FULL\_2324\_M06/Item 70.4** Regarding the Financial Regulations  
The amended regulations were published on the Council website.

**FULL\_2324\_M06/Item 70.6** Regarding earmarked reserves  
The RFO was informed of the amendments.

**FULL\_2324\_M06/Item 70.8** Regarding the financial risk assessment  
The updated financial risk assessment was published on the Council website.

**FULL\_2324\_M06/Item 70.6** Regarding earmarked reserves  
The RFO was informed of the amendments.

**FULL\_2324\_M06/Item 71.2** Regarding Standing Orders  
The amended Standing Orders were published on the Council website.

**FULL\_2324\_M06/Item 71.3** Regarding Financial Regulations  
The amended Financial Regulations were published on the Council website.

**FULL\_2324\_M06/Item 72.1** Regarding Committee Terms of Reference  
All Terms of Reference were published on the Council website.

**FULL\_2324\_M06/Item 73.3** Regarding the open space tender process  
The timetable was published and the Specification was added to the Assets Committee agenda.

**FULL\_2324\_M06/Item 74.1** Regarding the Ethics & Ethical Procurement Policy  
The Policy was published on the Council website.

**FULL\_2324\_M06/Item 75.2** Regarding the Biodiversity Consultation  
The link email was sent to all Councillors, as was the response to the consultation submitted by Cllr Tidridge.

**FULL\_2324\_M06/Item 77.3** Regarding the Post Office closure  
Cllrs reported that the entire building was up for sale and under offer so no further action has been taken.

**FULL\_2324\_M06/Item 78.2** Regarding Stoke Common Cemetery car park  
Hampshire Search & Rescue were informed that the Council had given permission for them to use the car park as and when it is taken over by Bishopstoke Parish Council.

**FULL\_2324\_M06/Item 79.3** Regarding Hampshire Future Services consultation  
The comments of Cllrs were included in the response to the consultation.

**FULL\_2324\_M06/Item 80.2** Regarding the Parish Assembly  
All grant recipients were contacted to invite them to the Parish Assembly.

**FULL\_2324\_M06/Item 81.1** Regarding the media release  
The draft was sent to the lead member of the Communications group and subsequently released.

**FULL\_2324\_M06/Item 85.2** Regarding staffing arrangements  
The group met to discuss the restructure of staff and agreed three roles. The specification and salary recommendations for those roles are included on the agenda for discussion on April 30<sup>th</sup>.

## **Working Groups**

Volunteers have been requested to lead the organisation of the D-Day 80 Sports Day, and further volunteers have been advertised for to help with Carnival in September. Both events are in jeopardy with the current numbers available to organise and help.

## **Other Items**

**Asset Transfers** – Nothing new to report.

**Allotments** – Nothing new to report

**Office** – Nothing new to report.

**Burial Matters** – There were two ashes reopenings in March. For the year 2023-24 there were 33 interments.

**Play Areas** – Nothing new to report.

**Open Spaces** – Nothing new to report.

# RECENT NEWS RELEASE FROM SOUTHAMPTON AIRPORT

On Sunday 31 March Southampton Airport welcomed the first easyJet service operating between the airport and Alicante this summer.

The service to the popular Costa Blanca-based hot spot is the first of three summer routes to be operated at Southampton Airport by easyJet – one of Europe’s biggest airlines.

Further services to Palma in Majorca will start on Monday 29 April operating twice weekly and Faro in Portugal’s Algarve region, which begins Thursday 6 June.

The Alicante service will operate on the following times every Sunday until 20 October:

- 20:20 Southampton departure arriving in Alicante at 23.40 local time
- 18:20 local time Alicante departure arriving in Southampton 19:50

This new route gives customers in the South of England more options for their summer holiday, whether it’s for a city break in Alicante or to relax on Spain’s sunny beaches. easyJet the provider does have the further options for accommodation.

The new service along with the others mentioned should go some way to getting the airport to a break-even point. Their last passenger figures were 1.026 million, with the break-even point at the time of reporting 1.2 million.

**ENDS**

## Notes:

**Southampton Airport** is owned by AGS Airports Limited which is jointly held by Ferrovial (via Faero UK Limited) and AGS Ventures Airports Limited, an entity managed by Macquarie Infrastructure and Real Assets (Europe) Limited.

**easyJet** is Europe’s leading airline offering a unique and winning combination of the best route network connecting Europe’s primary airports with great value fares and friendly service.

