



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**held on Tuesday 14<sup>th</sup> June 2022 at The Jubilee Hall**  
**commencing at 7pm**

**Present:**

Cllr Marsh	Chairman
Cllr Ford	
Cllr Iro	Vice Chairman
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Nicholson	
Cllr Pavey	
Cllr Williams	

**In attendance:**

Mrs Edge – Clerk to the Planning & Highways Committee  
Mrs McKenzie – Executive Officer  
Mrs Wilkinson – Administration Officer  
Cllr D McLean – Winchester City Council  
Cllr R Humby – Hampshire County Council  
District Inspector John Stribley – Hampshire Police

**Members of the public:** 1

**PC29/22 To receive and accept apologies for non-attendance.**

Cllr Webb – family commitment  
Cllr Wilson – family commitment  
Cllr Wood – family commitment

**Resolved: To accept the apologies for non-attendance**

**Proposed: Cllr Pavey**

**Seconded: Cllr Jones**

**All in favour**

Apologies were also noted as received from:-

- Cllr Kurn – Winchester City Council
- Cllr Miller – Winchester City Council

**PC30/22 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

**PC31/22 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None relating to the business of the meeting.

**PC32/22 To accept a councillor resignation and advertise two casual vacancies**

The chairman explained that a letter of resignation from Cllr Wilson had been received, which was available to review in the office. It was noted that interest in the vacancies had been expressed. This would be followed up in due course.

**Resolved: To accept the resignation of Cllr T Wilson from the Council and advertise two casual vacancies**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Executive Officer**



### **PC33/22 Public Session**

District Inspector John Stribley was welcomed to the meeting by the Chairman and thanked by all for attending.

Points covered:-

- Inspector Stribley's working area, background and current role
- The team working out of Meon Valley Police Station, based in Bishop's Waltham
- Team is available is active on site – Neighbourhood Team, Country Watch Team and Licencing Team
- No plans to reopen face to face desk at the police station as e-communications as effective
- How the police show visibility and provide contact – Beat Surgery and social media
- How police contact can be fostered – attend quarterly meetings, be available by phone and email
- Ensure links between CSO and PCSO are fostered to support our town
- The town is considered a low crime area but any instances of concern should be reported and local teams are deployed for action (perception of slow response not felt to be warranted)
- PACT is no longer running (Partnerships and Communities Together)
- Southern Parishes group highlighted as a good point of contact for police to be aware of.
- PCSO and CSO to be invited to attend BWPC surgeries
- WCC working with Police regarding speeding, bike noise and parking on junctions
- Links with schools – PCSOs do visit schools and are engaged.
- Speeding Device reports – limited police response, resources not available (vans), but request to send report to Inspector Stribley to consider further

The Chairman gave thanks to Inspector Stribley, which the councillors echoed, for attending, providing information and fostering valued community links. He replied thanking the Council for their time and looked forward to being of further assistance when needed.

**ACTION: Invite PCSO and CSO to BWPC surgeries**

**ACTION: Executive Officer**

**ACTION: Send Speed Indicator Device report to Inspector Stribley**

**ACTION: Clerk to P&H Committee**

### **PC34/22 To receive the report from the County Council and District Council Representatives.**

Cllr Humby was welcomed by the Chairman. He then spoke to the Council members.

- Change of role was an honour and a challenge.
- A vibrant economy benefitted the range of services needed in the county so a commercial approach was focal.
- Spend on schools and social care was highlighted.
- Safety and fairness for as many as possible was a target for the places we live, work and play in.

The Council congratulated him on this new post and wished him well.

Cllr McLean provided updates on city and district council work.

- Grass cutting catching up with demand after experiencing contractor issues.
- Areas left for wildflowers commended.
- Flytipping issues fewer but still occurring on occasion.
- Monitoring land parcels for sale and keeping in contact about these.
- Thanks given for a 'remarkable' Jubilee high street party.
- North Pond Conservation Group pleased to be able to help with Beacon event.
- Drains assessment due and contractor to be appointed with regard to Claylands Road area.
- New Winchester Mayor available to attend local events.
- Note that no southern parishes councillors in Winchester City Council Cabinet at this point in time.

The Council gave thanks to the Winchester City Council co-ordinator for assisting with grass cutting and the public toilets facility. It was noted that the paving outside the Social Club was a continuing concern but that the area was their responsibility, despite many offers of help.



Cllr Humby and Cllr McLean then left the meeting.

**PC35/22 Approval of the minutes of the meeting 10<sup>th</sup> May 2022**

**Resolved: to approve the minutes of the meeting 10<sup>th</sup> May 2022, with amendment as tabled**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

**PC36/22 To receive the Minutes of the Committees of the Parish Council**

**Resolved: to receive the minutes of the committees of the parish council**

**Proposed: Cllr Jones**

**Seconded: Cllr Latham**

**All in favour**

**PC37/22 Actions arising from the minutes of the meeting of 10<sup>th</sup> May 2022**

Noted.

**PC38/22 To receive current financial statement and balance sheet**

**Resolved: to receive current financial statement and balance sheet**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**PC39/22 Annual Governance and Accountability Return for financial year ending 31 March 2022**

Noted.

