



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held on Tuesday 9<sup>th</sup> April 2024 at The Jubilee Hall**  
**commencing at 7pm**

**Present:**

Cllr Conduct	
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Marsh	Chair of the Council
Cllr Nicholson	
Cllr Smith	
Cllr Stallard	
Cllr Webb	
Cllr Wilson	
Cllr Miller	WCC Councillor

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

Members of the public: 7

**PC298/23 To receive and accept apologies for non-attendance**

Cllr Pavey – Family Commitments

Cllr Williams – Work Commitments

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

**Proposed: Cllr Conduct**

**Seconded: Cllr Latham**

**All in favour**

**PC299/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None.

**PC300/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None.

**PC301/23 To note the resignation of a councillor and casual vacancy arising.**

**Resolved: To note and accept the resignation of Cllr Don Iro and approve the notification of a casual vacancy.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Wilson**

**All in favour**

**PC302/23 Co-option to the Council**

**Resolved: To readvertise the casual vacancy arising in March 2024 and to seek to fill the vacancy by co-option at the meeting of 14<sup>th</sup> May 2024**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jelf**

**All in favour**

**ACTION: Executive Officer**

**PC303/23 Public Session**

Two members of the public, business managers in the High Street, were in attendance to highlight the issues arising concerning the bin store facility in the central Basingwell Street car park following letters received by HCC advising business owners to use the new facility. It was felt that staff were at risk in crossing the road to the facility and insurance would not cover businesses for this risk. It was stated that Houchin Street was a service road and, as such, should be clear and available for business use, not public use. This statement was queried as the road is public highway. The councillors spoke to



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confirm that concerns were shared and that the idea to keep the bins in one place to be tidy and safe away from the highway had its challenges in terms of the size of the facility provided by WCC, the visual impact, the movement of the disabled parking bays, and loss of four parking spaces. Talks were planned between the Parish Council, WCC and HCC (HH) to discuss a way forward with this matter and a formal review planned for June. The Council advised the business owners to reply to HCC and the Councillor Lead to explain their concerns directly.

A member of the public from the Locks Farm area spoke to raise concerns about the solar farm development currently taking place at Locks Farm – planning conditions and discharges needed to be monitored. It was advised that any issues arising should be reported directly to WCC Enforcement team with evidence. The speaker continued with the news of a public consultation on a new planning application for another solar farm on the boundary of Bishop's Waltham and Shedfield. The site chosen was of concern as it was on deer park land and the historic Park Lug. The Council stated that representatives would be attending the consultation and keeping a close eye on this application.

A further public member asked if the Parish Council had plans to change the 30mph speed limits to 20mph as per the new initiative being considered for devolution to Parish Councils. The Planning and Highways Committee Chairman replied that this had not been devolved yet and the costs identified to action these initiatives were considerable and well outside the Parish Council's budget for 2024-5. Carefully consideration of sites would be required and funding available duly deliberated. The question of enforcement was raised which was confirmed as outside Parish Council's power and would remain with Hampshire Constabulary.

Cllr Jones raised the issue of the Men's Shed group and their growth in membership leading to the need to move to a bigger property to enable all members to attend sessions. The concern of the group moving from the town was highlighted as detrimental and it was encouraged that support should be offered to the group as much as possible. This matter would be referred to a future meeting for more full discussion.

**PC304/23 To receive the report from the County Council and District Council Representatives.**

Cllr Humby's report was noted.

Cllr Williams had sent his apologies for non-attendance due to work commitments.

Cllr Miller reported that:-

- A replacement for the damaged Langton Road sign was now on order for installation.
- City Fibre were involved in broadband installation in the Ashton Lane area, not HCC, and the resident requesting information on this had been passed the contact details for this company.
- The central car park bin store fencing had been discussed with WCC and more screened fencing was under discussion, as was the adjustment to the disabled parking bay lining.

*Cllr Miller left the meeting at this point.*

**PC305/23 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 Marsh**

**Seconded: Cllr Jelf**

**All in favour**

**PC306/23 Approval of the minutes of the meeting 12<sup>th</sup> March 2024**

**Resolved: to approve the minutes of the meeting 12<sup>th</sup> March 2024**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**All in favour who were in attendance at the meeting of 12<sup>th</sup> March 2024**

**PC307/23 Actions arising from the minutes of the meeting 12<sup>th</sup> March 2024**

The Executive Officer provided updates on actions in progress.

It was noted that WCC had now emptied the waste bin on the churchyard footpath which had been uncollected for over a week.