**easyJet** aims to be a good corporate citizen, employing people on local contracts in full compliance with national laws and recognising their trade unions. The airline supports amongst others UNICEF, which has raised nearly £17m for the most vulnerable children since it was established in 2012. In 2022, **easyJet** published its roadmap to net zero by 2050, which features a combination of fleet renewal, operational efficiencies, airspace modernisation, Sustainable Aviation Fuel and carbon removal technology, has set an ambitious interim carbon emissions intensity reduction target of 35% by 2035.

# Southampton International Airport Noise Forum Report

The Noise Forum was held on the 10th of April 2024 starting at 13:00

The meeting was partially on Zoom and had attendees in the Spitfire Meeting Room, Southampton Airport.

The start of the meeting basically repeated the content of the presentation made to the members of the Airport Consultative Meeting held a few weeks ago, for which a report was sent out prior to and for the last Full Council meeting.

There a couple of questions relating to that presentation, none of any consequence to Bishopstoke.

However following update on the Noise Insulation, it was questioned whether the 60db contour touched any properties on Campbell Road as the contour line wasn't very clear and raised the question as to what counts in or out of a contour if it touches any part of the property.

Whilst the original statement of "no properties" fell within the 60db contour, one property may be partially on the contour. Southampton Airport would clarify what this means in reality, but initial thoughts seemed to indicate that the statement was still true as the whole property was not within the contour. Southampton Airport to clarify.



The contour shape was then questioned, and this was answered by ARUP. In simple terms the spike to the North (over / near Bishopstoke is that shape because Bishopstoke sees more arrivals than departures and aircraft line up for the runway some distance out. The departures to the North do show as bulge just North of the airfield, as aircraft begin their take off and initial vector. To the South the latter is more prominent, and the former is a shorter spike.

This was followed by some clarification regarding the difference between the 60db contour and the noise levels indicated by VOLANS the tracking tool. In reality the noise levels the tool indicates are not measured levels but modelled from historic data. I believe the software supplier also uses manufacturer's noise envelope data for the particular aircraft. I raised this and it could not immediately be refuted, therefore it is to be followed up.

[A mini presentation taken from the meeting is separately available.](#)

It is worth stating that using a widely available level meter App, you get a reading of 39 – 44db reading for a ticking clock. Speaking in a small room into a phone is around 77db. These are real time measurements and what we actually hear, whereas the 60db contour is an average over 16 hours.

A few further questions were asked, one of which is telling. The noise questionnaire had only 350 responses. The other was whether Fair Oak had separation from Bishopstoke as there were no responses allocated or perceived as received for Bishopstoke.

Concerns were raised around the airport's noise phone number not being answered. Arup agreed to check what is published and where the number goes and availability.

Following the update on Noise Abatement Procedures a question was raised as to whether the airport still intended to introduce fines as stated at the last Airport Consultative Committee. Steve Thurston responded that this was indeed the case this year and the airports Conditions of Use were to be updated later in the year to allow the airport to bring fines in if issues could not be resolved satisfactory in direct discussions with the airlines.

AOB.

A question was raised as to whether forthcoming D-Day activities were like to attract similar extra movements to the last event. It was confirmed that there was some interest in using the airport but not to the same levels as before.

This last question was raised as to why the KPI target in the Noise Action Plan for continuous decent was not being met. NATS explained that this target was driven by airline operational procedures and had been developed when Flybe accounted for the majority of movements and different airlines have different processes. As this is a benefit both to the environment and noise NATS alongside the airport is reviewing the target KPI to see whether the target needs adjusting or whether to seek the airlines to change procedures. This Group will be kept informed on any outcome as this is a priority.

Other matters of interest

The Airspace change process remains stuck as reported to the Airport Consultative Committee

The Easy Jet service to Alicante has been a success and Easy Jet are as a result bringing forward the start of the new route to Faro, Portugal.

**PRESS RELEASE**

## **Chalair launches a new seasonal destination to Normandy:**

### **CAEN / SOUTHAMPTON**

For this summer 2024, Normandy-based airline Chalair is once again offering a new destination in France: **Caen in Normandy**.

The flights will be operated by a 70-seat ATR 72 aircraft and will take place every Friday and Sunday from June 28th to September 22nd, according to the following schedule:

➤ Fridays from June 28th to September 20th:

Departure from Southampton at **10:30 am** – Arrival in Caen at **12:15 pm** - Local time - (40 min flight time)

Departure from Caen at **10:00 am** – Arrival in Southampton at **09:45 am** - Local time - (45 min flight time)

➤ Sundays from June 30th to September 22nd:

Departure from Southampton at **5:15 pm** – Arrival in Caen at **7:00 pm** - Local time - (40 min flight time)

Departure from Caen at **4:45 pm** – Arrival in Southampton at **4:30 pm** - Local time - (45 min flight time)

Reservations are now open and can be made on the Chalair website [www.chalair.fr](http://www.chalair.fr), and through travel agencies (physical or online).

