



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**held on Tuesday 16<sup>th</sup> May 2023 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 Stallard	
Cllr Webb	
Cllr P Wilson	
Cllr T Wilson	

**In attendance:** Mrs McKenzie – Executive Officer  
Mrs Wilkinson – Administration Officer

**Members of the public:** 0

**PC001/23 Election of Chairman of the Council**

Nomination of Cllr Marsh made by Cllr Jones.

Nomination of Cllr Jelf made by Cllr P Wilson, which was declined by Cllr Jelf.

**Resolved: to elect Cllr Marsh as Chairman of the Council**

**Proposed: Cllr Jones**

**Seconded: Cllr Iro**

**10 in favour, 2 abstentions**

**PC002/23 Receive the Chairman's Declaration of Acceptance of Office**

Cllr Marsh signed the Chairman's Declaration of Acceptance of Office which was then received and signed by the Executive Officer.

The Chairman thanked the Council for their support over the previous year and looked forward to further positive actions being undertaken this new council year. She gave thanks to Cllr Wood, who had lost her seat during the election, for her dedication and many contributions to the work of the Parish Council. A letter was being sent to Winchester City Council regarding aspects of the election which had possibly appeared misleading to the electorate.

**PC003/23 Election of Vice Chairman of the Council**

Nomination of Cllr Iro made by Cllr Marsh.

Nomination of Cllr Jelf made by Cllr P Wilson, which was declined by Cllr Jelf.

**Resolved: to elect Cllr Iro as Vice Chairman of the Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Ford**

**10 in favour, 2 abstentions**

**PC004/23 Receive the Vice Chairman's Declaration of Acceptance of Office**

Cllr Iro signed the Vice Chairman's Declaration of Acceptance of Office which was then received and signed by the Executive Officer.

*J. Marsh* 13-6-23

**PC005/23 Receipt of Councillors' Declaration of Acceptance of Office and any outstanding**

The Executive Officer confirmed receipt of 13 declarations and was awaiting Cllr Conduct's availability following annual leave to finalise the set. Cllr Conduct had already confirmed her acceptance of office in writing.

**Resolved:**

- i) To note the receipt of Councillors' Declaration of Acceptance of Office
- ii) To approve Monday 22<sup>nd</sup> May 2023 as the date to receive any outstanding declarations

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour**

**PC006/23 Readoption and signing of the Civility and Respect Pledge**

The Council agreed to readopt the pledge and each signed it. A copy of the Code of Conduct was provided to each councillor.

**Resolved: to readopt and sign the Civility and Respect Pledge**

**Proposed: Cllr Jones**

**Seconded: Cllr Ford**

**All in favour**

**PC007/23 Approval of Standing Committees**

The list of committees was tabled for consideration. Where more applications than places were available a vote was taken and the list was updated accordingly.

**Resolved: to approve the membership of the Standing Committees for 2023/24 as updated at the meeting**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**PC008/23 Reappointment of Council working groups 2023/24**

As there are currently no Council working groups, this agenda item was not required.

**PC009/23 Approval of representatives to outside bodies for 2023/24**

<b>Outside Body</b>	<b>Representative</b>	<b>Reserve</b>
Hampshire Association of Local Councils	Chair of Parish Council	VC of Parish Council
Winchester District Association of Parish Councils	VC of Parish Council	Chair of Parish Council
Community Safety Partnership/Police	Cllr Jelf	Cllr Ford
Swanmore Management Committee	Cllr Latham	Cllr Iro
Southern Parishes	Cllr Nicholson	Cllr Williams

**Resolved: to approve the representatives to outside bodies for 2023/24 as above.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Webb**

**All in favour**

**PC010/23 Acceptance of Calendar of Meeting Dates for 2023/24**

**Resolved: to accept the Calendar of Meeting Dates for 2023/24 as tabled**

**Proposed: Cllr Jones**

**Seconded: Cllr Latham**

**All in favour**

**PC011/23 Standing Orders 2023**

The Standing Orders approved in February 2023 were noted as tabled.

