



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 12th March 2024 at The Jubilee Hall
commencing at 7pm

Present:

Cllr Conduct	
Cllr Iro	Vice Chairman of the Council
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Marsh	Chair of the Council
Cllr Nicholson	
Cllr Pavey	
Cllr Smith	Newly Co-opted Councillor
Cllr Stallard	
Cllr Webb	
Cllr Williams	(also a WCC Councillor)
Cllr Wilson	

In attendance:

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Administration Officer

Members of the public: 5

PC266/23 To receive and accept apologies for non-attendance

Cllr Jelf had given apologies for a delay to a prompt attendance.

Resolved: to accept apologies for late attendance

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

Cllr Miller (WCC Councillor) had also sent his apologies for non-attendance.

PC267/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

Cllr Iro – PC294/23

Cllr Williams – PC282/23

PC268/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC269/23 To note and accept the resignation of a councillor and casual vacancy arising

Resolved: to note and accept the resignation of a councillor and approve the notification of a casual vacancy arising

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

ACTION: Letter to be sent to Mr Wilson and notification to be sent to WCC and casual vacancy advertised

ACTION: Executive Officer

PC270/23 Co-option to the Council

One application had been received and the applicant addressed the Council and answered questions from the Councillors.

Temporary Motion for confidential business:

The following motion was 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.

J. Marsh 19-4-24

Cllr Jelf arrived.

The members of the public withdrew from the room whilst the councillors considered the application for co-option.

Resolved: to co-opt Mrs Joanne Smith to the Parish Council

Proposed: Cllr Latham

Seconded: Cllr Stallard

All in favour

The Administration Officer called the members of the public back into the room and the meeting with full public attendance recommenced.

The Council welcomed Ms Smith as a new Councillor and invited her to take a seat amongst the councillors. The Executive Officer provided the necessary papers to be signed and returned.

ACTION: Notification to be sent to WCC and Councillors' information to be updated accordingly

ACTION: Executive Officer

PC271/23 Public Session

One member of the public was in attendance to discuss broadband and mobile activity in the Ashton Lane area of the parish. It was explained that a new mast was due to be installed, following successful planning permission, and this would serve the area requested. Further information on connectivity was provided which was to be collated as a standard response to residents enquiring on this matter.

ACTION: Provide memo of standard response on Ashton Lane connectivity

ACTION: Cllr Latham/Cllr Stallard

Two members of the public were representatives of Men's Shed and were awaiting the relevant agenda item to answer queries on.

A councillor suggested the use of residents as volunteers to install and maintain the Speed Indicator Devices. It was stated that the management of the SIDs had already been planned by the Planning and Highways Committee and this project was in hand. The matter of health and safety, and relevant training and insurance when working next to the highway, was highlighted.

A query on whether the bin store in the car park was due to be removed was raised and it was confirmed that WCC had no plans to remove it and letters were due to be sent to Houchin Street businesses with information on moving bins, currently on the highway, into the facility provided. The Executive Officer provided summaries on correspondence received, which were noted by Council:-

- Too many Traffic Wardens on the High Street
- Concern over possible loss of the Household Waste Recycling Centre
- Concern over Bishop's Meadow highways works
- Nomination of Asset of Community Value noted for the Hampshire Bowman
- Bishop's Waltham Parish Fishing Club gave thanks for providing a grant and expressed concern about trees and building works around the South Pond.
- Rural England Prosperity Funding – next round now open

The disabled parking bays in the Basingwell Street Car Park had been noted by a HCC representative as not compliant with standards that ensure hatched lines on both sides of the parking bay. New, additional bays were noted as marked next to the rear of the Social Club area of the car park. Cllr Nicholson and Cllr Williams noted their recent attendance at the Southern Parishes meeting where issues of Household Waste Recycling Units, the Civic Enforcement Officers and the Accessibility project had been considered. It was also requested that CEOs visit at the same times as the car park attendants – daytime and not on a Sunday.

PC272/23 To receive the report from the County Council and District Council Representatives.

Cllr Humby's report was noted.

Cllr Miller's apologies for non-attendance was noted.

Cllr Williams raised the following points:-

- Rural England Prosperity Funding opportunity
- Public Toilets refurbishment tendered by WCC with no interest received. Due for works as priority.
- Beeches Hill footpath – in talks with landowner regarding a possible walkway
- Small Grants Awards - outcome pending
- Wickham GP surgery survey active
- Accessibility Project – site visit to review designs
- Scrutiny Committee considering additional police officers locally

J. Walsh 9-4-24

PC273/23 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 Wilson
12 in favour, 1 abstention

PC274/23 Approval of the minutes of the meeting 13th February 2024
Resolved: to approve the minutes of the meeting 13th February 2024
Proposed: Cllr Conduct
Seconded: Cllr Williams
All in favour who were in attendance at the meeting of 13th February 2024

PC275/23 Actions arising from the minutes of the meeting 13th February 2024
The Executive Officer provided updates on actions in progress.