Alain Battisti, Chairman of Chalair, said: "As a Normandy airline based in Caen, Chalair is proud to be part of the region's touristic offer. Flying from Southampton to Caen, our ambition is to improve the local economy and cultural discoveries, contributing to more exchanges."

Christopher Tibbett, Aero Director for AGS Airports, which owns Southampton Airport, said: "We are thrilled to not only welcome new partner Chalair for what is the airline's first UK route, but we are also celebrating Southampton Airport's first-ever service to Caen."

"Southampton is the only UK airport which will operate a service to the Caen, so we anticipate that the route will be popular with passengers looking to explore this historic French city or those who own second homes in the wider Normandy region."

"With fantastic 40-minute flight times departing Friday mornings and returning Sunday afternoons, Chalair's Caen service will also be the ideal destination for a summer weekend getaway."

**Ends**



Contact : [media@chalair.fr](mailto:media@chalair.fr)



# Flight Tracking Portal -Volans

Extract

# Quick Explanation

Introduction of simulated noise footprint front end for public view.

Follows feedback on relevance of old system for all communities.

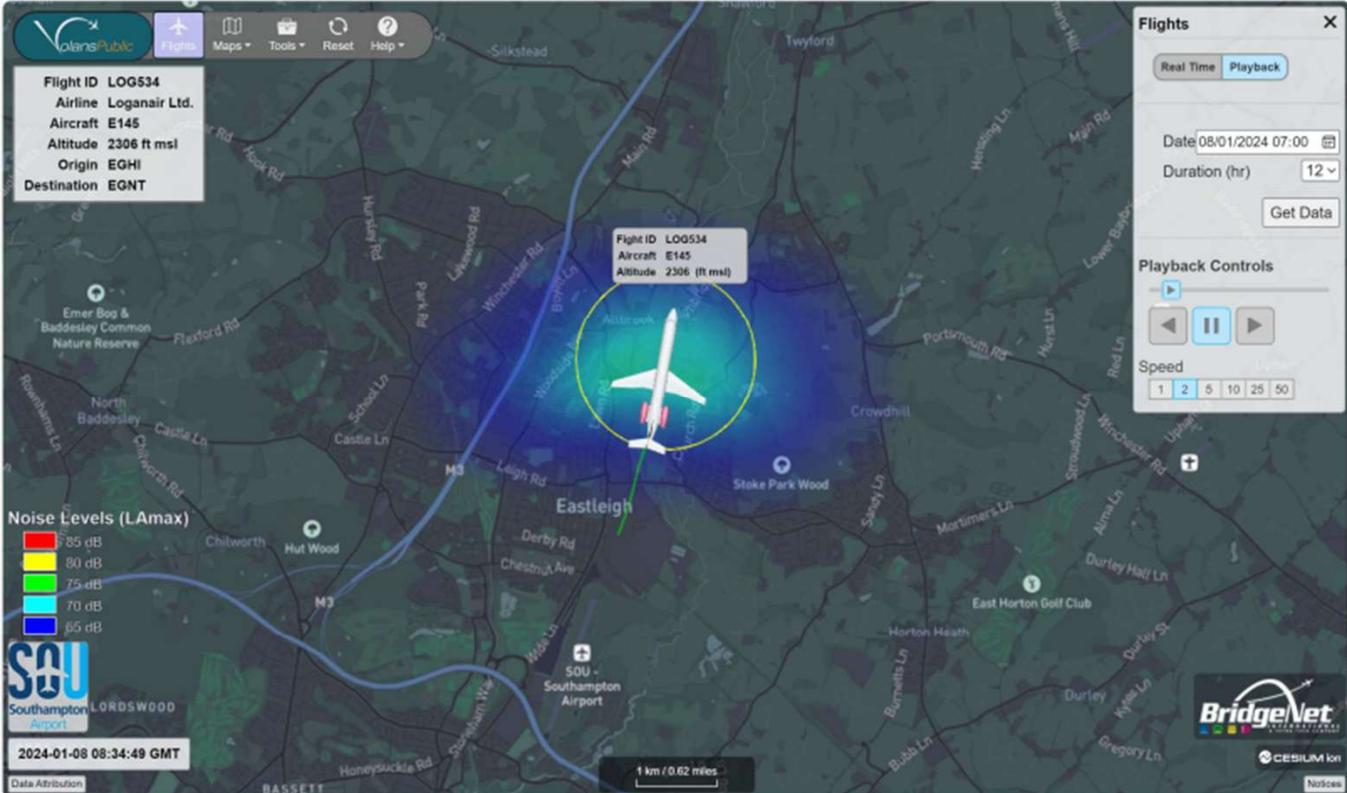
Gives access to predicted noise footprint for flights in near to real time

