



**Bishop's Waltham Parish Council**  
**Minutes of the Meeting of the Parish Council**  
**Community and Environment Committee**  
**held at The Jubilee Hall on Monday 23<sup>rd</sup> October**  
**2023 at 7:00pm**

**Present**

Cllr T Conduct	
Cllr D Iro	
Cllr E Jelf	Chairman
Cllr R Latham	Vice Chairman
Cllr J Marsh	
Cllr P Wilson	
Cllr T Wilson	

**In attendance:** C Wilkinson Administration Officer

**Members of the public:** 1

**CE102/23 To receive and accept apologies for non-attendance.**  
Cllr Marsh – other Parish Council commitment (Councillor Marsh was subsequently able to join the meeting, see below).  
**Resolved: To accept apologies for non-attendance**  
**Proposed: Cllr E Jelf**  
**Seconded: Cllr T Conduct**  
**All in favour**

**CE103/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

At this point, Councillor Iro joined the meeting and gave apologies for his late arrival.

**CE104/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
Councillor Iro, Councillor Jelf and Councillor Latham – Bishop's Waltham Junior School (agenda item 23 - Grant Applications, CE124/23)

**CE105/23 Public Session- for information only**

The member of the public present at the meeting introduced themselves as having recently moved to the area. They were particularly interested in environmental issues and were looking forward to becoming involved in the community.

Some volunteers had been found to contribute time to the Poppy Appeal in Bishop's Waltham, and confirmation had been obtained that the town was covered by a volunteer already known to the Royal British Legion.

The matter of regular applicants for Parish Council grants was raised and would be considered further if committee members wished to raise it as a future agenda item.

The Litter Partnership had planned a litter pick for Saturday 4<sup>th</sup> November, Parish Councillors were invited to volunteer to take part in the session.

**CE106/23 To approve the minutes from the meeting of 25<sup>th</sup> September 2023**  
**Resolved: To approve the minutes of the meeting of 25<sup>th</sup> September 2023.**  
**Proposed: Cllr T Wilson**  
**Seconded: Cllr D Iro**  
**All in favour who were present at the meeting.**

- CE107/23** **Actions arising from the meeting of the Community & Environment Committee – 25<sup>th</sup> September 2023**  
 CE093/23 Councillor Jelf offered to assist with reminding High Street premises of the Remembrance Sunday parade.  
 CE036/23 Names of web design companies had been supplied to the Clerk by Councillor Jelf.
- CE108/23** **Financial position year to date – to note current position**  
 The purchase of a PA System was planned to take place soon and other expenditure relating to Remembrance and the reprint of the Nature Reserves leaflet would also be occurring in the coming weeks.
- CE109/23** **Budget Setting 2024-2025 – Draft Budget – for consideration**  
 Supplementary information highlighting key differences between the tabled draft budget and previous year's spending and budgets was requested. **ACTION: Clerk**  
**Resolved: To forward the draft budget with a budgeted total net committee expenditure of £20,795, to the Finance, Policy and Resources Committee for their review.**  
**Proposed: Cllr E Jelf**  
**Seconded: Cllr R Latham**  
**All in favour.** **ACTION: Clerk**
- CE110/23** **Forward Plan 2019-2023 – for information**  
 Noted.
- CE111/23** **Grant Opportunities – for consideration**  
 The Committee were pleased to note the recent confirmation of CIL funding from Winchester City Council.
- CE112/23** **Representative to the Town Team – for consideration**  
**Resolved: To appoint Councillor Jelf as the replacement Parish Council representative for the Town Team.**  
**Proposed: Cllr T Conduct**  
**Seconded: Cllr T Wilson**  
**All in favour.**
- CE113/23** **Remembrance Events 2023 Planning Update – for consideration**  
 Planning for the Remembrance events was progressing to schedule, marshalls for the road closure barriers were to be organised.
- CE114/23** **Thank You Event for Volunteers Planning Update – for consideration**  
 Swan crossing group and Sustainable Bishop's Waltham members were to be added to the list of invitees. Invitations would be sent out shortly. **ACTION: Clerk**
- CE115/23** **Clean Up Event Report – for consideration**  
 The report was received by the Committee. The feedback from the event would be used for future instances.
- CE116/23** **St Peter's Country Fayre Report – for consideration**  
 Noted. Thanks had been received from the event's organising team.
- CE117/23** **Parish Council Event Dates for 2024 – for consideration**  
 This agenda item was withdrawn and would be included in the agenda for the Committee's November meeting.
- CE118/23** **Appointment of Working Group for the Annual Meeting of the Parish 2024 – for consideration**  
**Resolved: To appoint Councillor Iro, Councillor Latham and Councillor Marsh to the Annual Meeting of the Parish 2024 Working Group.**  
**Proposed: Cllr E Jelf**  
**Seconded: Cllr T Conduct**  
**All in favour.**