**i) Final Internal Audit for 2021/22 - Report**

**Resolved: To note the Final Internal Auditor Report**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ii) Section 1 – Annual Governance Statement 2021/22**

**Resolved: to approve Section 1 – Annual Governance Statement 2021/22**

**Proposed: Cllr Pavey**

**Seconded: Cllr Jelf**

**All in favour**

The Chairman and Executive Officer signed the document.

**iii) Section 2 – Accounting Statement 2021/22**

**Resolved: to approve Section 1 – Accounting Statements 2021/22**

**Proposed: Cllr Jones**

**Seconded: Cllr Iro**

**All in favour**

The Chairman signed the document.

The Council acknowledged the hard work of the RFO in working with the Internal Auditor and ensuring the completion of the Annual Governance and Accountability Return. The Council gave thanks to him for his endeavours in this respect.

**PC40/22 Report from the CSO**

Noted.



**PC41/22 Cold Calling – Proposal for new system – Paper by the CSO**

The paper was received with interest and the concern was duly noted. An update was provided to confirm that Hampshire County Council had restarted stickers for doorways this month so the matter had been addressed. However, a local level response was considered as useful.

**Resolved: To seek feedback from Swanmore PC CSO on current scheme, liaise with HCC about county and local stickers, and feedback to Council next month on this project.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

**ACTION: CSO/ Executive Officer**

**PC42/22 Planning Applications: To ratify the recommendations made by the Planning & Highways Committee**

It was noted that the yew trees by the Church Hall had Tree Preservation Orders on them and no reason had been given for the request to fell the trees.

**Resolved: To ratify the planning application recommendations made by the Planning & Highways Committee**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Ford**

**All in favour.**

**PC43/22 Planning Application – Beechcroft Homes**

The Clerk to the Committee explained the changes to the application:-

Moved buildings further away from the palace ruins as requested by Historic England

Some elevations had been adjusted, but minor, not major changes

Objections to the application based on provision of a doctor's surgery was noted as not a material planning reason.

The Planning and Highways Committee were due to meet representatives of the Doctors' Surgery in June to discuss the current situation and medical provision in town.

The request to ensure a pedestrian crossing from the site was confirmed as still very relevant.

**Resolved: To ratify the planning application recommendation made by the Planning & Highways Committee regarding the Planning Application made by Beechcroft Homes**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

Mrs Edge left the meeting at this point.

**PC44/22 Quality Status Update – Paper from the Executive Officer**

The paper was presented with recommendations from the Finance, Policy and Resources Committee.

**Resolved:**

**i) To note that the Council are not eligible for the Local Council Quality Award this year**

**ii) To consider applying for an award following the elections in May 2023**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**PC45/22 Councillors' Surgeries.**

**i) To report on surgery held 28.5.22**

Noted.



**ii) To confirm the Councillors attending on 24.6.22**

No councillors were available on Friday 24<sup>th</sup> June and consequently it was agreed to move the surgery date for this month to the Saturday (25<sup>th</sup> June).

Cllr Iro, Cllr Jelf and Cllr Williams to attend.

The PCSO would also be invited to attend and support.

Councillors volunteering for the July date (30.7.22) were noted as Cllr Ford, Cllr Jones and Cllr Pavey.

**Resolved:**

**i) To note the report of 28.5.22**

**ii) To confirm councillors for surgery of 24.6.22 as Cllr Iro, Cllr Jelf and Cllr Williams**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Update surgery calendar and inform residents/PCSO**

**ACTION: Senior Admin Asst**

**PC46/22 Minutes from the Southern Parishes Group meeting 19.4.22**

Noted.

It was highlighted that this group is pivotal to sharing local ideas. It should be mentioned at a meeting to discuss the idea of 'self-build housing' and also our 'facilities review'.

**ACTION: To share ideas of 'self-build housing' and our 'facilities review' at Southern Parishes meeting**

**ACTION: Executive Officer/ Cllr Nicholson**

**PC47/22 Chairman's report**

Noted.

**PC48/22 Requests for future agenda items**

Recording at meetings

CSO cold calling system update

**PC49/22 Date of next meeting - Tuesday 12<sup>th</sup> July 2022**

Noted.

**PC50/22 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.**

**PC51/22 Staffing Matters**

The recommendations from the Finance, Policy and Resources Committee were considered.

**Resolved:**

**Projects Administrator Role**

**i) To agree to advertise a Projects Administrator role as an initially fixed term two-year contract, part time role, working 10-15 hours per week (hours to be agreed by the Executive Officer and Administration Officer), salary to be set within current administration scale**

**ii) To agree to a job description being drawn up by the Executive Officer and advertised**

**iii) To agree an interview panel to be appointed from members of the Staffing Sub-Committee or other delegated councillors**

**Training for CSO**

**iv) To approve the opportunity for the CSO to undertake accreditation pre-assessment and training, along with related training for EO if necessary, and agree related costs.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Iro**

**All in favour**



**ACTION: To draw up job description and advertise Projects Administrator role**

**ACTION: Executive Officer**

**ACTION: To commence pre-assessment and training of the CSO**

**ACTION: Executive Officer**

**ACTION: To confirm costs of ASCO training course**

**ACTION: Executive Officer**

There being no other business the meeting ended at 8:50pm.