

# 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 11 October 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.

### 121. Apologies

121.1 Cllr Davies-Dear not present.

### 122. To Agree the Minutes of the Meeting on 6 September 2011

122.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** with Cllrs Roling and Uren abstaining (absent) that the minutes of the meeting held on 6 September 2011 be accepted as a true record.

### 123. Matters Arising from the above Minutes

123.1 In answer to a query raised by Cllr McGuinness, it was confirmed that the review of parking on Riverside and Church Road was being undertaken by the Borough Council.

### 124. Declarations of Interest

124.1 None declared.

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

125.1 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 leak in the water supply to the Jockey Lane allotments. The Chairman signed the quarterly bank reconciliation statement.

### 126. Grant Aid applications

126.1 An application for Grant Aid had been submitted by the Hamble Valley and Eastleigh Heritage Guides for £200 to assist in meeting the costs of marking the centenary of the Titanic disaster. Supplementary information had been provided illustrating a clear Bishopstoke link in that a local shopkeeper and bellringer had sailed on the ship with his family with him being lost and his family returning to Bishopstoke where his widow had erected a memorial to him in St Mary's Church. A crew member had also lived in the Parish.

126.2 Proposed Cllr Toher, Seconded Cllr Uren, **RECOMMENDED** that £200 be granted to the Hamble Valley and Eastleigh Heritage Guides to assist them in meeting the costs of marking the Titanic disaster.

126.3 An application had also been received from the H.O.P.E. Job Club to assist them in meeting the costs of organising, preparing and encouraging 16 to 24 year olds into employment. A similar application had been made to Fair Oak and Horton Heath Parish Council. The Club would meet in Fair Oak. Members were sympathetic provided the assistance was to be marketed as vigorously in Bishopstoke as in Fair Oak. The Clerk confirmed that notices were on the Bishopstoke notice boards.

126.4 Proposed Cllr Toher, Seconded Cllr Roling, **RECOMMENDED** unanimously that £200 be granted to the H.O.P.E Job Club to assist them in meeting the costs of encouraging 16 to 24 year olds into employment.

**127. To consider and, if appropriate, make recommendations on installing more bus shelters in Bishopstoke**

127.1 Following earlier agreement to install two new bus shelters on Stoke Park Road, further thought was given to continuing the scheme so that in the longer term each bus stop had a shelter. To achieve this, a further seven shelters would be necessary and there was the possibility of some redundant shelters being relocated from where the bus service had been discontinued. It was thought reasonable to plan for two new shelters each year until the programme was complete.

127.2 Proposed Cllr Uren, Seconded Cllr Toher, **RECOMMENDED** unanimously that provision be made to install two new bus shelters each year until each bus stop in Bishopstoke had a shelter.

**128. Asset Management Report**

128.1. Cemetery. Fifteen interments had taken place to date in the current year. Members noted that moles were making a mess of the grassed areas and that contact had been made with some plot owners regarding repairs to their memorials.

128.2 Allotments. Payment of annual rents had fallen due and the Assistant Clerk was hastening non-payment where necessary. The Clerk had received permission from the Forestry Commission to cut back the overhanging branches which denied light to adjacent allotment plots at Manor Farm and would be engaging a contractor to do this work in due course.

**Action: Clerk**

128.3 Play areas and open spaces. The Clerk confirmed preparatory work on transfer of the open spaces and play areas was in hand although a clear title for two areas, Sayers Road and Church Road (Stoke Common) could not be established but the Borough would review other options for transferring these areas. He had liaised with our grounds maintenance contractor to establish costs of maintaining these play areas and open spaces when transferred with effect from 1 April 2012 and was awaiting figures from EBC for comparison and Precept purposes.

128.4 St Mary's Churchyard. The Clerk was in possession of the necessary Faculty from the Diocese and was arranging for a climbing survey at an estimated cost of £450 of two of the Beech trees in the Churchyard before applying to EBC for planning permission to undertake the necessary remedial tree work. General tidying up and removal of ground growth would also be undertaken in the near future and a replacement oak seat installed.

**129. Parish Website and Newsletter**

129.1 Cllr Winstanley sought suggestions for items to be included in the Winter edition of the Newsletter. The Clerk had spent some time with the Webmaster updating information on the Parish website. Further suggestions were always welcome

**Action: All**

**130. Clerk's Report**

130.1 The necessary repairs to the boundary wall of St Mary's Church would be completed on or around 19 October.

130.2 The Clerk briefed Members on three estimates of cost obtained for siting a parish office adjacent to a planned new timber building housing the Shears Mill turbines. He commented that no progress had been made with the fish pass design submitted to the Environment Agency for their approval and consequently he could not forecast when any renovation work might start on the turbines themselves. However, he suggested work might start on planning to improve the general appearance of the site and the establishment of a parish office given that the only other viable site, land adjacent to the Toby Carvery, was not available for use. Building costs ranged from £36k to £58k excluding ground preparation costs and it was agreed that the Clerk should

undertake exploratory discussion with the Planners to gauge reaction to the building design before submitting a formal planning application.

**Action: Clerk**

- 130.3 A major initiative planned to mark HM The Queen's Jubilee was to light beacons across the country in celebration. It was thought appropriate at this time to delay further consideration of what, if any, celebration might be undertaken in the Parish until the January 2012 meeting.

**Action: Clerk**

- 130.4 The Borough Council had initiated a review of polling station locations across the Borough and was suggesting relocating the polling stations previously in St Mary's Church Room and at Stoke Park Junior School to the Methodist Church, Sedgwick Road. Cllr Toher expressed concern at the increased distance some elderly would now have to travel to cast their vote and Members thought it appropriate to defer any formal response until after consideration by the full Council.

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

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

**132. Motion for Confidential Business**

- 132.1 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.

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

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

*There being no further business, the Chairman closed the Meeting at 8.45pm.*

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

- 126.2 that £200 be granted to the Hamble Valley and Eastleigh Heritage Guides to assist them in meeting the costs of marking the Titanic disaster.
- 126.4 that £200 be granted to the H.O.P.E Job Club to assist them in meeting the costs of encouraging 16 to 24 year olds into employment.
- 127.2 that provision be made to install two new bus shelters each year until each bus stop in Bishopstoke had a shelter.

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

- 122.1 that the minutes of the meeting held on 6 September 2011 be accepted as a true record.
- 132.1 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
- 133.2 that payments be made as tabled.

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

Staff	Salaries	1654.40
Green Smile Ltd	Grounds maintenance	550.00