Enables playback of operations

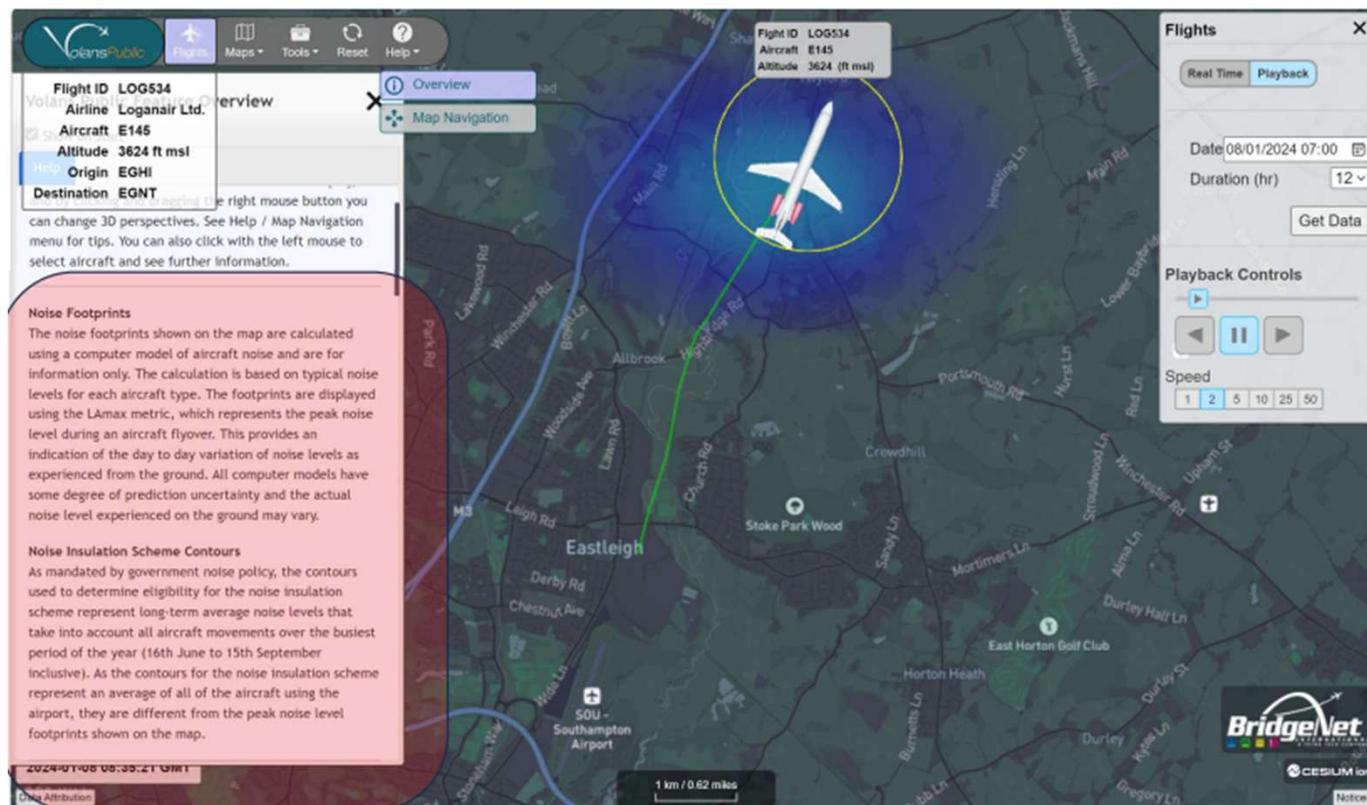
Can drop pin at home location

The contours used for the Noise Insulation Scheme represent average noise levels over the busiest 92-day period of the year, they are different from the peak noise level footprints shown on the Volans map. Volans represents the peak noise level during an aircraft flying over ground. This provides an indication of the day-to-day variation of noise levels as experienced from the ground.

# Noise Footprint Visualisation Tool



# Noise Footprint Visualisation Tool





## **Minutes of a Meeting of the People Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 27<sup>th</sup> February 2024**

**Present:** Cllrs Hillier-Wheel (Chair), Harris (Vice Chair), Francis and Winstanley

**In Attendance:** Mr D Wheel (Clerk to Bishopstoke Parish Council)

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

**PPL\_2324\_M02/**

### **Public Session**

#### **9 Apologies for Absence**

9.1 Apologies had been received from Cllr Moore.

#### **10 To adopt as a true record, and sign, the Minutes of the People Committee meeting held on 27 June 2023**

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

10.2 Proposed Cllr Francis, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 27 June 2023 be adopted as a true record.