PC276/23 Approval of the minutes of the meeting 26th February 2024
Resolved: to approve the minutes of the meeting 26th February 2024
Proposed: Cllr Conduct
Seconded: Cllr Jones
All in favour who were in attendance at the meeting of 26th February 2024

PC277/23 To receive current financial statement and balance sheet
Resolved: to receive current financial statement and balance sheet
Proposed: Cllr Iro
Seconded: Cllr Conduct
All in favour

PC278/23 Financial Matters
Resolved: to approve the direct debits list and payment schedule as tabled
Proposed: Cllr Iro
Seconded: Cllr Conduct
All in favour

PC279/23 Internal Auditor's Report
Resolved: to approve the Internal Auditor's Report as tabled
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour

PC280/23 Financial Regulations and Financial Risk Assessment
Resolved: to approve the Financial Regulations and Financial Risk Assessment (with Action Plan) as tabled
Proposed: Cllr Iro
Seconded: Cllr Nicholson
All in favour

PC281/23 Standing Orders
Noted. **ACTION: Circulate current Standing Orders** **ACTION: Executive Officer**

PC282/23 Standing Committees – Membership
A discussion of review was held on the effectiveness of Standing Order 4dv and its substitution method of filling committee member absences. It was noted that quorate for any meeting was at least one third or no less than three - Standing Order 3v.
Resolved: To appoint membership of Standing Committees each May as per the Standing Order 4d, with due consideration given to any new members joining mid Council year, and use Standing Order 4dv where possible, and adhere to Standing Order 3v regarding quorate at any other time.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour

J. Marsh 9-4-24

PC283/23 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

Resolved: to ratify the recommendations of the Planning & Highways Committee

Proposed: Cllr Marsh

Seconded: Cllr Conduct

12 In favour, 1 abstention

PC284/23 Annual Meeting of the Parish 2024 - Planning

The progress in planning for the event was noted.

The proof for the invitation to households was favourably received.

PC285/23 Request for Land at Albany Road – Response from Men's Shed

The two representatives of the Men's Shed were available to answer any queries in relation to their letter recently sent to the Parish Council. They reiterated their request for land at Albany Road to erect a purpose-built building on the dog walking field, with associated parking for all facility users of Albany Road. While feasibility studies were taking place, they requested to, temporarily, position a portacabin in that site or on any available space in the cricket ground storage area.

It was noted that there were funds and grants available to support community projects, especially those that addressed social isolation and encouraged mental well-being.

ACTION: Refer matter to Halls and Grounds Committee

ACTION: Executive and Admin Officers

Two members of the public left the meeting at this point.

PC286/23 Chairman's Report

Noted.

The Chairman gave special mention to attending the Mayor of Winchester's Awards for Community Service and stated that many Bishop's Waltham volunteers had been recognised for the dedicated work they do for others.

PC287/23 Councillors' Reports

Reports noted from meetings of:-

- Winchester District Association of Local Councils
- Bishop's Waltham Cricket Club
- Accessibility Project
- Post Office staff

PC288/23 CSO Report

Report noted.

PC289/23 Councillors' Surgery – Report and Future Meetings

The report of the surgery on 23.2.24 was noted and a discussion followed on the proposed introduction of Food Waste bins due in 2026 by Winchester City Council.

Councillors for the next surgeries were agreed as:-

23.3.24 – Cllr Jones and Cllr Williams – Jubilee Hall location (with Litter Pick event/Eco Fair) from 11am

26.4.24 – Cllr Conduct and Cllr Webb

25.5.24 – Cllr Wilson

PC290/23 Requests for future agenda items

Review of Standing Orders

Co-option

PC291/23 Date of next meeting - Tuesday 9th April 2024

Noted.

The remaining member of the public left at this time.

J. Marsh 9-4-24

PC292/23 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.

PC293/23 Facilities Review

- i) Progression in Purchase of St John Ambulance Hall, including funding options
- ii) Update on, and Options for, Well House
- iii) Priory Park Clubhouse

Noted.

- i) The purchase of St John Ambulance Hall was in progress with final documentation checks being undertaken. Allocated funding from WCC CIL to be requested.
- ii) Redecoration due to start 18th March.
Noted that Citizens Advice supported fully during relocation.
Report due to be presented at FP&R Committee on 2.4.24
- iii) The Chairman of the Halls and Grounds Committee presented the paper tabled.

Resolved:

- i) To note updates on purchase of St John Ambulance Hall and Well House
- ii) To invite three firms to speak to the Parish Council re: architectural service quotations for Priory Park Clubhouse (formal meeting to be arranged outside of standard scheduled meetings)

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

ACTION: Projects Manager/Executive Officer

PC294/23 Recommendation from the Halls and Grounds Committee

- i) **Diamond Suite Lease – for approval**
- ii) **Bishop's Waltham Rotary's Family Fun Day, June 2024 – for approval**

- i) Diamond Suite Lease

Resolved:

To approve the tabled schedule for the Diamond Suite lease fee increases

Proposed: Cllr Wilson

Seconded: Cllr Jones

All in favour

ACTION: Finance Manager/Administration Officer

- ii) Bishop's Waltham Rotary's Family Fun Day, June 2024

Resolved:

To approve the draft licence document and hire fee of £937 including VAT, with additional administration fee and skip usage charge (TBC) to be invoiced.

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

ACTION: Administration Officer

Cllr Iro left the meeting.

PC295/23 Asset of Community Value

Resolved:

- i) To note a response had been given by the solicitor and for such to be circulated for further consideration by the working group
- ii) To appoint Cllr Jones, Cllr Smith and Cllr Williams as a working group to progress this project, with delegated authority to take appropriate actions in accordance with the previous related resolution.

Proposed: Cllr Latham

Seconded: Cllr Stallard

All in favour who were in the room (12)

ACTION: Executive Officer & Working Group

Cllr Iro rejoined the meeting.

J. Marsh 9-4-24

PC296/23 Response from the Catholic Church regarding Access to Priory Park

The email received was considered and a letter to be sent confirming the road was unlikely to be adopted as not to standard and the Parish Council would continue their request to provide an access point with health and safety liability noted.

Resolved: To send a letter in response to the Catholic Church

Proposed: Cllr Jones

Seconded: Cllr Pavey

12 in favour, 1 abstention

ACTION: Executive Officer

The Executive Officer and Administration Officer left the room.

PC297/23 Staffing Matters

This agenda item was for information only. Clerk not present.

There being no other business the meeting ended.

Clerk noted time as 9:20pm as end of meeting on return to the meeting room.