- CE119/23 Appointment of Working Group for the Large Parish Council Event 2024 Working Group – for consideration**  
Councillor Stallard would also be invited to join the working group.  
**Resolved: To appoint Councillor Conduct, Councillor Jelf and Councillor Marsh to the Large Parish Council Event 2024 Working Group.**  
**Proposed: Cllr E Jelf**  
**Seconded: Cllr T Conduct**  
**All in favour.**
- CE120/23 Update from Newsletter Working Group – for information**  
The report from the working group was received by the Committee.
- CE121/23 Proposal for What's On Guide 2024 – for consideration**  
The member of the public present suggested that if the newsletter were to include the What's On Guide, a banner could be added to the front page to this effect, to reduce the possibility of residents disposing of the document. The different formats for the document tabled and their corresponding costs were considered.  
**Resolved: To integrate the What's On Guide 2024 into the Bishop's Waltham Matters newsletter, planned for delivery to households in February 2024. The calendar of events would be an A3 perforated document that can be retained by residents (option B in the tabled proposal).**  
**Proposed: Cllr R Latham**  
**Seconded: Cllr P Wilson**  
**All in favour.**
- CE122/23 First Aider Cover at Parish Council Events – for consideration**  
The Committee considered how first aid requirements vary depending on the scale of event. The recent pattern of paying for first aid coverage for larger events was to be continued and costed into event budgets. Smaller events, for example the Clean Up, could potentially be covered by community volunteers or councillor or staff members with the appropriate training, and providing the individual was comfortable with the additional responsibility.  
Councillors and staff would be contacted to ask whether they would potentially be prepared to undergo the necessary training to become a named first aider. **ACTION: Clerk**  
**Resolved: To investigate whether any councillors or staff members would be prepared to be a named first aider for smaller Parish Council events, but to continue to obtain paid first aid support for larger Parish Council events.**  
**Proposed: Cllr E Jelf**  
**Seconded: Cllr D Iro**  
**All in favour.**
- CE123/23 Thermal Camera Loan Scheme – for consideration**  
The tabled proposal was discussed and the priority of reaching residents who were struggling with the cost of living was raised. To this end, the link between using the camera and then potentially accessing grant schemes or other organisations, for example, Warmer Homes, would be advertised. The items purchased using some of the Winchester City Council grants were discussed. The Care Group could possibly give guidance about residents who would benefit from radiator reflectors and draft excluders.  
**Resolved: To commence the deployment of the Parish Council's thermal imaging cameras via the outlined loan scheme.**  
**Proposed: Cllr R Latham**  
**Seconded: Cllr P Wilson**  
**All in favour.**

At this point, Councillor Marsh joined the meeting.

- CE124/23 Grant Applications – for consideration**  
The large number of applications were carefully reviewed in the context of the remaining £2,000 of the budgeted grant funding to produce a list of recommendations for the Finance, Policy and

Resources Committee. Strong consideration was given to the benefit to Bishop's Waltham's community of the applications.

An additional application had been received by the office and the Committee requested that this be brought for consideration at their November meeting.

Where possible, applicants would be directed to other sources of funding that the Council were aware of.

Applicants who were to be given a smaller grant that requested would be advised of the Committee's reasoning.

**Resolved:**

**i) To recommend the following grant awards to the Finance, Policy and Resources Committee:**

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Fishing Club	Second phase of increasing paths and swims to alleviate floodings in winter months	<b>£600</b> (Applied for £800)	Local Government Act 1976 s. 19
Bishop's Waltham Youth Trust	Replacement pool table (£700) running costs (£1,300)	<b>£700</b> (Applied for £2,000)	Local Government Act 1976 s. 19
Friends of Bishop's Waltham Junior School	Contribution towards the new play trail	<b>£600</b> (Applied for £2,000)	Local Government Act 1976 s. 19
Victim Support	Purchase of security items such as door alarms, personal alarms and window alarms	<b>£100</b> (Applied for £100)	Local Government and Rating Act 1997 s.31
	<b>Total of funds recommended</b>	<b>£1,200</b>	

**ii) To recommend to the Finance, Policy and Resources Committee that the following applications not be granted.**

GROUP	PROJECT	Notes
Bishop's Waltham In Bloom	Van costs (£1,500), Watering (£2,000)	Funds awarded earlier in 2023
Citizens Advice Winchester District	Winchester District outreach (£3,000)	Grant application limit exceeded
Roynon Creatives CIC	New instruments and ICT to update and fit our school and community teaching. (£3,000)	Grant application limit exceeded

**Proposed: Cllr E Jelf**  
**Seconded: Cllr T Wilson**  
**All in favour.**

**ACTION: Clerk**

**CE125/23 Councillors' Reports – Town Team Meeting Report – for information only**  
 Noted.

**CE126/23 Chairman's Report – for information**  
 Noted.

**CE127/23 Requests for Future Agenda Items – for information only**  
 Grant Application  
 Parish Council Events 2024 Dates

**CE128/23 Date of next meeting – 23<sup>rd</sup> October 2023**  
 Noted.

The meeting closed at 8.47pm.