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

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

11.1 None declared or requested.

#### **12 To discuss, amend and adopt the following policies / procedures:**

**The Grievance Policy**

**The Discipline Policy**

**The Complaints Procedure**

**The Complaints Flowchart**

12.1 The various documents had been circulated with the papers for the meeting.

12.2 Amendments to the Grievance Policy were to clause 7.1 (the addition of an apostrophe after “employees” and clause 8.1 (to remove references to procedures).

12.3 Amendments to the Discipline Policy were to clause 8.1 (adding “of receipt of the letter” to the end of the first sentence) and clause 11.1 (remove “will be dealt with” and instead add “that employee will have the right to raise a grievance”).

12.4 Amendments to the Complaints Procedure were to remove references to an appeal to Full Council and instead use the same appeals panel mechanism as with the other two policies and to add clause “5.1 For further information please contact the Clerk”.

12.5 Amendments to the Complaints Flowchart were to add information on who would usually access each policy and in what circumstances.

12.6 Proposed Cllr Winstanley, Seconded Cllrs Francis, **RESOLVED** unanimously to approve the suite of complaints policies, as amended in 12.2 through to 12.5.

**Action: Clerk – Amend all policies as agreed and publish them**

12.7 Following the amendments, the Clerk was asked to restructure each document so that as well as sharing the same opening section, they contain the same initial section titles. This is to enhance the clarity and the sense of them being a collection of documents rather than four individual documents. Once completed, the new structure will be affirmed via email or online meeting.

**Action: Clerk – Restructure all documents as necessary and forward to Committee for approval**

### **13 To discuss, amend and adopt the Safeguarding Policy**

13.1 The Safeguarding Policy had been included with the papers for the meeting.

13.2 The Committee agreed the following amendments:

Clause 6.11 – remove the examples provided

Clause 1.1 – Add “for the purpose of this policy the term “vulnerable people” will be used to refer to these groups.

13.3 The Clerk was asked to check other sources of safeguarding policy such as “Working Together”, “Child Safety”, “KICSE” and the new laws around reporting abuse with a view to amending the policy further in future. The Committee wanted to see additional clauses related to sexual abuse generally and FGM specifically.

**Action: Clerk – obtain other safeguarding documents and information listed above and determine what amendments are needed to the policy**

13.4 The Clerk was asked to obtain a book to record any safeguarding concerns.

**Action: Clerk – purchase a book to record safeguarding concerns**

13.5 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the Safeguarding Policy as amended in 13.2, with the additional clauses to be confirmed via email or online meeting.

**Action: Clerk – amend and publish the policy as per 13.2. Once other amendments described in 13.3 are done, send policy to Committee for approval.**

### **14 To receive the overtime hours report**

14.1 The overtime report had been included with the papers for the meeting and was noted.

### **15 To receive the Clerk’s report**

15.1 The Clerk’s report had been included with the papers for the meeting and was noted.

15.2 Cllr Hillier-Wheal informed the Committee that the Jubilee clock at Whalesmead is not working and needs repairing.

**Action: Clerk – to contact a firm to arrange repairs**

### **16 Date, time, place and agenda items for next meeting**

16.1 The next public meeting of the People Committee will take place on Tuesday 25<sup>th</sup> June at 7:30pm in Bishopstoke Methodist Church.

16.2 The Clerk will contact members with details of the online meeting to approve the structural changes to the suite of complaints policies.

**Action: Clerk – to arrange an online meeting at the appropriate time**

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

**17 Motion for confidential business**

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

**18 To discuss and agree staff targets**

18.1 Cllr Hillier-Wheal raised concerns about the process the Council follows when appointing new members of staff. References are not taken, there is no checking of any medical requirements a new appointee might have, and it was felt that the questions asked could be more probing of the abilities, strengths and weaknesses of the candidates. The Clerk agreed that the process needed to be more robust. Additionally the Clerk noted that the probationary period would be more useful if it started after training was complete. Further support will be asked for from HALC and EBC. The Clerk was asked to forward job descriptions for all roles to the Committee.

**Action: Clerk – Contact HALC and EBC and forward job descriptions to the Committee**

18.2 Cllrs discussed the proposed targets for the RFO and the Assets Officer, as well as options for targets for the Clerk. The Clerk recommended that going forward the Council ensure that there are always at least two officers trained on any aspect of Council business. The Clerk felt that he should be trained on everything and suggested this be one of his targets. The Committee agreed to the targets for the RFO and the Assets Officer, and also agreed to discuss further the targets for the Clerk once comments had been received from Cllrs.

