

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 March 2011

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

In Attendance: Mr P J Storey (Clerk to the Parish Council)

Public Session: No members of the public were present.

34. Apologies

34.1 Cllrs McGuinness and Roling.

35. To Agree the Minutes of the Meeting on 8 February 2011

35.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the meeting held on 8 February 2011 be accepted as a true record.

36. Matters Arising from the above Minutes

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

37. Declarations of Interest

37.1 None declared.

38. RFO's Report and Budget Monitoring

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

38.2 The Clerk reported on the aftermath of the Manor Farm allotment shed break-in and his insurance review. Nothing had been stolen and no serious damage had been done. Additional safety measures had now been taken to strengthen the entrance points to the hut and external PIR lighting would be installed. The existing insurance covered public liability of all buildings owned by the Council and the Clerk's recommendation that the hut be insured against fire at an annual increased premium of £13.99 including IPT was accepted. It was also agreed that the other two smaller buildings remained at the Council's own risk.

39. To review possible options for a Parish Office location

39.1 Following discussion at last month's meeting, the Clerk had tabled a paper outlining possible locations for a parish office. Details were commercially sensitive at this point but discussions were in hand with the owners of a piece of land which could be ideal. The matter would be considered further when firm recommendations could be made. There was also the possibility of leasing an existing office/shop building although this appeared an expensive option with no long term security.

40. To consider and, if appropriate, make recommendations on replacing the older seats in Old St Mary's Churchyard

40.1 The two older seats in the Old St Mary's Churchyard were showing signs of wear and although estimates of cost had been obtained for their repair and retaining, it was thought more appropriate to replace them with environmentally friendly seats of a similar design at an estimated cost of £386 each plus VAT, delivery and installation.

40.2 Proposed Cllr Toher, Seconded Cllr Hansell, **RECOMMENDED** that two new seats be purchased for St Mary's Churchyard at a cost not exceeding £1000.

41. Asset Update and consideration of further transfers

41.1 The Clerk had received the draft transfer of ownership document from EBC for the bus shelters and was seeking independent legal advice.

41.2 Further discussions with EBC would now take place on effecting the transfer from 1 April 2012 of the play areas at Otter Close, Church Road, Sayers Road, Templecombe Road and Brookfield play area excluding the open space.

42. Parish Website

42.1 Nothing to report.

43. Parish Newsletter

43.1 The Spring edition of the Newsletter would be published in late March.

44. Clerk's Report

44.1 A consultation and questionnaire on the HCC bus subsidy review had been published and given the importance of the subsidy it was thought appropriate to debate the issues at a full Council meeting. The Clerk would circulate details in due course.

Action: Clerk

44.2 The Clerk and Assistant Clerk had met with the Allotment site representatives to discuss matters of common interest. The Clerk had explained the need to review allotment tenancy agreements and tighten up on standards of maintenance of the allotments by the tenants as there was a two year waiting list and it was deemed unfair to those on the list if plots were not being fully cultivated. Preventative security measures were discussed and the need for safety awareness when operating machinery. The cleaning of the toilets and kitchen areas was reviewed for health and safety and it was agreed to purchase a fire extinguisher for electrical fires.

44.3 Two Cemetery plot owners had expressed concerned at the occasional parking of cars on the grass verges close to their plots and the potential for damage to the plot itself. The Clerk was reviewing the possible installation of posts and chains to limit this but acknowledged that the internal road was not sufficiently wide to allow two cars to pass without going on the grass verges and there was no reasonable alternative parking space on-site.

45. Date, time and place of next meeting

45.1 The next meeting will be on Tuesday 5 April 2011 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke

46. Motion for Confidential Business

46.1 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.

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

47.1 Members noted the report tabled by the RFO and attached to these minutes.

47.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that payment be made to the staff, as tabled.

- 47.3 The Clerk reminded Members that the Assistant Clerk's contract entitled her to an annual increment of one scale point subject to satisfactory performance. He confirmed his satisfaction with the diligent approach shown by her to her duties the extent of which had not been measureable when first employed but had since grown in time and effort. To this end, the Clerk considered it appropriate for the increase this year to be two scale points and Members agreed.
- 47.4 Proposed Cllr Toher, Seconded Cllr Hansell, **RESOLVED** unanimously to increase the Assistant Clerk's pay scale to SCP17 wef 1 April 2011

There being no further business, the Chairman closed the Meeting at 8.20pm.

Summary of Recommendations for Consideration by Full Parish Council

40.2 that two new seats be purchased for St Mary's Churchyard at a cost not exceeding £1000.

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

- 35.1 that the minutes of the meeting held on 8 February 2011 be accepted as a true record.
- 46.1 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.
- 47.2 that payment be made to the staff, as tabled.
- 47.4 that the Assistant Clerk's pay scale be increased to SCP17 wef 1 April 2011

Payments in February 2011 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries	1619.24
Hants Police	PCSO contribution	3500.00
EBC	Brookfield tree grant	1000.00
Total		6119.24