



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held on Tuesday 9<sup>th</sup> August 2022 at The Jubilee Hall**  
**commencing at 7pm**

**Present:**

Cllr Marsh	Chairman
Cllr Iro	Vice Chairman
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Nicholson	
Cllr Webb	
Cllr Williams	
Cllr Wilson	
Cllr Wood	

Cllr Humby – Hampshire County Council  
Cllr McLean – Winchester City Council

**In attendance:**

Mrs Edge – Clerk to the Planning and Highways Committee  
Mrs McKenzie – Executive Officer  
Mrs Wilkinson – Administration Officer

**Members of the public:** 4

The Chairman noted the extremely hot weather and stated that appropriate casual clothing was sensible for this evening.

**PC73/22 To receive and accept apologies for non-attendance.**

Cllr K Ford – family commitment

Cllr M Pavey – family commitment

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

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wood**

**All in favour**

Cllr Kurn – Winchester City Council

Cllr Miller – Winchester City Council

**PC74/22 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

**PC75/22 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None relating to the business of the meeting.

**PC76/22 Co-options to the Council (2 vacancies) – for consideration**

The Chair welcomed the two applicants who were in attendance at the meeting and thanked them for their letters of application. Questions were asked of both applicants and the opportunity given for clarity and expansion of their letters.

The applicants were then invited to leave the room during the council's deliberations, which they did. Due consideration was given to all three submitted applications.

A suggestion was made to request a CV with every application which the Finance, Policy & Resources could consider at their next meeting.

**Resolved:**

**i) to co-opt Mrs Tracy Conduct to the Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Webb**  
**9 in favour, 1 abstention**

**ii) to co-opt neither Mr Keen, nor Mr Stallard, to the Council at this time but to invite them to attend future meetings of the council and consider re-applying for vacancies when next advertised**

**Proposed: Cllr Jones**  
**Seconded: Cllr Iro**  
**All in favour**

**ACTION: Executive Officer**

The meeting was then adjourned for five minutes while the Vice Chairman of the Council and Vice Chairman of the F,P&R Committee, along with the Clerk to the Planning and Highways Committee, conferred the council decisions to the applicants in the adjoining room. Mr Stallard then left the venue.

Mrs Conduct re-joined the meeting and took a seat at the Council table. She was welcomed by the Chair and Councillors and provided with the necessary paperwork by the Executive Officer.

**PC77/22 Public Session - for information only**

Recording at meetings – clarified as in accordance with the Reporting at Meetings Protocol.  
IT device update – an update had been actioned without prior warning. Office staff and Cllr Iro would advise on how to manage this new procedure.

**ACTION: Circulate a guide to the update with offer of IT support ACTION: Senior Admin Asst / Cllr Iro**

It was noted that it was a legal requirement for councillors to have a separate council email account for council correspondence.

**PC78/22 To receive the report from the County Council and District Council Representatives.**

Cllr McLean commented/reported on the following:

- Market Town Meeting held in The Jubilee Hall 26.7.22 with Winchester City Council – useful meeting which included a tour of the town to review public facilities. Ongoing press for upgrading of public toilets in Basingwell Street car park.
- Meeting with Paula Ferguson of WCC to review drains and flooding issues
- Highlighted the work of Steve White of WCC in addressing flooding concerns
- Parish Council second drain tour on 8.8.22 was very useful. A list of concerns, with photographs, had been submitted to WCC for consideration and action. Thanks given to the Parish Lengthsman for his experience and knowledge in the parish's water systems and dedication in keeping these clear and running as best as possible.

Cllr Humby reported on the following:

- Confusion regarding monies for the Improving Accessibility in the High Street project in the town was clarified and a meeting scheduled for mid-September to confirm priorities for spend.
- Finances of HCC – huge funds allocated to Social Care and SEN costs. Concern at the moment for Home to School transport costs.
- Introduced Nick Adams-King, new Highways Operation Director at HCC. Nick will be meeting with councillors to address any road issues in the Bishop's Waltham area.

