



**Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council
Community and Environment Committee
held online on Monday 24th May 2021 at 7pm**



Present	Cllr D Iro Cllr E Jelf Cllr J Marsh Cllr G Westcombe Cllr P Wilson Cllr J Wood	Chairman
In attendance:	Mrs L Edge Mrs E McKenzie Mrs A Trott Mrs H Fisher	Executive Officer (Hostess for Online Meeting only) Clerk to the Committee/ Deputy Executive Officer Administration Assistant / Halls Booking Clerk Financial Administration Assistant

Members of the public: 1

A statement was read out by the Clerk to the Committee with regard to the holding of virtual meetings.

The Chairman welcomed new committee members as well as the member of the public in attendance.

- CE01/21 To elect the Chairman of the Committee**
Resolved: To elect Cllr J Marsh as Chairman of the Committee
Proposed: Cllr J Wood
Seconded: Cllr D Iro
All in favour
- CE02/21 To elect the Vice Chairman of the Committee**
Nomination: Cllr G Westcombe
Proposed: Cllr J Wood
Seconded: Cllr J Marsh
Cllr G Westcombe humbly declined the nomination.
- Nomination: Cllr E Jelf
Resolved: To elect Cllr E Jelf as Vice Chairman of the Committee
Proposed: Cllr J Marsh
Seconded: Cllr J Wood
All in favour
- CE03/21 To appoint representatives to the Town Team, Chamber of Trade and other Organisations**
Resolved: To appoint as representatives:-
Town Team - Cllr G Westcombe
Chamber of Trade – Cllr J Marsh
Museum Trust – Cllr J Wood/ Cllr P Wilson
North Pond – Cllr J Marsh
Proposed: Cllr J Marsh
Seconded: Cllr J Wood
All in favour
- CE04/21 To receive and accept apologies for non-attendance**
Cllr L Thompson – indisposed
Resolved: To accept apologies for non-attendance
Proposed: Cllr J Marsh
Seconded: Cllr J Wood
All in favour

- CE05/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CE06/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- CE07/21 Public Session**
The member of public in attendance spoke as a representative of Town Team regarding agenda item 14: Welcome Back funding. The committee valued her comments and thanked her for the input.
- CE08/21 To approve the minutes from the meeting of 26th April 2021**
Resolved: to approve the minutes of the meeting of 26th April 2021
Proposed: Cllr J Marsh
Seconded: Cllr J Wood
All in favour who were present at the meeting of 26th April 2021.
- CE09/21 Actions arising from the meeting of the Community & Environment Committee – 26th April 2021**
Noted.
Telephone Box – meeting scheduled for 28.5.21 to progress the project
Climate Change and Environmental Issues – to be reviewed and updated for 2021/22
Grant submission reply received with detailed explanation of organisational aims and plans. Group to be encouraged in their endeavours and resubmit funding application in September for further resources if appropriate.
- CE10/21 Financial position year to date**
Noted.
Social event funding – clarify aim and outline plan at next meeting
Carnival and KidStreat not due to take place in this financial year so funds could be reallocated to other community events.
- CE11/21 Grant Opportunities – for consideration**
Noted as all worthy of consideration.
Cllr Jelf offered ideas for community benefit which could be reviewed in line with grants on offer. (Sports coaching opportunities, viewing area at South Pond, Outdoor Table Tennis table, cycle lanes, mobile phone app.)
The Heritage grant was noted to aid the Telephone Box project.
Resolved: To present a paper of ideas with related grant opportunity to committee
Proposed: Cllr E Jelf
Seconded: Cllr D Iro
All in favour **ACTION: EJ/Admin Asst/ DEO**
- CE12/21 Forward Plan 2019-2023 – Focus on CD1 and 8 - Website - for consideration**
The website provider had been asked for analytic data but they had been unable to produce it unfortunately due to reporting issues. Cllr D Iro felt this data should be available and would investigate this matter further. The photographs on the website needed updating as did the hire rates. The Parish Council logo appeared to be missing. Some of the links could be quicker and more concise for users. The current site was fit for purpose in terms of access and readability on different platforms. An app for the Council was suggested but it was queried how would it be different to website and is this a real demand from users at present.
Resolved:
i) **To action improvements suggested – update photographs and hire rates, add logo, pursue analytic data from website provider, review tabs.**

