

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Methodist Church Hall, Sedgwick Road, Bishopstoke commencing at 7.30pm on 6 September 2011

**Present:** Cllr Winstanley (Chairman), Cllr Hansell, Cllr McGuinness and Cllr Toher

**In Attendance:** Mr P J Storey (Clerk to the Parish Council)  
Mrs C Taylor (Assistant Clerk)

**Public Session:** No members of the public were present.

### 103. Apologies

103.1 Cllr Davies-Dear, Roling and Uren.

### 104. To Agree the Minutes of the Meeting on 12 July 2011

104.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** that the minutes of the meeting held on 12 July 2011 be accepted as a true record.

### 105. Matters Arising from the above Minutes

105.1 There were no matters arising not dealt with elsewhere in these minutes.

### 106. Declarations of Interest

106.1 Cllr Winstanley declared a personal interest in Item 6.

### 107. RFO's Report and Budget Monitoring

107.1 A budget monitoring report had been circulated with the agenda papers. This and the cheque payments tabled were noted. The Clerk reported that he had finally agreed an allowance with Southern Water for the persistent leak that had occurred in the supply to the Cemetery and that a new meter had been installed. He was still in dispute with them over the water supply to the Jockey Lane allotments.

### 108. Financial Support for the Bishopstoke Carnival

108.1 The sum of up to £2500 had been included within the Community Projects budget for the current financial year to offset management costs for the Carnival and it was now thought appropriate to agree how payment should be made to the Carnival Group. The principle that those costs necessary for the Carnival to take place, such as insurance, hire charges and marketing, should be reimbursed with reimbursement being made against a receipted invoice. The Assistant Clerk would co-ordinate claims on behalf of the Carnival Group.

**Action: Clerk and Assistant Clerk**

### 109. Financial Support for the Titanic Commemorative Weekend

109.1 A request had been received from Hamble Valley and Eastleigh Heritage Guides for a contribution towards the costs of marking the centenary of the Titanic disaster. The event would include talks, workshops and theatrical bus tours around the Borough to emphasise the direct links between Eastleigh and the ship. However, Members thought it appropriate for a formal application for Grant Aid to be submitted before any further thought was given to the request.

**Action: Clerk**

### 110. Installation of bus shelters on Stoke Park Road

110.1 Over the years a number of requests had been received by the Borough Council for the installation of more bus shelters around Bishopstoke and with the recent transfer of responsibility for this provision to the Parish Council, it was now appropriate to consider specific requests for more shelters. The Clerk had consulted with those property owners on Stoke Park Road, near to Colchester Avenue, on the installation of a small shelter on either side of the road to complement the existing bus stops. There was general support from residents who also expressed a clear need for a litter bin at each location. Estimated costs for each shelter were in the region of £2,600 plus VAT and the Clerk thought there might be some external grants available to offset this. Given this local support, Members agreed to recommend that work should proceed and that other areas within the Parish without bus shelters should be identified and a longer term plan to complete further installations considered.

110.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that a bus shelter be provided on either side of Stoke Park Road near Colchester Avenue at a total estimated cost of £5,200 plus VAT and that other areas be identified for further action in due course.

### **111. Introduction of Councillor allowances**

111.1 EDALC was reviewing the need for councillor allowances in order to increase the number of individuals willing to become involved in local government but who could not afford to do so because of the high costs of meeting, for example, child minder's fees.

111.2 Proposed Cllr Toher, Seconded Cllr Hansell, **RECOMMENDED** that the concept of introducing allowances to help off-set the costs of some people becoming councillors be supported.

### **112. Additional Memorial Plaque for the War Memorial**

112.1 It had been suggested that an additional plaque be installed on the War Memorial recognising those who had given their lives in the service of their country in other conflicts beside the two World Wars. Cllr Toher would take a form of words to the Memorial Hall management committee for their consideration. The estimated cost of providing a plaque of similar design to the two existing plaques was £110 plus VAT.

**Action: Cllr Toher**

### **113. Grant Aid application**

113.1 An application for Grant Aid had been submitted by the Methodist Church to assist in meeting the costs of installing a new boiler at a cost of £12,000. The Church was actively seeking help from elsewhere in the hope of completing the work before the onset of Winter.

