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Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council
Community and Environment Committee
held at The Jubilee Hall on Monday 29th January 2024 at 7:00pm

Present Cllr T Conduct
Cllr E Jelf Chairman
Cllr R Latham Vice Chairman
Cllr J Marsh

In attendance: C Wilkinson Administration Officer

Members of the public: 0

- CE151/23** **To receive and accept apologies for non-attendance.**
Councillor D Iro – Family commitment
Councillor P Wilson – Indisposed
Councillor T Wilson – Indisposed
Resolved: To accept apologies for non-attendance.
Proposed: Cllr T Conduct
Seconded: Cllr E Jelf
All in favour.
- CE152/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- CE153/23** **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.
- CE154/23** **Public Session**
The thermal imaging camera loan scheme was under way. Two members of the public had borrowed the cameras, both had given positive feedback, about the operating instructions and the insight the camera had given them. The administrative process was working smoothly. Confirmation that the cameras were covered by the Council's insurance policy was to be sought.
Action: Administration Officer
- The Administration Officer had been in contact with Citizen's Advice regarding their outreach activities. The Halls and Grounds Committee would be approached to ask whether a hall could be used to hold a Scam Awareness Session for residents.
Action: Administration Officer
- CE155/23** **To approve the minutes from the meeting of 27th November 2023**
Resolved: To approve the minutes of the meeting of 27th November 2023.
Proposed: Cllr J Marsh
Seconded: Cllr R Latham
All in favour.
- CE156/23** **Actions arising from the meeting of the Community & Environment Committee – 27th November 2023**
Noted. Content for the emails to the schools had been drafted and would be sent shortly.
- CE157/23** **Financial position year to date – to note the current position**
Noted. Whether code 4330 could be removed from the report was raised, as this was no longer the Committee's responsibility.
- CE158/23** **Quarterly Budget Review – for consideration**
Noted.

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- CE159/23** **Forward Plan 2019-2023 – for information**
The Committee's ongoing objectives were discussed and still relevant.
- CE160/23** **Grants Update and District Small Grants Scheme Application – for consideration**
Resolved: To submit an application to the Winchester City Council's District Small Grants Scheme for £1,000 to contribute toward a Skate Jam Event. **ACTION: Administration Officer/Cllr Stallard**
Proposed: Cllr R Latham
Seconded: Cllr T Conduct
All in favour.
- CE161/23** **Annual Meeting of the Parish – for consideration**
The revised content of the event was discussed. The working group were to meet again and formulate a revised proposal for consideration. **ACTION: AMP Working Group**
- CE162/23** **Summer Event 2024 – for consideration**
The working group's suggestions for the event were discussed, the intention was to follow a similar format of the coronation celebration that took place in 2023. A further planning update would be brought to the committee at their next meeting. **ACTION: Summer Event Working Group**
Resolved: To approve the tabled event outline for the Parish Council's summer event being planned to take place on Saturday 20th July.
Proposed: Cllr J Marsh
Seconded: Cllr E Jelf
All in favour.
- CE163/23** **Greenings Campaign – for consideration**
Resolved: To give approval for Sustainable Bishop's Waltham to join the Greening Campaign and for the Parish Council to pay the £50 registration fee, and to agree to the adoption of the name 'Greening Bishop's Waltham' if deemed appropriate for some of the group's future activities.
Proposed: Cllr R Latham
Seconded: Cllr T Conduct
All in favour.
- CE164/23** **Report from the Emergency Plan Test Exercise – for consideration**
The event was felt to have been productive. The Emergency Plan was to be tested every five years, and the Committee were confident that the Council would be able to run a similar session themselves in the future.
Resolved: To task the Chairman of the Committee, Council Chair and Administration Officer to review the tabled updated to the Emergency Plan as a result of the emergency plan test exercise and to implement as appropriate.
Proposed: Cllr T Conduct
Seconded: Cllr R Latham
All in favour.
- CE165/23** **Update from the Newsletter Working Group - for information**
The update from the Working Group was received.
The time required to compile the newsletter content and to format the material ready for printing was discussed. The cost of outsourcing the formatting of the newsletter would be investigated to see whether this would potentially be of interest to the Council. **ACTION: Administration Officer**
- CE166/23** **Eco Fair Event Planning Update – for consideration**
The varied list of stalls secured by Sustainable Bishop's Waltham and Councillor Stallard were noted. A consumables refill company and a Heat Pump provider had also recently confirmed that they would be attending. The focus would now be on event promotion, via posters and social media. All Councillors would be approached in order to compile a rota of helpers for the day.
ACTION: Administration Officer
- CE167/23** **Community Partnership Meeting Report – for consideration**
The Men's Shed would be contacted to ask whether they could assist with the refurbishment of the Council's noticeboard on Hoe Road. **ACTION: Administration Officer**

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- CE168/23 Parish Council Stand at Christmas Fayre Report – for consideration**
The Committee agreed that the Council's presence at the event was positive and that they would like to attend again in the future.
- CE169/23 Volunteer Thank You Event Report – for consideration**
The report was noted. The format of the event was regarded as a success and would be used for the repeat event to be held later in the year.
- CE170/23 Appointment of a Website Working Group – for consideration**
The appointment of the working group was to be mentioned at a Full Council meeting in case any other councillors outside of the committee wished to join.
The first task would be to research other council's websites with a view to creating a specification for a new website for Bishop's Waltham Parish Council. **Action: Website Working Group**
Resolved: To appoint Councillor Conduct, Councillor Jelf and Councillor Latham to the Website Working Group.
Proposed: Cllr E Jelf
Seconded: Cllr J Marsh
All in favour.
- CE171/23 Councillors' Reports – Swanmore Community Meeting**
The representative to the North Pond Conservation Group had also recently attended a meeting, a report would be included in the Committee's February meeting.
- i) Town Team Meetings – for information**
Noted.
 - ii) Museum Trust – for information**
Noted.
 - iii) Passenger Transport Forum – for consideration**
Changes in the town's local transport provision would continue to be monitored. Whether the Parish Council could facilitate local transport options would require further consideration if further cuts were made to the current services.
- CE172/23 Chairman's Report – for information**
Noted.
- CE173/23 Requests for Future Agenda Items – for information only**
Use of the Council's halls by Community Partnership members
- CE174/23 Date of next meeting – 26th February 2024**
Noted.

The meeting closed at 21:05.