*J. Marsh 13-6-23*

**PC012/23 General Power of Competence**  
**Resolved: To adopt the General Power of Competence**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Iro**  
**All in favour.**

**PC013/22 To receive and accept apologies for non-attendance**  
Cllr Conduct – family commitment  
Cllr Williams – work commitment  
**Resolved: to accept apologies for non-attendance**  
**Proposed: Cllr Iro**  
**Seconded: Cllr Pavey**  
**All in favour**

Apologies were received from WCC Councillors: Cllr Kurn, Cllr Miller and Cllr Williams.

**PC014/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**  
None relating to the business of the meeting.

**PC015/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**  
None relating to the business of the meeting.

**PC016/23 Public Session**

The Chairman highlighted the large number of compliments received regarding the Parish Council's Coronation Big Lunch event. Special thanks were given to the Administration Officer and Chair of the Community and Environment Committee for their leadership and organisation. The Executive Officer reported that a further two local Barclays Bank branches were due to close imminently. A survey of residents was suggested to ascertain which banking services were most needed locally. This would be considered at the same time as the report on possible mobile banking services was tabled.

**PC017/23 To receive the report from the County Council and District Council Representatives.**

The Winchester City Councillors had each submitted apologies as they were attending a City Council meeting on the same evening.  
Report submitted from the County Councillor was noted.  
A large number of potholes were still unattended.

**ACTION: Report potholes of concern to Hampshire Highways**                      **ACTION: P&H Committee Clerk**

**PC018/23 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 Marsh**  
**Seconded: Cllr Latham**  
**11 in favour, 1 abstention**

**PC019/23 Approval of the minutes of the meeting 11<sup>th</sup> April 2023**

**Resolved: to approve the minutes of the meeting 11<sup>th</sup> April 2023**  
**Proposed: Cllr P Wilson**  
**Seconded: Cllr Ford**  
**All in favour who were present at the meeting of 11<sup>th</sup> April 2023**

**PC020/23 Actions arising from the minutes of the meeting 11<sup>th</sup> April 2023**

The Executive Officer provided updates on the current actions in progress. An update on the Community Asset would be available in due course. The South Pond would be discussed as an agenda item from the Planning and Highways Committee. The summary of the Forward Plan 2019-2023 was due as a June agenda item. Parking issues were ongoing and being monitored. Quotations for the cleaning of the Public Toilets were being gathered. Councillors' training had been scheduled for this month and next.

*J. Marsh*

**PC021/23 To receive current financial statement and balance sheet**  
**Resolved: to receive current financial statement and balance sheet**  
**Proposed: Cllr Iro**  
**Seconded: Cllr Webb**  
**All in favour**

**PC022/23 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee**  
**Resolved: to ratify the planning application recommendations of the Planning & Highways Committee**  
**Proposed Cllr Iro**  
**Seconded: Cllr Jelf**  
**All in favour**

**PC023/23 Councillors' Surgeries**  
**Resolved: To confirm councillors for surgeries on 26.5.23 as Cllr Iro and Cllr Conduct and on 24.6.23 as Cllr Jones and Cllr Marsh**  
**Proposed Cllr Marsh**  
**Seconded: Cllr Pavay**  
**All in favour**

**PC024/23 Chairman's Report**

Noted.

It was confirmed that the Chairman, on behalf of Bishop's Waltham Parish Council, would attend the Mayor's Sunday Service in Winchester Cathedral on 21<sup>st</sup> May.

**PC025/23 Councillors' Reports**

Cllr Latham noted that he had recently attended the Museum Trust meeting. The Trust had received 223 attendees in one afternoon due to the Coronation event running at the same time and wished to thank the Parish Council for this community gathering in this location.

**PC026/23 CSO Report**

Report noted.

A contact for a graffiti support officer was noted to be passed onto the CSO.

**PC027/23 Requests for future agenda items**

Co-Option Application and Interview Process

Forward Plan Summary

**PC028/23 Date of next meeting - Tuesday 13<sup>th</sup> June 2023**

Noted.

**PC029/23 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.**

**PC030/23 Report on Office Matters from the Executive Officer**

The Executive Officer provide notes on a report to the Information Commissioner's Office.

A staffing update was conveyed to the council.

**ACTION: Staffing Sub-Committee Meeting to be called**

**ACTION: Executive Officer**

An investigation, currently in progress by the Monitoring Officer, was noted.

There being no other business the meeting ended at 8:03pm.

*J. Marsh 13-6-23*