



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 14th February 2023 at The Jubilee Hall
commencing at 7pm

Present:

| | |
|---------------|---------------|
| Cllr Marsh | Chairman |
| Cllr Conduct | |
| Cllr Ford | |
| Cllr Iro | Vice Chairman |
| Cllr Jelf | |
| Cllr Jones | |
| Cllr Webb | |
| Cllr Williams | |
| Cllr Wilson | |
| Cllr Wood | |

In attendance:

Mrs McKenzie – Executive Officer

Cllr M Kurn – Winchester City Council

Members of the public: 2

PC204/22 To receive and accept apologies for non-attendance

Cllr Latham – family commitment
Cllr Nicholson – family commitment
Cllr Pavey – family commitment
Cllr Stallard – family commitment

Resolved: to accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

Apologies were received from Cllr Humby (HCC) and Cllr Miller (WCC).

PC205/22 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

PC206/22 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None relating to the business of the meeting.

Cllr Iro joined the meeting.

PC207/22 Public Session

A member of the public suggested a greater involvement of the community groups in organising events such as the forthcoming Coronation celebration.

The second member of the public in attendance raised two points relating to the Balance Sheet. Both comments were duly noted for future consideration.

Correspondence received requested consideration of a 'Banking Hub' in town, which, it was noted, was usually organised by the Post Office. Unfortunately, the town Post Office was unable to offer this service as they did not own the building.

It was highlighted that the WCC Traffic Warden role was ending in October 2023. It was requested that this was clarified and a query raised as to how traffic enforcement would be covered following this date.

ACTION: To clarify WCC and HCC traffic enforcement plans for Bishop's Waltham in 2023

ACTION: Cllr Kurn

New road markings were due to be lined this week, as per agreed proposals, for the estate around the schools, on the High Street and at The Avenue junction with Winchester Road.

Councillors were encouraged to support The Litter Partnership event on 11.3.23

J. Marsh 14.3.23

The Youth Club Quiz Night was being held on 25.2.23 and councillors were invited to attend. An Events Planning workshop had been held on 13.2.23 with a further event scheduled for 11.3.23. An email from a Xelabus Manager noted the withdrawal of the X9 and X10 services. A retender process was being undertaken by HCC for these bus services. A meeting was due to be scheduled with WCC to discuss the state of the public toilets in town. The new planter in Upper Basingwell Street was due to be installed on 1.3.23.

PC208/22 To receive the report from the County Council and District Council Representatives.

Cllr Kurn covered the following points:-

Thanks given to the Parish Council in requesting the two town centre supermarkets install ATMs to ease the problems of availability of cash since the banks closed. It was noted that the Co-op now had an ATM.

Cllr Kurn was in contact with the Post Office and supporting them as they were doing their best to keep up with demand on banking services. He had suggested a Banking Hub within the store but this was proving too challenging for the staff unfortunately.

WCC Planning Committee meeting next week to discuss the Locks Farm planning application.

Small Grants application deadline queried and matter addressed for local resident.

Meeting with Donna Jones, PCC, on 18.2.23 noted. A further meeting with Donna was being requested as a joint focus for Durley and Bishop's Waltham.

Cllr Kurn and Cllr Miller still aware of concerns regarding the public toilets and in discussions about the future of this facility.

One member of the public left the meeting at this point.

PC209/22 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 Ford

Seconded: Cllr Conduct

All in favour

PC210/22 Approval of the minutes of the meeting 17th January 2023

Resolved: to approve the minutes of the meeting 17th January 2023

Proposed: Cllr Webb

Seconded: Cllr Iro

All in favour who were present at the meeting of 17th January 2023

PC211/22 Actions arising from the minutes of the meeting 17th January 2023

Noted.

The working group actions were in progress with regard to the Community Asset available for purchase.

Update on the South Pond action point noted as a meeting held on 31.1.23 with discussions regarding maintenance and costs highlighted. This would be brought to council as a formal agenda item in due course.

A working group for the Bishop's Waltham to Botley Bridleway project had been set up so this item was noted as complete.

PC212/22 To receive current financial statement and balance sheet

The RFO would be asked to clarify the projects identified as CIL or S106 funding and ensure the coding was appropriate. **ACTION: RFO**

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Jelf

Seconded: Cllr Williams

All in favour

PC213/22 Financial Regulations

Resolved: to approve the Financial Regulations for 2023/24

Proposed Cllr Iro

Seconded: Cllr Marsh

All in favour

J. Marsh 14.3.23

PC214/22 Financial Risk Assessment

The papers were presented by the Executive Officer and a new action plan referring to a review of the Asset Register noted.

Resolved: to approve the Financial Risk Assessment, with Business Continuity Plan and completed Action Plan for 2022/23, with new Action Plan for 2023/24

Proposed Cllr Iro

Seconded: Cllr Jones

All in favour

PC215/22 Standing Orders

The Executive Officer highlighted the recommendations of the Finance, Policy and Resources Committee.

