



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held on Tuesday 10<sup>th</sup> October 2023 at The Jubilee Hall**  
**commencing at 7pm**

**Present:**

Cllr Conduct	
Cllr Ford	
Cllr Iro	Vice Chair of Council
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Marsh	Chair of Council
Cllr Nicholson	
Cllr Pavey	
Cllr Webb	
Cllr Williams	(also a WCC Councillor)
Cllr P Wilson	
Cllr T Wilson	
Cllr Miller	WCC Councillor

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

**Members of the public:** 1

**PC136/23 To receive and accept apologies for non-attendance**

Cllr Stallard – work commitments

**Resolved: to accept apologies for non-attendance**

**Proposed: Cllr Iro**

**Seconded: Cllr Conduct**

**All in favour**

**PC137/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

**PC138/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None relating to the business of the meeting.

**PC139/23 Public Session**

The member of the public present raised concerns about the new traffic enforcement in the town and its negative effect on deliveries for businesses on the High Street. The Chairman of the Planning and Highways Committee explained the survey and public consultation undertaken about traffic management on the High Street. Further explanation was provided to clarify the lining had been to address five key pinch points to ensure safe traffic flow. However, it was noted that some of the lining was not considered to be that of the plans agreed and clarification should be sought. It was noted that the WCC Parking Department had stated that deliveries could be made within a set timescale and written explanation was provided to show traffic enforcement officers if need be.

**ACTION:**

- **Review plans against actual marking**
- **Consult with HCC about line marking and parking for deliveries**
- **Speak to CSO and Traffic Wardens to ensure deliveries can be made in a timely, safe manner**

**ACTION: Planning & Highways Committee, Executive Officer, CSO**

*The member of the public left the meeting at this point.*

**PC140/23 To receive the report from the County Council and District Council Representatives.**

Cllr Humby's report was noted.

J. Manso

14-11-23

Cllr Miller reported on lack of update on the central car park ticket machine upgrade. He also noted that WCC would be approaching the PC to discuss the public toilet facility and plans for refurbishment, maintenance and management. A query would be pursued as to why work had not yet started on the central car park bin store. In relation to this matter, it was noted that the usage of the new bin store in Lower Lane car park was minimal.

Cllr Williams reported on a number of issues:-

WCC CIL funding application results – Cabinet meeting on 17<sup>th</sup> October to approve recommendations, of which BWPC has two applications (Decarbonisation of Jubilee Hall and purchase of Community Asset) and the Doctors' Surgery has applied for funding too.

The reporting tool for traffic enforcement will allow for 'focused attention' of hot spots, rather than following up on specific public reports.

Climate emergency actions highlighted at WCC but any ideas for implementation have not been disseminated to parish councils yet.

Thanks were given to Cllr Williams for attending the WCC Planning Committee meeting to represent the Parish Council views on the Lower Lane Depot application.

*Cllr Miller left the meeting at this point.*

**PC141/23 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 Nicholson**

**Seconded: Cllr Ford**

**All in favour**

**PC142/23 Approval of the minutes of the meeting 12<sup>th</sup> September 2023**

**Resolved: to approve the minutes of the meeting 12<sup>th</sup> September 2023**

**Proposed: Cllr Webb**

**Seconded: Cllr Marsh**

**All in favour who were in attendance at the meeting of 12<sup>th</sup> September 2023.**

**PC143/23 Actions arising from the minutes of the meeting 12<sup>th</sup> September 2023**

Noted.

QR code created and to be highlighted on noticeboards and on outgoing communications (agendas, minutes, posters etc).

Palace Grounds – noted as available for hire for community events, and hireable at cost for business ventures.

Public rights of way on private roads – being investigated with WCC regarding new estates in town and public access to public open green space.

**PC144/23 To receive current financial statement and balance sheet**

The Executive Officer provided an update from the Finance Manager on the recent net revenue and net capital expenditure.

**Resolved: to receive current financial statement and balance sheet**

**Proposed: Cllr Marsh**

**Seconded: Cllr Iro**

**All in favour**

**PC145/23 Annual Governance and Accountability Return (AGAR) 2022-23**

The Finance Manager's paper on the completion of the Annual Governance and Accountability Return, with the External Auditor response, was noted.

**PC146/23 Updated Asset Register**

**Resolved: to approve the updated Asset Register**

**Proposed: Cllr Jones**

**Seconded: Cllr Conduct**

*J. Newell*

*14-11-23*

All in favour

**PC147/23 Commercial Motor Insurance Policy**

Resolved: to approve the commercial motor insurance policy renewal with Gallagher Insurance Ltd

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

**PC148/23 Standing Orders**

Resolved: to approve the updated version of Standing Orders following the change in Financial Regulations and adoption thereof on 8<sup>th</sup> August 2023

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

**PC149/23 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee**

Resolved: to ratify the planning application recommendations of the Planning & Highways Committee, except 23/00447/FUL and 23/01391/FUL which required further review and comment, delegated to Planning and Highways Chairman and Vice Chairman for action.

Proposed Cllr Jones

Seconded: Cllr Ford

12 in favour, 1 abstention

ACTION: Review applications 23/00447/FUL and 23/01391/FUL and action as delegated

ACTION: P&H Chair, Vice Chair and Committee Clerk

**PC150/23 Forward Plan – Draft Survey and Summary Report**

Resolved:

- To approve the draft survey, following tabled amendments – *summary of previous plan, main 'likes' about BW, comment boxes, responses to Parish Council and inclusion of age range box*
- To circulate survey via social media, noticeboards, newsletter and agreed town outlets and forthcoming events
- To highlight availability of Forward Plan 2019-2023 report on social media with copies on website/at outlets
- To aim for end of October/November publication with end date of 2 weeks following newsletter delivery (end of November anticipated).

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

ACTION: Executive Officer

**PC151/23 Councillors' Surgeries**

The report from the surgery of 23.9.23 was noted.

Councillors for surgery of 28.10.23 noted as Cllr Jones, and possibly Cllr Stallard (TBC).

Councillors for surgery of 24.11.23 noted as Cllr Conduct and Cllr Latham.

**PC152/23 Chairman's Report**

Noted.

**PC153/23 Councillors' Reports**

None at this time.

**PC154/23 CSO Report**

Report noted.

**PC155/23 Requests for future agenda items**

None at this time.

**PC156/23 Date of next meeting - Tuesday 14<sup>th</sup> November 2023**

J. Marsh

14-11-23

Noted.

**PC157/23 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.

**PC158/23 Staffing Matters**

A discussion was held regarding the recommendation from the FP&R Committee and an explanation provided for the independent and systemic review proposed.

**Resolved: To approve the recommendation of the Finance, Policy and Resources Committee to undertake a formal, independent staffing review as per the proposal and cost in the quotation tabled.**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**PC159/23 Facilities Review**

The Executive Officer and working group including, in addition, Cllr Pavey, provided an update on the purchase procedures currently ongoing. Particular reference was given to the overage conditions under negotiation.

**Resolved:**

- To note the actions of the Finance, Policy and Resources Committee, and delegated working group, in relation to the named Community Asset in the process of being purchased
- To approve the spend of £4,000 + VAT for related solicitor's fees on the purchase project

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Executive Officer**

There being no other business the meeting ended at 8:40pm.

*Judy Marsh*

14-11-23