

# 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 8 February 2011

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

**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.

### 17. Apologies

17.1 None.

### 18. To Agree the Minutes of the Meeting on 11 January 2011

18.1 Proposed Cllr Toher, Seconded Cllr Roling, **RESOLVED** unanimously that the minutes of the meeting held on 11 January 2011 be accepted as a true record.

### 19. Matters Arising from the above Minutes

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

### 20. Declarations of Interest

20.1 None declared.

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

21.1 The Clerk reported a successful interim visit by the internal auditor and drew Members' attention to best practice which now required all expenditure in excess of £500 to be published as an indicator of the Council's transparency. The Clerk would look to do this via the website.

#### Action: Clerk

21.2 A budget monitoring report had been circulated with the agenda papers and was noted.

### 22. To consider and, if appropriate, make a recommendation on the application for Grant Aid from Samaritans

22.1 Samaritans had applied for a grant to assist in meeting the costs of keeping their help centre open for the next year. Grants had been made in previous years.

.2 Cllr Toher proposed a grant of £200 and Cllr Roling counter proposed £250. Cllr Hansell seconded Cllr Roling's proposal which when voted upon was lost by two votes for and four against. Cllr Uren then seconded Cllr Toher's proposal which was carried by four votes for and two against. It was therefore **RECOMMENDED** that a grant of £200 be made to Samaritans to help meet the costs of keeping their help centre open for the next year.

### 23. To recommend funding tree works at St Mary's Church

.1 Following complaints from neighbours regarding the dangers posed by falling branches from some of the trees overhanging their gardens adjacent to St Mary's Church, a full tree surgeon's report had been commissioned by the Clerk and an estimate of remedial work costs received. The last Church Commissioner's report on the Church and its surroundings had also commented on the need for some tree works. The recent report illustrated various degrees of work on the trees which

would be to their natural benefit as well as reducing risk to adjacent properties. None of the trees has a TPO and planning approval was not required. The estimated cost of the work on the ten trees involved was £1,110 and a Faculty would be required from the Diocese of Winchester before work could commence which the Church would apply for.

- .2 Proposed Cllr Hansell, Seconded Cllr Toher, **RECOMMENDED** unanimously that remedial work be undertaken on St Mary's Church trees at a cost of £1,110.

*The fire alarm went off at this point and the building was evacuated. After a visual check by the Clerk, Members re-entered and the meeting resumed*

#### **24. To consider options for a parish office location**

- 24.1 Members considered various possible locations for a future parish office which the Clerk would investigate further and table comments at a future meeting. (Details omitted because of commercial sensitivity at this time)

**Action: Clerk**

#### **25. To review the policy for permitted grave adornments**

- .1 The current policy on adornments on graves was quite specific in that that lighted candles/tea lights were not permitted because of the attendant fire risk especially during long dry hot spells. This policy also was common in other graveyards. Three people had expressed concern that they were not allowed to remember their loved ones in this manner and Members took this view into their deliberations. However, the Cemetery was in a woodland setting and Members saw no need to amend the regulations at this time although they had no objection to tasteful solar or battery powered small lights being installed. The Clerk would write to those concerned explaining the reasoning behind this decision.

**Action: Clerk**

#### **26. To review progress on introducing the travel token scheme**

- .1 Cllr Toher tabled her sub-committee's proposals for introducing a travel token scheme funded by the Parish Council for those eligible under the agreed criteria. Following a minor amendment, it was thought appropriate for the scheme to be introduced with effect from 1 April 2011.
- .2 Proposed Cllr Toher, Seconded Cllr Uren, **RECOMMENDED** unanimously that a travel token scheme be introduced and funded by the Parish Council with effect from 1 April 2011.

#### **27. Asset Update**

- 27.1 The Clerk was in discussion with the Borough Council on the transfer of ownership of the ten bus shelters currently owned by them to the Parish Council with effect from 1 April 2011.

#### **28. Parish Website**

- .1 Nothing to report.

#### **29. Parish Newsletter**

- .1 The Spring edition of the Newsletter would be published in mid-March.

#### **30. Clerk's Report**

- .1 Jockey Lane allotments. Members agreed the Clerk should investigate the erection of a new notice board for the Jockey Lane allotment site and noted the rat infestation which was being dealt with.
- .2 The Manor Farm allotment site hut had been broken into and damage caused although nothing of value had been stolen. The Police were investigating and arrangements were in hand to effect repairs.

- .3 Members wished PCSO Joyce a speedy recovery following her horse riding accident. The Police had confirmed that PCSO cover would be maintained in her absence.
- .4 The Clerk was investigating repairs or costs of replacing two of the seats in the Old St Mary's Churchyard which were showing signs of wear.

**31. Date, time and place of next meeting**

- 31.1 The next meeting will be on Tuesday 8 March 2011 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke

**32. Motion for Confidential Business**

- 32.1 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' confirmation in post and remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**33. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for January 2011 (Confidential Business)**

- 33.1 Members noted the report tabled by the RFO and attached to these minutes.
- 33.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that payment be made to the staff, as tabled.

*There being no further business, the Chairman closed the Meeting at 9.25pm.*

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

- 22.2 that a grant of £200 be made to Samaritans to help meet the costs of keeping their help centre open for the next year.
- 23.2 that remedial work be undertaken on St Mary's Church trees at a cost of £1,110.
- 26.2 that a travel token scheme be introduced and funded by the Parish Council with effect from 1 April 2011.

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

- 18.1 that the minutes of the meeting held on 11 January 2011 be accepted as a true record.
- 32.1 that, in view of the confidential nature of the business about to be discussed relating to employees' confirmation in post and remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 33.2 that payment be made to the staff, as tabled.