Resolved: to approve the Standing Orders for 2023/24

Proposed Cllr Conduct

Seconded: Cllr Ford

All in favour

PC216/22 Recommendations from the Community and Environment Committee

- i) Annual Meeting of the Parish**
- ii) Location for the Coronation Event**
- iii) QR code for Parish Council**
- iv) Environmental Action Plan**

i) Annual Meeting of the Parish

The Admin Officer confirmed the organisation of this event was well in hand and reminded councillors of key points to be aware of in terms of materials needed from each committee. Invitations had been printed and due for delivery to each household in early March. It was requested that the Projects Manager attend the evening to update residents about the council projects he was working on.

ii) Location for the Coronation Event

A discussion was held regarding the two venues identified for the event. It was noted that a clear steer would be needed to work with English Heritage and also that community groups would be requested to aid with the management of this event. Thanks were given to the Admin Officer for her investigative work in planning the event so far.

Resolved: To confirm the location of the Coronation Event to be held in the Palace Grounds

Proposed: Cllr Wilson

Seconded: Cllr Jelf

All in favour

iii) QR code for Parish Council

Withdrawn until a future meeting.

iv) Environmental Action Plan

The paper was duly noted for each Standing Committee to consider.

Resolved: To request each Standing Committee to review actions on plan and offer comments to Community and Environment Committee by 13th March 2023

Proposed: Cllr Marsh

Seconded: Cllr Wood

All in favour

ACTION: Executive Officer

PC217/22 Civility and Respect Pledge - Update

Cllr Wilson presented the paper tabled and explained its importance.

Resolved: To send a letter to the Meon Valley MP to support the Early Day Motion for Sanctions

Proposed: Cllr Wilson

Seconded: Cllr Jelf

All in favour

ACTION: Executive Officer

J. Marsh
14.3.23

PC218/22 Councillors' Surgeries.

Councillors confirmed as attending on 25.2.23 - Cllr Ford, Cllr Iro, Cllr Jelf, Cllr Williams – Bishop's Meadow Estate/High Street.

Focus to continue to be on forthcoming Annual Meeting of the Parish, Elections and the current Facilities Review survey.

The report from the surgery of 27.1.23 was duly noted. The issue arising concerning Ukrainian support was to be conveyed to MP, WCC and the local support group. **ACTION: Executive Officer**

PC219/22 Chairman's report - for information only

Noted. The Chair also noted that she had met with the local Men's Shed group and their requests would be considered within the current Facilities Review.

PC220/22 Councillors' reports - for information only

No reports submitted for this month.

PC221/22 Southern Parishes Meeting Minutes 9.1.23 - for information only

The minutes were noted.

PC222/22 Requests for future agenda items - for information only

None raised at this time.

PC223/22 Date of next meeting - Tuesday 14th March 2023

Noted.

PC224/22 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.

Cllr Kurn and the remaining member of the public present left the meeting at this point.

PC225/22 Staffing Matters - for consideration

The resignation was noted and remaining staffing structure considered. Concern noted of tasks being transferred to current staff, possibly creating an overload, and a monitoring period considered with review in May 2023. Consultation due on 24.2.23 with report to the Finance, Policy and Resources Committee to follow.

Resolved:

- i) To note and accept the resignation of the Senior Admin Assistant**
- ii) To approve the recommendation to restructure the office staff as one full time Finance Manager (37 hours per week) to cover current PT RFO role and PT SAA role, with other SAA tasks absorbed into other office staff roles (review absorption in May 2023)**
- iii) To hold a consultation with current finance staff in accordance with HALC guidance**
- iv) To seek continuing support and advice from HALC to ensure due process followed**

Proposed: Cllr Marsh

Seconded: Cllr Jelf

All in favour

ACTION: Exec Officer/Staffing Sub-Committee

PC226/22 Community Asset Update - for consideration

Cllr Jones explained the recommendations from the Finance, Policy and Resources Committee with updates on actions taken. The Community Asset working group would continue to progress actions and provide further recommendations to the Finance, Policy and Resources Committee and Council.

J. Marsh 14.3.23

PC227/22 Financial Matters - Overview - for consideration

Cllr Iro presented the financial overview and recommendation from the Finance, Policy and Resources Committee of possible ideas to consider.

Resolved: To confirm the working group actions to further investigate various possible funding options

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

PC228/22 Recommendations from the Community and Environment Committee- for consideration

i) Refurbished Telephone Box Installation – Quotation Update

Cllr Jelf presented the paper from the Community and Environment Committee.

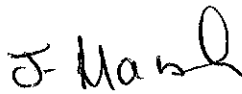
Resolved: To select VXO Vehicle Crossings, at a cost of £1,454.00 (excl VAT) to undertake the works in Red Lion Street in preparation for the installation of the refurbished telephone box.

Proposed: Cllr Jelf

Seconded: Cllr Wood

All in favour

There being no other business the meeting ended at 8:32pm


14.3.23