18.3 The Clerk's recommendations for the other officers salaries were discussed and accepted.

18.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the recommendations on salaries for the RFO and the Assets Officer be accepted.

18.4 The Committee agreed to produce a recommendation on the Clerk's salary in time for the Full Council meeting on March 12<sup>th</sup>.

**Action: Cllr Hillier-Wheal and Committee – Cllr Hillier-Wheal to contact all Cllrs to obtain comments on the performance of the Clerk prior to the Committee making a recommendation on the Clerk's salary.**

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

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

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



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

**Present:** Cllrs Francis (Chair), D McKeone (Vice Chair), Harris, Hillier-Wheal and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mr T Postle (Green Smile)

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

ASSETS\_2324\_M05/

### **Public Session**

#### **37 Apologies for Absence**

37.1 All members were present.

#### **38 To adopt as a true record, and sign, the Minutes of the Assets Committee meeting held on 23 January 2023**

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

38.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 23 January 2024 be adopted as a true record.

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

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

39.1 No interests were declared or requests made.

#### **40 To agree the open space specification for tender**

40.1 The previous specification had been included with the document pack for the meeting.

40.2 Cllrs requested the following amendments to the specification:

- Wording be added to include an aspiration to achieve use of fully rechargeable / eco-friendly equipment across the board.
- Wording on use of weedkiller to be amended to emphasise that it is to be used ONLY when absolutely necessary.
- Add a duty to report the presence of invasive species when they are found.
- Include in the general specification that areas designated by the Council are to be left unmown, but instead to be scythed as appropriate.
- Amend the maps to show the current areas designated as wildflower.
- Increase the Public Liability requirement to be £10,000,000.

40.3 Proposed Cllr Winstanley, Seconded Cllr D McKeone, **RESOLVED** unanimously that the amended open specification be used for the tender process for the 2025 grounds maintenance contract.

**Action: Clerk – amend the specification as required and publish where required on April 1<sup>st</sup>.**

#### **41 To receive an update on asset transfers**

41.1 The update had been included with the supporting papers for the meeting and was noted. The Clerk was requested to check the exact area being proposed at Rose Close and inform Committee members.

**Action: Clerk – Obtain red line map of Rose Close and send to Committee members.**

#### **42 To receive an update on the Memorial Hall**

42.1 An update had been included with the supporting papers for the meeting and was noted.

#### **43 To receive an update on the War Memorial**

43.1 An update had been included with the supporting papers for the meeting and was noted. The Clerk added that he had received no response to his request for an update from the Diocese, but tracking back through the emails had provided another name to contact for an update.

#### **44 To amend the rules on kerb sets at Bishopstoke Cemetery**

44.1 A report referencing the current number of non-stone kerb sets and how they have been treated in the past was included with the supporting documents for the meeting.

44.2 Cllrs generally felt that relaxing the rules on kerb sets to allow non-stone sets and instead focussing only on those that either are unsafe to start with or deteriorate to the point they are unsafe would be sensible given the cost of kerb sets generally and the difficulty in contacting many of those who were previously allowed to install non-standard kerb sets against the rules at the time. Some Councillors felt that relaxing the rules would simply increase the workload of Officers as there may be a proliferation of unusual and potentially unsafe grave surrounds. One particular concern was over the safety of strimming next to non-stone kerb sets.

44.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with one objection that non-stone kerb sets be allowed in Bishopstoke Cemetery.

**Action: Clerk amend Cemetery regulations and re-publish**

#### **45 To discuss the future layout of Underwood Road allotments**

45.1 A report detailing the current state of all three buildings on Underwood Road allotments was included with the supporting papers for the meeting.

45.2 Cllrs asked for information about how the process would be managed. The Clerk noted that an architect has been instructed to draw up plans for the new building, including toilets accessible from both inside and out, storage for Council machinery, storage for allotment shop items, space for the shop and a tea / coffee area. A second set including a potential area for a parish office is also being created. Those plans will be shared with the Assets Committee and the site reps for Underwood Road. Once all parties are happy with the designs options for funding the project will be laid before Council for further decisions.

**Action: Clerk – Liaise with architect over the plans and bring them to a future Assets Committee meeting.**

**46 To receive the Clerk's report, including all areas delegated to the Committee**

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

46.2 Cllr Harris asked about play area disclaimers as there will also be similar work required for Carnival and it would make sense to order the work together. The Clerk agreed. Residents have asked when the skate park is being constructed as they feel that it would help alleviate some of the antisocial behaviour in the area. It was agreed that the installation of the new skate park would be an ideal project for a new officer to take on.

