



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council**  
**Community Development Committee**  
**held online on Tuesday 29<sup>th</sup> September 2020 at 7pm**



**Present:** Cllr Mrs L Clarke  
Cllr S Jones  
Cllr Mrs J Marsh  
Cllr R Shields  
Cllr Mrs L Thompson  
Cllr Mrs J Wood

**In attendance:** Mrs H Fisher Administration Assistant/ Hostess of the Online Meeting  
Mrs E McKenzie Deputy Executive Officer/Clerk to the Committee  
Mrs A Trott Halls Bookings Clerk

**Members of the public:** 0

**CD30/20 To receive and accept apologies for non-attendance**

No apologies had been received.

**CD31/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None

**CD32/20 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

None

**CD33/20 Public Session**

No members of the public were present online.

**CD34/20 To approve the minutes from the meeting of 24<sup>th</sup> August 2020**

**Resolved: to approve the minutes of the meeting of 24<sup>th</sup> August 2020**

**Proposed: Cllr Mrs J Wood**

**Seconded: Cllr Mrs L Clarke**

**All in favour**

**CD35/20 Actions arising from the meeting of the Community Development Committee – 24<sup>th</sup> August 2020**

**Mobile Phone App** – Note Cllr S Jones as leader for this action and future agenda item

**Telephone Box Project** – agenda item

**Listening Bench** – awaiting update from Museum Trust/Vision 2020.

**Clean Up BW event** – successful held. Verbal report in Chairman's Report following.

**Engaging Climate Change and the Natural Environment Initiatives** – fritillary bulbs purchased and due to be planted 7.10.20. Insect hotel due to be progressed this Autumn.

**CD36/20 Financial position year to date**

Noted.

Cllr S Jones clarified that a budget line for grants should be included.

**CD37/20 Budget Setting 2021-22 – Appointment of Working Group – for consideration**

**Resolved: To appoint Cllr Mrs J Marsh, Cllr R Shields, Cllr Mrs L Clarke as the working group and to invite the PC Chairman, Cllr T Wilson, to also be part of the group.**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr Mrs L Clarke**

**All in favour**

The meeting date was set as Monday 5<sup>th</sup> October 2020 at 10am in The Jubilee Hall.

**ACTION: DEO**

**CD38/20**

**Telephone Box Relocation – Update from Working Group – for consideration**

The working group tabled the updates so far.

**Resolved: To appoint Ben Tibbitts as the project manager of this project**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr Mrs J Wood**

**All in favour**

**ACTION: To ensure schedule and quotation for works in place**

**ACTION: DEO**

**CD39/20**

**Quotations for Replacement Noticeboard for Central Car Park – for consideration**

The Administration Assistant had gathered quotes for a replacement notice board but the figures quoted were above the fund allocated for the budget year 2020-21. The requirement was agreed for the community to have a central noticeboard, but it should be considered how posters should be placed in the secured unit. It was felt that PC control was needed to avoid business posters and that any adverts should be given in hard copy to the office.

**Resolved: To consider the cost of a replacement notice board within the budget for 2021-22**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr Mrs L Thompson**

**All in favour**

**ACTION: DEO**

**CD40/20**

**Grants i) To note new responsibilities and current Grants Policy - for information  
ii) Home Start grant application – for consideration**

The committee noted their new responsibilities and current Grants Policy. They felt some clarity and adjustment was required if they were to take on this task effectively.

- 1) There needed to be at least two applications to make the process meaningful
- 2) A schedule of submissions was suggested as twice a year to gather an appropriate number of applications and to enable the budgeted funds to be allocated fairly and appropriately
- 3) If a large amount was requested at the first sitting, then it may be that a smaller amount was awarded, with the note made that the applicant could approach the council again if funds were still available at the second sitting.

**ACTION: To recommend these additions to the Grants Policy to F,P&R Committee ACTION: DEO**

The application from Home Start was considered. It was noted that this group asked for funds last year also and the grants scheme was not meant to be an annual request. It was noted that the group asked for well over the limit of the grant award. The measure of overall community benefit was taken into account.

**Resolved: To recommend a grant to Home Start of £1,300 under the General Power of Competence**

**Proposed: Cllr S Jones**

**Seconded: Cllr Mrs J Marsh**

**All in favour**

**ACTION: DEO/EO**

It was recommended that the applicant be informed to apply for further funding, if required, later in the financial year, if Parish Council grant funding was still available.

**CD41/20**      **Remembrance Day Events** – *for consideration*

The committee carefully considered the government guidelines currently in place due to the pandemic. It was requested to investigate what other towns locally were planning. It was felt that as the events were all to be held outside and could be socially distanced that there was potential to go ahead and planning should be carried out. If cancellation was required, then this action could be taken nearer the time.

**Resolved: To hold the three Remembrance Day events as tabled, in November 2020, with the appointment of a working group comprising of Cllr Mrs J Marsh, Cllr Shields and the Clerk to the Committee**

**Proposed: Cllr Mrs J Marsh**

**Seconded: Cllr S Jones**

**5 in favour, 1 abstention**

**ACTION: Cllr Mrs J Marsh, Cllr Shields and the DEO**

It was agreed that appropriate advertisement of the events should be published with clear government guidance listed.

**ACTION: DEO, Admin Assistant**

**CD42/20**      **Forward Plan 2019-2023** – *for consideration*

Noted.

This was last reviewed in March 2020 so was timely to consider projects again. The Chairman and Vice Chairman would ensure this was done as part of the forthcoming budgeting meeting.

**ACTION: Cllr Mrs J Marsh, Cllr Shields and the DEO**

**CD43/20**      **Chairman's Report** – *for information only*

The Chairman reported that the Clean Up Bishop's Waltham litter pick event had successfully been held. Numbers in attendance were lower than previous years but it was noted as good considering current pandemic circumstances.

**CD44/20**      **Museum Trust – Update from the CDC Representative – for information only**

Cllr Mrs J Wood reported from a recent Museum Trust and informed the committee that the Trust had recently been granted charity status.

**CD45/20**      **Requests for future agenda items** – *for information only*

Budget Setting Report

Remembrance Day Events

Telephone Box Project

Presentation on ViewRanger App and Cycling Routes Promotion by Cllr S Jones

**CD46/20**      **Date of next meeting – 26<sup>th</sup> October 2020**

Noted

There being no further business the meeting closed at 8:20pm.