



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 13th June 2023 at The Jubilee Hall
commencing at 7pm

Present:

Cllr Marsh	Chairman
Cllr Conduct	
Cllr Ford	
Cllr Iro	Vice Chairman
Cllr Jelf	
Cllr Latham	
Cllr Nicholson	
Cllr Pavey	
Cllr Webb	
Cllr Williams	
Cllr P Wilson	
Cllr T Wilson	

Cllr Kurn WCC Councillor

In attendance: Mrs McKenzie – Executive Officer
Mrs Fisher – Finance Manager

Members of the public: 0

The Chairman welcomed those present to the meeting and gave thanks to all who attended the Family Fun Day on Saturday 10th June on behalf of the Council.

PC031/23 To receive and accept apologies for non-attendance

Cllr Jones– work commitment

Cllr Stallard – work commitment

Resolved: to accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

Apologies were also received from WCC Councillor, Cllr Miller

PC032/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

PC033/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None relating to the business of the meeting.

PC034/23 Public Session

Cllr Jelf highlighted the new Hampshire County Council budget balancing public consultation now open for comment. He also noted a substantial budget set for pothole work.

A meeting had been held with St Peter's Parochial Church representatives and a joint venture for churchyard maintenance suggested. This would be further discussed in the Community and Environment Committee meeting and any further recommendations referred on to Full Council.

Cllr P Wilson congratulated Cllr Williams on the election result to become a Winchester City Councillor.

Cllr P Wilson read out a statement relating to the Elections process this May and in the past.

A comment, raised by a resident, regarding the speed of traffic on Cricklemede, near Godfrey Pink Way, was brought to the Council's attention which would be forwarded to the Planning and Highways Committee for further consideration.

Judy Marsh
11-7-23

PC035/23 To receive the report from the County Council and District Council Representatives.

Cllr Humby's report was noted.

Cllr Kurn reported on a number of issues:-

- HCC Budget Balancing Public Consultation
- Traffic enforcement for the High Street and schools being pursued but visits should continue to be requested.
- Public Toilets due to be discussed at a WCC meeting soon with possible refurbishment outlined.
- Parking increases were reported for the central and lower lane car parks.

Cllr Williams provided updates:-

- Esso had been contacted regarding Wintershill road deterioration which was possibly due to pipeline work in that immediate area. Remedial work would be requested.
- Grant opportunity currently available for Small Projects.
- Cycleways/Footpath projects being focused on for funding – Bishop's Waltham to Botley, and Bishop's Waltham to Swanmore.
- More South Downs National Park CIL funding would be due in Autumn 2023.

PC036/23 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 Jelf

Seconded: Cllr Ford

All in favour

PC037/23 Approval of the minutes of the meeting 16th May 2023

Resolved: to approve the minutes of the meeting 16th May 2023

Proposed: Cllr Nicholson

Seconded: Cllr Iro

All in favour who were present at the meeting of 16th May 2023

PC038/23 Actions arising from the minutes of the meeting 16th May 2023

Noted.

The CSO had recently successfully completed his probationary period and progression to undertake training for accreditation was now being planned.

Further letters to banking companies had been sent to request additional financial services to be available to the residents.

PC039/23 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Iro

Seconded: Cllr Latham

All in favour

PC040/23 Annual Governance and Accountability Return with Internal Auditor Report

The recommendations from the Internal Auditor's report were considered and noted for action. The Return was officially signed and dated by the Chairman and Executive Officer.

Resolved:

- i) to approve the Final Internal Audit Report 2022/23**
- ii) to approve the Annual Internal Audit Report 2022/23**
- iii) to approve Section 1 – Annual Governance Statement 2022/23**
- iv) to approve Section 2 – Accounting Statements 2022/23**
- v) to confirm there were no conflicts of interest with BDO LLP**

Proposed: Cllr Pavey

Seconded: Cllr Iro

All in favour

ACTION: Respond to recommendations from the Internal Auditor

ACTION: To submit the official AGAR documents as required

ACTION: To ensure the Public Rights are exercised (website/noticeboard)

ACTION: Finance Manager

ACTION: Finance Manager

ACTION: Finance Manager

Judy Mars
11-7-23

PC041/23 Financial Regulations Update/Amendment to the Public Contracts Regulation 2015

The increase to the tender threshold from £25,000 to £30,000 was noted.

Resolved: to approve the update to the Financial Regulations with regard to the Public Contract Regulation 2015, and refer to the Finance, Policy and Resources Committee for action.