46.3 Cllr Hillier-Wheal noted that the lamppost on Glebe Meadow near the Memorial Hall is not working. The light is controlled manually from the Hall and was only ever used when needed. It was felt that having the light on may also dissuade some antisocial behaviour and so the Clerk was asked to investigate adding a timer to the light.

**Action: Clerk to establish if a timer can be added to the lamppost on Glebe Meadow**

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

47.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 28<sup>th</sup> May 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 May 21<sup>st</sup>.

*There being no further business, the Chair closed the meeting at 8:50pm*

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

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

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 9 April 2024**

**Present:** Cllrs Winstanley (Chair), C McKeone and Thornton

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)

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

**FIN\_2324\_M06/**

**Public Session**

**44 Apologies for Absence**

44.1 Apologies were received from Cllrs Hillier-Wheal and Lyon. Cllr Kirby did not attend.

**45 To adopt and sign Minutes of the Finance Committee meeting held on 13<sup>th</sup> February 2024**

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

45.2 Proposed Cllr Thornton, seconded Cllr C McKeone, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 13<sup>th</sup> February 2024 be adopted as a true record.

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

46.1 None were declared or requested.

**47 To approve reports on Council finances**

47.1 The payments lists, statements of accounts and budget monitoring reports for February 2024 and March 2024 had been included with the document pack for the meeting.

47.2 The reports were noted.

**48 To approve grant requests from Eastleigh Borough & Romsey Mencap (EBRM)**

48.1 Information on the grant application had been provided to the Committee prior to the meeting.

48.2 Proposed Cllr C McKeone, Seconded Cllr Thornton, **RESOLVED** that the Council award a grant of £1,000 to Eastleigh Borough & Romsey Mencap.

**49 To approve the creation of a Cemetery reserve**

49.1 The reasons for the creation of the reserve were discussed by the Committee.

49.2 Proposed Cllr Thornton, Seconded Cllr C McKeone, **RECOMMENDED** that the Council create a Cemetery reserve of £12,000.

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

50.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 11<sup>th</sup> June at the Bishopstoke Methodist Church and that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 4<sup>th</sup> June.

*There being no further business, the Chair closed the meeting at 19:42*

DRAFT

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

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



## **Minutes of a Meeting of the Planning Committee held at Bishopstoke Methodist Church commencing at 7:00pm on 9 April 2024**

**Present:** Cllrs Moore (Chair), C McKeone (Vice Chair), Candy and Daly

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

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

**PLAN\_2324\_M15/**

### **Public Session**

#### **113 Apologies for Absence**

113.1 Apologies were noted from Cllr Hillier-Wheal.

#### **114 To adopt and sign Minutes of the Planning Committee meeting held on 26 March 2024**

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

114.2 Proposed Cllr Daly, Seconded Cllr Candy, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 26 March 2024 be adopted as a true record.

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

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

115.1 No declarations or requests were made.

#### **116 Consideration of Planning Applications**

116.1 H/24/97043 – 90 Whalesmead Road – Construction of Front Dormers, Porch and Garden Room – The Committee agreed to object to the application on the grounds that it is overdevelopment and would not be in keeping with the surrounding street scene.

116.2 There were no late applications to consider.

116.3 Proposed Cllr Candy, Seconded Cllr C McKeone, **RESOLVED** unanimously that the responses of the Planning Committee be submitted as minuted above.

**Action: Clerk – to submit the decisions of the Committee to the Planning Authority**

#### **117 To receive the Clerk's report on recent planning decisions and other matters**

117.1 The report on recent planning decisions and other matters had been circulated with the supporting documents and was noted by the Committee.

**118 To permit responses to planning decisions prior to the elections in May to be decided by email**

118.1 Proposed Cllr Candy, Seconded Cllr Moore, **RESOLVED** unanimously to allow planning responses required prior to May 2<sup>nd</sup> to be determined by email, with the option of adding consideration of certain applications to the Full Council agenda for April 30<sup>th</sup> if deemed necessary.

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

119.1 The next meeting of the Planning Committee will take place at 7:00pm on Tuesday 28<sup>th</sup> May 2024 at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that if they wished to add items to the agenda they should ensure the item, with any supporting papers, be with the Clerk by May 21<sup>st</sup>.

**120 Motion for Confidential Business**

120.1 Proposed Cllr Moore, Seconded Cllr C McKeone, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**121 Reported Breaches of Development Control (Confidential business)**

121.1 The report on alleged breaches of development control had been included with the supporting documents and was noted by the Committee.

