



**Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Tuesday 30th May 2023 at 6:00pm**

Present Cllr T Conduct
Cllr Latham Vice Chairman
Cllr J Marsh
Cllr P Wilson
Cllr T Wilson

In attendance: C Wilkinson Administration Officer

Members of the public: 0

CE001/23 To elect the Chairman of the Committee.
Nominations:
Cllr E Jelf - Proposed: Cllr T Conduct, Seconded: Cllr J Marsh.
Cllr T Conduct - Proposed: Cllr P Wilson.
Councillor T Conduct thanked their proposer for their nomination but declined to stand for the role. Councillor E Jelf had informed the Administration Officer in writing in advance of the meeting that they would accept the role should they be nominated and elected.
Resolved: To elect Cllr E Jelf as Chairman of the Committee
Proposed: Cllr T Conduct
Seconded: Cllr J Marsh
4 in favour, 1 abstention.

CE002/23 To elect the Vice Chairman of the Committee.
Nominations:
Cllr R Latham - Proposed: Cllr J Marsh, Seconded: Cllr T Conduct.
Resolved: To elect Cllr R Latham as Vice Chairman of the Committee
Proposed: Cllr J Marsh
Seconded: Cllr T Conduct
All in favour.

CE003/23 To appoint representatives to the Town Team, Chamber of Trade, Museum Trust, Swanmore College Community Committee and other Organisations – for consideration
The following representatives were agreed by the Committee.

Organisation	Representative	Stand In Representative
Chamber of Trade	Cllr J Marsh	
Museum Trust	Cllr R Latham	Cllr P Wilson
North Pond Conservation Group	Cllr T Conduct	Cllr E Jelf
Swanmore College	Cllr R Latham	Cllr E Jelf
Town Team	Cllr D Iro	Cllr T Conduct

Resolved: To appoint representatives to Community Organisations as tabled above.
Proposed: Cllr R Latham
Seconded: Cllr J Marsh
All in favour.

CE004/23 Reappointment of Committee working group for 2023/24
The following Committee working groups were agreed by the Committee.

Environmental Initiatives Working Group	Newsletter Working Group	Youth Council Working Group
Cllr T Conduct	Cllr J Williams	Cllr J Williams
Cllr R Latham	Cllr P Wilson	Cllr P Wilson
Cllr J Marsh	Cllr T Wilson	Cllr T Wilson

Resolved: To appoint the Committee working groups for 2023/24 as tabled above.
Proposed: Cllr R Latham
Seconded: Cllr T Conduct
All in favour.

- CE005/23** **To receive and accept apologies for non-attendance.**
Councillor Jelf - family commitment
Councillor Iro - work commitment
Resolved: To accept apologies for non-attendance.
Proposed: Cllr T Conduct
Seconded: Cllr R Latham
All in favour.
- CE006/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- CE007/23** **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.
- CE008/23** **Public Session**
The Committee wished to express their sadness at the loss of James Rushton, a wonderful member of the Parish Council team who had been so supportive of the Committee's events providing such valuable assistance.

The positive feedback regarding the recent Coronation Big Lunch event was noted.
- CE009/23** **To approve the minutes from the meeting of 24th April 2023**
The date of the next meeting was amended.
Resolved: To approve the minutes of the meeting of 24th April 2023.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour who were present at the meeting.
- CE010/23** **Actions arising from the meeting of the Community & Environment Committee – 24th April 2023**
CE12/21 - A future agenda item was requested for the Parish Council website to discuss responsibilities and maintenance. **ACTION: Clerk**
CE224/22 – The Southern Parishes group were aware of the recent bus service changes. The Administration Officer was to look into what action had been taken, and report back to the Committee. **ACTION: Clerk**
- CE011/23** **Financial position year to date – to note the current position**
4141/315 – Costs associated with CSO to be moved to be included the Finance, Policy and Resources Committee's budget. **ACTION: Finance Manager**
- CE012/23** **Forward Plan 2019-2023 – for information**
Noted.
- CE013/23** **Grant Opportunities – for consideration**
Information regarding the WCC grant schemes currently open for applications was to be communicated to the Community Partnership **ACTION: Clerk**
Whether the flag banner would be eligible for a grant application was to be researched. **ACTION: Clerk**
- CE014/23** **Information Kiosk Internal Layout – for consideration**
The Committee reviewed the proposed layout.
The Information Kiosk was to be for the use of community groups and local not-for-profit organisations. Posters were to come via the office for posting on display.



Add shelves or further leaflet holders to the other sides of the kiosk would be revisited if in the future more space was required.

Resolved: To approve the proposed layout and to add lockable poster holders.

Proposed: Cllr T Conduct

Seconded: Cllr J Marsh

All in favour.

ACTION: Cllr Jelf/Clerk

CE015/23

Coronation Big Lunch Report – for consideration

The Committee noted the report of the successful event and the lessons learnt to be taken forward for future events.

Resolved:

i) To purchase the framed painting of the day at the cost of £350 including VAT. ACTION: Clerk

ii) To request permission from the Halls and Grounds Committee to display the painting in the Jubilee Hall. ACTION: Clerk

Proposed: Cllr R Latham

Seconded: Cllr J Marsh

All in favour.

CE016/23

Parish Council stand at the Summer Fayre and Family Fun Day – for consideration

Resolved: To approve the tabled structure for the BWPC Summer Fayre stand at the Summer Fayre and Family Fun Day as proposed by the working group.

Proposed: Cllr R Latham

Seconded: Cllr T Conduct

All in favour.

ACTION: Family Fun Day Working Group

CE017/23

Report from Environmental Meeting to discuss Climate Café Output – for consideration

Noted.

CE018/23

Parish Council Flag Banner – for consideration

The banners available were discussed, including the environmental aspects of the banner bases.

Resolved: To purchase a Double Sided Feather Flag with a recycled rubber base from the House of Flags at the cost of £254.44 excluding VAT.

Proposed: Cllr R Latham

Seconded: Cllr T Wilson

All in favour.

ACTION: Clerk

CE019/23

Councillors' Reports – Museum Trust – for information

Noted.

CE020/23

Chairman's Report – for information

Noted.

CE021/23

Grant Applications – for consideration

The meeting scheduled for earlier in the day had been cancelled. An update would be given at the next Committee meeting.

CE022/23

Requests for Future Agenda Items – for information only

Parish Council Website

CE023/23

Date of next meeting – 26th June 2023

It was noted that this meeting would return to the usual time of 7pm.

The meeting closed at 6.58 pm.