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer / Finance Manager

PC042/23 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 Conduct

Seconded: Cllr Webb

11 in favour, 1 abstention

PC043/23 Grant Awards Spring 2023

Resolved: to ratify the grant awards as below:-

Bishop's Waltham Community Swimming	£600	\$19
Bishop's Waltham Festival Ltd	£600	\$145
Bishop's Waltham In Bloom	£1,500	\$144
Home Start Hampshire	£1,300	\$137
Meon Valley Heartstart	£500	\$137

Proposed Cllr Marsh

Seconded: Cllr Jelf

All in favour

ACTION: Executive Officer / Finance Manager

PC044/23 Parish Council QR Code

Resolved: to create a QR code with the BWPC website and use as appropriate for PC business

Proposed Cllr Jelf

Seconded: Cllr Ford

All in favour

ACTION: Administration Officer

PC045/23 Co-option Procedure

The procedure was duly considered.

Resolved:

- i) To close the meeting from the public when deliberating suitability of candidates
- ii) To set a core pattern of questions to be asked of each candidate

Proposed: Cllr P Wilson

Seconded: Cllr Latham

All in favour

ACTION: To circulate guidance notes on Co-option Procedure when updated ACTION: Exec Officer

PC046/23 Councillors' Surgeries

Cllr Conduct presented the report from the surgery of 26.5.23.

The councillors confirmed for the councillors' surgery on the High Street on 24.6.23 were Cllr Latham and Cllr Williams (Cllr Marsh TBC).

PC047/23 Chairman's Report

Noted.

The Chair had also attended the Mayor's Sunday Service at Winchester Cathedral on 21st May 2023.

PC048/23 Councillors' Reports

The minutes of the Southern Parishes meeting of 5.6.23 were noted.

PC049/23 CSO Report

Report noted.

PC050/23 Requests for future agenda items

Forward Plan Summary

Judy Marsh
11-7-23

PC051/23 Date of next meeting - Tuesday 11th July 2023

Noted.

PC052/23 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.

PC053/23 Staffing Matters

The Executive Officer and members of the Staffing Sub-Committee reported on matters arising which were then duly noted.

PC054/23 Facilities Review

The Executive Officer and Working Group members provided updates on the proposed Community Asset purchase and sale of Brook Street property.

Resolved: To note and approve the recommendations for action by the Finance, Policy and Resources Committee

- i) To agree in principle to purchase the community asset as outlined as the price in writing, subject to survey
- ii) To carry out a survey of the building
- iii) To consult with the Internal Auditor to ensure due process is followed
- iv) To proceed with the sale with the Estate Agent fees approved
- v) To meet with the Montessori Nursery reps
- vi) To meet with the Citizen Advice reps
- vii) To draft a letter of intention for the public
- viii) To review the use of the Diamond Suite area

And

- ix) To confirm the use of Reserves to purchase the Community Asset as advised by the Internal Auditor
- x) To check the price difference for a property with and without a tenant

Proposed: Cllr Marsh

Seconded: Cllr Ford

All in favour

ACTION: Executive Officer/Finance Manager

PC055/23 Recommendations from the Finance, Policy and Resources Committee

Resolved: To note and approve the recommendations by the Finance, Policy and Resources Committee from the Halls and Grounds Committee

- i) Montague Road Play Area Drainage to Reeve Construction at a price of £17,836 ex VAT.
- ii) Bin Store Compound at Jubilee Hall to Richard Randall Services at a price of £2,756 ex VAT.
- iii) Southern Footpath construction (allotments) to BQS at a price of £11,870 ex VAT
- iv) Tree Maintenance Quotations for Victoria Road to Titchfield Tree Services at a price of £3,350 ex VAT
- v) Jubilee Hall Gas Supply for a 12-month contract with British Gas at a price of £14,465.47 ex VAT.

Proposed: Cllr Nicholson

Seconded: Cllr T Wilson

All in favour

PC056/23 Doctors' Surgery

The Council noted the request for car parking spaces for surgery staff at Jubilee Hall and the response from the Finance, Policy and Resources Committee.

Resolved: To note the decision of the Finance, Policy and Resources Committee to agree, in principle, to support this request in some form but details to be considered nearer the time.

Proposed: Cllr Marsh

Seconded: Cllr Ford

All in favour

ACTION: Executive Officer/ Clerk to Planning and Highways Committee

Judy Marsh
11-7-23

PC057/23 Basingwell Public Toilets

The paper from Planning and Highways Committee was presented.

Resolved: To ask WCC when the facilities refurbishment would be taking place and check process for additional WCC cleans and consider offering the option for BWPC to assist with cleaning.

Proposed: Cllr P Wilson

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer/ Clerk to Planning and Highways Committee

PC058/23 Land Transfer of Open Space at Bishop's Meadow

Resolved: To note the update from the Finance, Policy and Resources Committee on the transfer and the approval of solicitor costs as tabled.

Proposed: Cllr Marsh

Seconded: Cllr Jelf

All in favour

There being no other business the meeting ended at 9:00pm.

Judy Marsh
11-7-23