ii) **To review user data and consider update of tabs in next meeting**

Proposed: Cllr J Marsh
Seconded: Cllr P Wilson
All in favour

ACTION: DEO/DI/Fin Asst

CE13/21

Recommendations for Environmental Focus - for consideration

The Chairman explained the paper presented. Cllr Wood referred to the online conference she had recently attended on this subject.

Resolved: To recommend the suggested updates to policies as tabled to the Finance, Policy and Resources Committee

Proposed: Cllr J Marsh
Seconded: Cllr J Wood
All in favour

ACTION: DEO

CE14/21

'Welcome Back' Funding Opportunity – for consideration

The Town Team representative explained the items and events offered for the funding. The committee favourably supported the list presented and thanked the rep for her input. Additional items put forward were for more planting for the Sensory Garden, more flowers for Bishop's Waltham In Bloom to use in planters or hanging baskets in the High Street/town approaches and also hanging baskets at the Jubilee Hall. Other ideas suggested were related to Highways so passed to the committee chairman for consideration at their forthcoming meeting.

Resolved: i) To support ideas proposed by the Town Team
ii) To add planting costs to the list for funding (estimated at £500)

Proposed: Cllr J Marsh
Seconded: Cllr E Jelf
All in favour

CE15/21

Proposed Forthcoming Events – for consideration

ij) Country Fayre

It was considered the council should attend and support this event. The use of the skittle alley could be offered and councillors should note the date.

ij) Treaty of Waltham

The committee welcomed this event for the town and noted the occasion.

Resolved:

i) To support and attend the Country Fayre on 25.9.21
ii) To note the date of the Treaty of Waltham event

Proposed: Cllr J Marsh
Seconded: Cllr D Iro
All in favour

ACTION: DEO

CE16/21

Y Services (Youth Support Group) – for consideration

The committee noted the benefits this group could bring to the youth of the town and encouraged further links. The DEO explained that the CSO had already been in contact with two representatives and a positive relationship was developing.

CE17/21

Councillors' Reports – for consideration

i) Museum Trust
ii) Environmental Conference Report

The notes of the Museum Trust were noted.

The conference report was noted and Cllr Wood instructed that a lead councillor on this topic would be advisable as such an important initiative.

CE18/21

Chairman's Report – for information only

Nothing to report at this time.

CE19/21 **Requests for future agenda items – for information only**

Website

Ideas for Grant Opportunities

Newsletter production and delivery

August picnic in Priory Meadow

Social Event 2021

CE20/21 **Date of next meeting – 21st June 2021**

Noted.

It was explained that the meeting could be held at Priory Park Clubhouse at 7pm. There was concern about numbers allowed indoors and the legal requirement to ensure the public could attend. The location of the meeting would be confirmed when the agenda was set, to consider government guidelines at the time.

CE21/21 **Motion for Confidential Business**

On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

CE22/21 **Quotations for Litter Picking Equipment 2021 – for consideration**

The Chairman explained the need to purchase further litter picking equipment in line with the agreed project to action an 'Adopt a Pavement' scheme. Cllr Wilson mentioned other litter picking groups working in Bishop's Waltham. It was felt these should be investigated to liaise further with for the benefit of the town.

Resolved: To purchase 30 litter picks, 15 medium adult, 15 large and 15 children sized high viz vests, at a cost of approximately £423.35 + VAT

Proposed: Cllr G Westcombe

Seconded: Cllr J Marsh

All in favour

ACTION: Admin Asst/DEO

There being no further business the meeting closed at 8:54pm.