113.2 Proposed Cllr Toher, Seconded Cllr McGuinness, **RECOMMENDED** that £750 be granted to the Methodist Church to assist them in meeting the costs of installing a new boiler.

### **114. Asset Management Report**

114.1. Bus shelters. The Clerk reported he was still awaiting sight of the draft transfer agreement for the bus shelters from the Borough Council. Members instructed him to write to the Borough Council to express their concern at this undue delay.

**Action: Clerk**

114.2 Play areas and open spaces. The Clerk confirmed some preparatory work on transfer of the Templecombe play area had been done by the Borough Council. He was liaising with our grounds maintenance contractor to establish costs of maintaining these play areas and open spaces when transferred with effect from 1 April 2012.

114.3 Cemetery. Nothing untoward to report.

114.4 Allotments. Nothing untoward to report.

### **115. Policy on Cemetery headstone repairs and responsibilities**

- 115.1 The maintenance of Cemetery plots required accurate records to be maintained over many years if associated costs for remedial were to be met by plot owners. Despite it being a requirement for plot owners to notify changes in address or ownership, this was not done, and it was becoming increasingly difficult to contact owners when remedial work was required.
- 115.2 The Clerk had tabled a paper recommending that where owners of plots could not be identified from our records or refused to acknowledge their responsibilities, the Parish Council should assume responsibility for any remedial work and associated costs for the plot or headstones under its duty of diligence, withdraw the Grant of Exclusive Rights and add a debt to the plot for possible future collection.
- 115.3 Proposed Cllr Toher, Seconded Cllr McGuinness, **RECOMMENDED** that where Cemetery plot owners could not be identified or refused to acknowledge their responsibilities any necessary remedial work would be undertaken by the Parish Council and a debt added to the plot for possible future collection.

#### **116. Parish Website and Newsletter**

- 116.1 The Autumn Newsletter had been delivered in time for the Carnival. As always, further contributions would be gratefully received.

##### **Action: All**

- 116.2 Cllr Winstanley reminded all present that the consultation on Allington Lane and those other areas being considered for housing development ended soon and she encouraged everyone to respond if they had not already done so.

##### **Action: All**

#### **117. Clerk's Report**

- 117.1 Repairs were need to the boundary wall at the Church. The estimated cost was £95.50 plus VAT; this was noted.
- 117.2 Further complaints about long term parking on Riverside and Church Road had been received and had been acknowledged.
- 117.3 The Borough Council had produced a Councillors' Guide to Flooding and the Clerk undertook to use this document as the basis for drafting an emergency plan for the Parish in due course.

##### **Action: Clerk**

#### **118. Date, time and place of next meeting**

- 118.1 The next meeting will be on Tuesday 11 October 2011 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke

#### **119. Motion for Confidential Business**

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

#### **120. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for July and August 2011 (Confidential Business)**

- 120.1 Members noted the report tabled by the RFO and attached to these minutes.
- 120.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that with slight amendment payments be made as tabled.

*There being no further business, the Chairman closed the Meeting at 8.55pm.*

#### **Summary of Recommendations for Consideration by Full Parish Council**

- 110.2 that a bus shelter be provided on either side of Stoke Park Road near Colchester Avenue at a total estimated cost of £5,200 plus VAT and that other areas be identified for further action in due course.
- 111.2 that the concept of introducing allowances to help off-set the costs of some people becoming councillors be supported.
- 113.2 that £750 be granted to the Methodist Church to assist them in meeting the costs of installing anew boiler.
- 115.3 that where Cemetery plot owners could not be identified or refused to acknowledge their responsibilities any necessary remedial work would be undertaken by the Parish Council and a debt added to the plot for possible future collection.

**Summary of Resolutions Passed to be Noted by the Full Parish Council**

- 104.1 that the minutes of the meeting held on 12 July 2011 be accepted as a true record.
- 119.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential
- 120.2 that payments be made as tabled.

**Payments in July and August 2011 in excess of £500  
published in accordance with the Government's transparency directive**

Staff	Salaries	1702.00
Green Smile Ltd	Grounds maintenance	550.00