Highways concerns

- Mr Adams-King spoke to the council about his role and remit. He hoped to be proactive, not reactive.
- Cllr Wood welcomed meetings with Mr Adams-King on three key areas – drains and ditches, speed and safety at junctions.
- In particular, Cllr Wood expressed concern about the road junctions joining into the two new estates in town and linking to the Winchester Road. The speed on the road where cars were joining the main road was a major issue and needed review by Hampshire Highways urgently. Mr Adams-King replied that a review would be undertaken to consider options available to address this problem.
- The Clerk to the Planning and Highways committee would forward the report already submitted to Andy Smith of HCC regarding this issue so that Mr Adams-King had the full report to refer to.

- Cllr Nicholson reiterated that a full drains review was needed in town before further flooding issues arose. Mr Adams-King confirmed that this could be included in the September site visit.
- Cllr Latham queried how the active local transport was being accommodated in road plans (cycle lanes and bus routes). Cllr Humby referred to Edward Heron of HCC who could clarify plans as set out in the Local Plan but urged the Parish Council to ensure relevant requests and specific plans were included in the Local Plan for reference.

Cllr Humby, Cllr McLean and Mr Adams-King left the meeting at this point.

**PC79/22 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 Wood**  
**Seconded: Cllr Nicholson**  
**All in favour**

**PC80/22 Approval of the minutes of the meeting 12<sup>th</sup> July 2022**  
**Resolved: to approve the minutes of the meeting 12<sup>th</sup> July 2022**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Williams**  
**All in favour.**

**PC81/22 Actions arising from the minutes of the meeting 12<sup>th</sup> July 2022 - for information only**  
 Sale of parcel of land at Siskin Close was noted.  
 The second drains and ditches tour had been completed on 8.8.22  
 The pre-assessment for the ASCO training was in progress.

**PC82/22 To receive current financial statement and balance sheet**  
**Resolved: to receive current financial statement and balance sheet**  
**Proposed: Cllr Iro**  
**Seconded: Cllr Jones**  
**All in favour**

**PC83/22 Planning Applications: To ratify the recommendations made by the Planning & Highways Committee**  
**Resolved: to ratify the planning application recommendations made by the Planning & Highways Committee**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Williams**  
**All in favour**

**PC84/22 Services Update – for consideration**  
 The Executive Officer drew the Council's attention to recent updates to services in town. Firstly, the closure of Lloyds Bank branch and, secondly, the withdrawal of several Xelabus routes. The council expressed disappointment and concern in the decline of these services.

**Resolved: To write letters to the national and local contact points of Co-op and Sainsburys to urge them to provide an ATM for customers and the local community**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Iro**  
**All in favour**

**ACTION: Executive Officer**

**PC85/22 Forward Plan – Date for Review – for consideration**  
 Noted.

**PC86/22 Meeting of Councillors – for information**  
 Noted.

**PC87/22 Councillors' Surgeries.**

**i) To report on surgery held 30.7.22**

Noted.

Cllr Jones commented that the move to a 10:30am start time had been beneficial in terms of the high street being busier with public to engage with. He reflected that having a leaflet or signage to serve as an 'icebreaker' to encourage interaction was very useful. Not staying static to one location was also noted as an effective strategy to follow.

Cllr Wilson gave a reminder that the banner should be placed clear of the defibrillator at the high street location.

Volunteers for the September surgery, to be held at the Church Fayre, were noted as Cllr Jelf, Cllr Latham, Cllr Williams and Cllr Wood.

**ii) To confirm the Councillors attending on 26.8.22.**

Cllr Conduct, Cllr Jelf and Cllr Nicholson to attend.

**Resolved: To note the report of 30.7.22 and to confirm the councillors attending on 26.8.22**

**Proposed: Cllr Marsh**

**Seconded: Cllr Latham**

**All in favour**

**PC88/22 Chairman's report - for information only**

Noted.

**PC89/22 Councillors' report - for information only**

Noted.

**PC90/22 Requests for future agenda items - for information only**

None at this time.

**PC91/22 Date of next meeting - Tuesday 13<sup>th</sup> September 2022.**

Noted.

The Chair thanked the member of the public for attending and the attendee left the meeting.

**PC92/22 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.**

**PC93/22 Staffing Matters - for consideration**

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

**Resolved: To ratify the recommendation from the Finance, Policy and Resources Committee to increase the working hours of the Executive Officer and Senior Administration Assistant from 24 hours to 30 hours per week, on a six-month trial basis, starting in September 2022.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: EO/ RFO**

There being no other business the meeting ended at 8:48pm