  
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**PC308/23 To receive current financial statement and balance sheet**  
**Resolved: to receive current financial statement and balance sheet**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Jones**  
**All in favour**

**PC309/23 Annual Asset Register**

Thanks were given to Cllr Jelf and Cllr Stallard for undertaking this year's check. It was noted that a summary of recommendations was due for next year's check to include a pre-check by the Halls Manager and Senior Groundsman and the idea of barcoding to mark assets for easy identification.

**Resolved: to approve the Annual Asset Register as of 9.4.24**

**Proposed: Cllr Webb**  
**Seconded: Cllr Jones**  
**All in favour**

**PC309/23 Allotment Fencing**

It was explained that Crest Nicholson had approved this work, as within the S106 agreement to provide fencing for the Allotment along the extended Albany Road. However, the contractor was then discovered to not be on their approved contractor list so the invoice was paid by the Council on the written agreement that Crest Nicholson would then pay the Council for this work. The Council noted this diplomatic action with caution in dealing with the Developer and asked that careful monitoring of the Developer further actions was undertaken to ensure their legal requirements were met.

**Resolved: to ratify the spend to Beeline Fencing of £3,874.98, including VAT, and invoicing of work to Crest Nicholson for £3,898.98, including VAT, for this agreed project plus administration charge.**

**Proposed: Cllr Marsh**  
**Seconded: Cllr Jones**  
**All in favour**

**PC310/23 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee**

The planning application under current consideration for the old Lloyds Bank building was discussed. The Chair and Vice Chair of the Planning and Highways Committee would be responding to this application under delegated authority and were mindful of comments regarding works within the conservation area. It was suggested that open dialogue was made with the new owners.

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

**Proposed: Cllr Conduct**  
**Seconded: Cllr Nicholson**  
**All in favour**

**PC311/23 Chairman's Report**

Noted.

**PC312/23 Councillors' Reports**

Reports from the Food Bank AGM and the Rural Market Town Group meeting were noted.

**PC313/23 CSO Report**

Report noted.

**PC314/23 Councillors' Surgery – Report and Future Meetings**

The report of the surgery on 23.3.24 was noted. The report, with its question-and-answer chart, was requested to be uploaded to the website and posted to social media each month.

The question of buses was discussed with the new routes and times highlighted to perhaps be not of great help to those in rural areas. Some buses needed to be subsidised against those more commercially viable to balance demand for services.

Councillors for the next surgery, on 26.4.24, were agreed as Cllr Conduct and Cllr Webb at the Country Market or High Street location.



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**PC315/23 Requests for future agenda items**

Clarity of parking restrictions on Ridgemedede estate – refer to Planning and Highways Committee

Outcome of HCC Future Services Consultation and impact on Bishop's Waltham

Report from Cllr Latham to relay to HCC concerning data presented regarding HWRCs in the recent consultation.

**PC316/23 Date of next meeting - Tuesday 14<sup>th</sup> May 2024**

Noted.

Apologies for non-attendance were given in advance by Cllr Conduct (family commitment) and Cllr Jones (work commitment).

*The members of the public left at this time.*

**PC317/23 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.**

**PC318/23 Staffing Matters**

**i) Ratification of the Advertisement for a Temporary Part Time Caretaker Role**

Staffing matters were highlighted by the Executive Officer and Finance, Policy and Resources Committee members. To date, no interest in the temporary role had been received in the Parish Council office.

**Resolved: To ratify the advertisement of a temporary part time caretaker or take on agency staff in the meantime/instead of the temporary post depending upon take up of the role.**

**Proposed: Cllr Stallard**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Exec Officer /Chair of Finance, Policy and Resources Committee/ Staffing Sub-Committee**

**ii) Draft Staffing Review Report**

**Resolved: To hold a confidential extraordinary meeting on Monday 22<sup>nd</sup> April at 6pm to consider the draft Staffing Review Report and recommend actions to the Staffing Sub-Committee.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Smith**

**All in favour**

**ACTION: Executive Officer**

**PC319/23 Facilities Review - Update**

**i) Progression in Purchase of St John Ambulance Hall**

**ii) Update on, and Options for, Well House**

St John Ambulance Hall

The purchase of St John Ambulance Hall was now complete with final documentation signed and monies paid. The new tenancy agreement with Montessori Nursery had also been signed and now in place. The new name of 'Coronation Hall' would be circulated in due course.

The building would be referred to the Halls and Grounds Committee for future management and a working group appointed to draw up a schedule of actions.

A site visit was requested by councillors which would be arranged in due course once keys and convenient timeslot made available by tenants.