*There being no further business, the Chair closed the meeting at 7:10pm*

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

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

	2022/23	Movements during		2023/24
	Y/e	2023/24		Y/e
		Increase	Decrease	
1 General/Free	£122,098.48			£172,826.04
Earmarked Reserves:				
2 BMH	£0.00			£0.00 closed
3 Tree Survey work	£0.00			£0.00 closed
4 Defibrillators	£0.00			£0.00 closed
5 Covid hardship	£0.00			£0.00 closed
6 Burial Ground	£0.00			£0.00 closed
7 Street furniture	£4,308.77	£3,000.00		£7,308.77
8 Noticeboard	£0.00			£0.00 closed
9 Cemetery artwork	£24,422.97		-£9,738.00	£14,684.97
10 Church Rd play equipment	£10,484.91	£0.00	-£10,484.91	£0.00 closed
11 Church Rd fencing	£0.00		£0.00	£0.00 closed
12 Brookfield play	£6,850.97	£962.31	-£7,610.95	£202.33
13 Templecombe Rd play	£0.00		£0.00	£0.00 closed
14 Glebe Meadow Project	£25,000.00	£10,000.00	-£3,650.43	£31,349.57
15 Bishopstoke Cemetery works	£0.00		£0.00	£0.00 closed
16 St Mary's tree project	£2,660.00		-£685.90	£1,974.10
17 Otter Close timber trail	£0.00	£0.00	£0.00	£0.00 closed
18 Councillor elections	£1,355.62	£2,000.00		£3,355.62
19 Defibrillator upkeep	£2,400.00	£0.00	-£2,400.00	£0.00 closed
20 Burial Grounds tree work	£3,000.00	£15,500.00		£18,500.00
21 Memorials work	£1,600.00	£0.00		£1,600.00
22 YZone Funding	£25,000.00	£0.00	-£25,000.00	£0.00 closed
23 BIFFOH LAC Feasibility	£0.00	£10,000.00	-£2,369.90	£7,630.10
24 Allotment Deposits		£450.00		£450.00
25 Greening Campaign		£350.00	-50	£300.00
26 Office conversion costs		£2,500.00		£2,500.00
27 Exhumation costs		£12,000.00		£12,000.00
28 Locality Grant		£5,148.00		£5,148.00
Y/e total earmarked	£107,083.24			£107,003.46
General + Earmarked	£229,181.72			£279,829.50

FIGURES REPORTED ON AGAR



## Full Council – April 30<sup>th</sup> 2024

### Item 7 – Conflict of Interest with BDO

As we did last year, we are required this year as part of the audit process to confirm that the Council as a whole and Councillors individually have no conflict of interest with BDO.

Unless any Councillor or close family member has entered into a new arrangement with BDO since May 2023 we can confirm that we have no conflict of interest.

**Recommendation – complete the BDO form confirming that there is NO conflict of interest between Bishopstoke Parish Council and BDO.**

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Bishopstoke Parish Council
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
30 <sup>th</sup> April 2024	

Signed (RFO)

Print Name

Signed (Chair)

Print Name

# Annual Internal Audit Report 2023/24

Bishopstoke Parish Council

www.bishopstokepc.org

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This 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.			
G. Salaries to employees and allowances to members were paid in accordance with this 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 bank account reconciliations were properly carried out during the year.			
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.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/01/2024

23/04/2024

Signature of person who carried out the internal audit

Date

**\*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, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Bishopstoke Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2024, that:

	Agreed		'Yes' means that this 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
	✓		

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

30/04/2024

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.bishopstokepc.org](http://www.bishopstokepc.org)

## Section 2 – Accounting Statements 2023/24 for

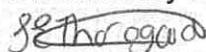
Bishopstoke Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	270,056	229,182	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	281,271	332,920	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40,524	57,382	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	118,415	119,365	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	244,255	220,289	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	229,182	279,830	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	233,978	276,115	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	367,004	336,088	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

23/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



## Full Council – April 30<sup>th</sup> 2024

### Item 12 – Clerk’s contract

Currently the Clerk’s contract allows 8 hours of overtime per week on their own recognisance, with any hours beyond that requiring the approval of the Full Council.

Recent experience shows that there may be times in a Council’s life when quick approval is needed, rather than waiting until the next Full Council meeting (which could be two months away) or going to the trouble of calling an extra Full Council meeting just to look at allowing more overtime to be worked when necessary.

However, there does need to be a limit so that the process cannot be abused. Therefore it is being recommended that the decision on whether extra overtime be permitted should be agreed by BOTH Chair and Vice Chair. That will allow for a swift response when necessary, but still keep control with the Council.

**Recommendation – that the Clerk’s contract be amended to show that overtime beyond 8 hours per week can be agreed by a combination of Chair and Vice Chair.**