



## Bishop's Waltham Parish Council

### NOTICE OF A MEETING OF BISHOP'S WALTHAM PARISH COUNCIL

I hereby give you notice that a **MEETING of the PARISH COUNCIL** will be held at **7.00pm** in the Jubilee Hall, Little Shore Lane on Tuesday 9<sup>th</sup> December 2025.

Dated this 2<sup>nd</sup> December 2025.

*EMcKenzie*  
Executive Officer

**The meeting will be open to the press and public unless the Council direct otherwise.  
All papers/reports are available from the Council offices  
(except where classified as confidential).**

#### **Business to be transacted**

1. To receive and accept apologies for non-attendance
2. To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda
4. Public Session – to last no longer than 30 minutes - *for information*
5. To receive the reports from the County Council and District Council Representatives
6. To receive the Minutes of the Committees of the Parish Council
7. To approve the Minutes of the Meeting of 11<sup>th</sup> November 2025
8. Actions arising from the minutes of the meeting of 11<sup>th</sup> November 2025 - *for information*
9. Readvertisement of the Casual Vacancy for Co-option – *for approval*
10. To receive current financial statement and balance sheet
11. Parish Council Draft Budget Setting and Precept for 2026/27 – *for consideration*
12. West Hoe Cemetery Management Committee – Request for Funding – *for consideration*
13. Funding Request to the Educational Institute – *for consideration*
14. AGAR Assertion 10 – *for consideration*
15. 1<sup>st</sup> Interim Internal Audit 2025-26 – *for consideration*
16. Addition to Council Insurance Policy 2205-26 – *for ratification*
17. Upgrade to Rialtas System - *for consideration*
18. Purchase of Office Software – *for consideration*



19. Sexual Harassment in the Workplace – Awareness Training – *for ratification*
20. Planning Applications: To ratify the recommendations from the Planning & Highways Committee
21. New WCC Street Cleansing and Grounds Maintenance Service – *for consideration*
22. Devolution – Report from Cllr Nicholson – *for consideration*
23. Parish Council Events 2026 – *for consideration*
24. Chairman's Report - *for information only*
25. Councillors' Reports – *for information only*
26. Executive Officer's Report – *for information only*
27. ACSO's Report – *for information only*
28. Councillors' Surgery – Report and Future Meetings – *for consideration*
29. Southern Parishes – Minutes of the Meeting 1.12.25 – *for information only*
30. Requests for future agenda items - *for information only*
31. Date of next meeting – 13<sup>th</sup> January 2026
32. Motion for confidential business:

**The following motion will be moved on the completion of the above business:**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**

33. Quotation for Bench Slat Replacements on Bench on B2177 – *for consideration*
34. Christmas Tree Expenditure – *for ratification*
35. Papers from the Finance, Policy and Resources Committee – *for consideration/ ratification*
  - i) Quotations for Health and Safety Consultancy – *for consideration*
  - ii) Land Transfers – Bishop's Meadow Update from Solicitors – *for consideration*
  - iii) Quotation for Jubilee Hall Kitchen Deep Clean – *for ratification*
36. Staffing Matters – *for consideration*