**ACTION: Refer Coronation Hall to the Halls and Grounds Committee for management and scheduling of maintenance actions**

**ACTION: Administration Officer / Halls and Grounds Committee**

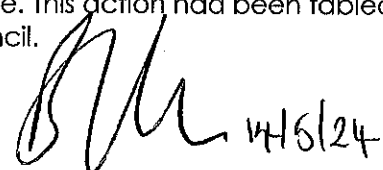
**ACTION: Organise site visit for councillors/staff to new property**

**ACTION: Executive Officer**

Well House

The redecoration was now complete with remedial works identified in terms of damp on the rear wall. The idea of a 'Working Hub' was considered and a meeting due with the correspondent of this suggestion.

Cllr Jones reported back on actions from the Finance, Policy and Resources Committee and read an email from the estate agent recommending a lowering of the sale price. This action had been tabled at F,P&R the week previously and was now recommended to Full Council.



Discussion on price range and property value was duly deliberated. Original cost of the building and current running costs were also considered.

**Resolved:**

- i) To liaise with the estate agent and lower the price for commercial sale to OIRO £275,000 with increased marketing focus.
- ii) To monitor interest and review any offers and updates in June
- iii) To delegate decision making authority to the Council Chairman and Working Group to act on sale (range £250-275,000)

**Proposed: Cllr Jones**

**Seconded: Cllr Wilson**

**All in favour**

**ACTION: Cllr Jones & Working Group/Council Chairman**

#### **PC320/23 Land Investigation – Update from Working Group**

Cllr Smith reported back on actions undertaken by the working group:-

- Letters to neighbouring properties – with replies now being received by the Parish Council office
- Visit to Hampshire Records Office
- Consideration of gathering Asbestos Clearance Quotations (agreed not a PC action to take)
- Report to WCC Environmental Health – with response stating site visit undertaken and landowner being investigated

Next steps were confirmed as relaying information gained to solicitor and approval of fees for solicitor to act further on this case.

**Resolved: To approve solicitor fees to progress this case further**

**Proposed: Cllr Marsh**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Executive Officer**

#### **PC321/23 Recommendation from the Finance, Policy and Resources Committee**

a) From the Halls and Grounds Committee

i) **Quotations for Upgrade of Haul Road at Priory Park to Provide Permanent Year-Round Pedestrian Access to Skatepark**

**Resolved: To appoint BQS Management at a cost of £17,060.00 excluding VAT to upgrade the haul road at Priory Park for pedestrian access to the skatepark. To use funding options tabled to cover the costs and to also investigate other funding streams to support this project.**

**Proposed: Cllr Jones**

**Seconded: Cllr Wilson**

**All in favour**

**ACTION: Administration Officer/Projects Manager**

ii) **Quotations for Tennis Courts Repainting**

**Resolved: To appoint The Chiltern Group at a cost of £4,900.00 excluding VAT to repaint the tennis court lines at Hoe Road Recreation Ground.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Wilson**

**All in favour**

iii) **Dynamos Licence Renewal**

**Resolved: To approve the Dynamos Football Club licence and rates at a cost of £10,183.50 including VAT, for the 2024/5 season – to be paid over nine months starting in September 2024.**

**Proposed: Cllr Nicholson**

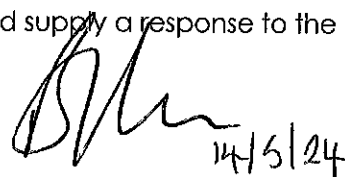
**Seconded: Cllr Jones**

**All in favour**

iv) **Correspondence from Public Procurement Review Services regarding the Jubilee Hall Solar Panel Tender Process**

Noted.

The Administration Officer, in the absence of the Halls Manager, would supply a response to the named contractor, with copy to the PPRS.



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The Acting Chairman of the Finance, Policy and Resources Committee reminded the Council of the Procurement Policy in place, and the Executive Officer added that this process, along with the Financial Regulations, were duly followed, where required, for projects.

b) From the Finance, Policy and Resources Committee

**i) Solicitors Fees for Bishop's Waltham Cricket Club Lease**

**Resolved: To approve the Weller Hedley solicitor's fees for the Bishop's Waltham Cricket Club Lease at an initial cost of £1,200.00 excluding VAT.**

**Proposed: Cllr Jelf**

**Seconded: Cllr Latham**

**All in favour**

**ii) Solicitors Fees for Albany Wood open space and Informal open space land transfer**

It was noted that the S106 agreement stated that the Developer should cover reasonable legal fees incurred in the transfer.

**Resolved: To approve the Hampshire Legal Services solicitor's fees for the Albany Wood open space and informal open space land transfer at a cost of £2,500.00 excluding VAT. (Noting the S106 agreement that the Developer should cover these costs)**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**All in favour**

There being no other business the meeting ended at 8:53pm.

  
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