



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council**  
**held on Tuesday 14<sup>th</sup> May 2024 at The Jubilee Hall**  
**commencing at 7pm**

**Present:** Cllr Jelf  
Cllr Jones  
Cllr Marsh  
Cllr Nicholson Newly Elected Chairman  
Cllr Pavey  
Cllr Smith  
Cllr Stallard  
Cllr Webb  
Cllr Wilson  
Cllr Wood Newly Co-opted Councillor

**In attendance:** Mrs E McKenzie Executive Officer  
Mrs C Wilkinson Administration Officer

Members of the public: 3

The Retiring Chairman, Cllr Judy Marsh, welcomed all attendees to the meeting.

**PC01/24 Election of the Chairman of the Council**

Cllr Nicholson was nominated for Chairman of the Council with no further nominations made.

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**8 in favour, 1 abstention**

**PC02/24 Receipt of Chairman's Declaration of Acceptance of Office**

Cllr Nicholson thanked Cllr Marsh for her exemplary leadership over the previous two years, which had not been without challenges following covid and catching up on previous plans. Highlights were noted with many projects successfully completed. Cllr Nicholson noted that the councillor membership was active and focused and he was looking forward to the year ahead leading the Council.

Cllr Nicholson signed the Chairman's Declaration of Acceptance of Office, which was then received and signed by the Executive Officer.

**PC03/24 Election of the Vice Chairman of the Council**

Cllr T Conduct was nominated for Vice Chairman of the Council with no further nominations made.

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**8 in favour, 1 abstention**

**PC04/24 Receipt of Vice Chairman's Declaration of Acceptance of Office**

Deferred in the absence of the Vice Chairman and delegated to the Executive Officer as an operational action.

**PC05/24 To receive and accept apologies for non-attendance**

Cllr Conduct – Family Commitments

Cllr Latham – Work Commitments


Cllr Williams – Work Commitments

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

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour**

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**PC06/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None.

**PC07/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None.

**PC08/24 Applications for Co-option to the Council**

The candidates were thanked for their applications and enthusiasm. A question was asked to all three candidates to reply to before the public were asked to withdraw from the room while the Council made their deliberations.

**Resolved: To co-opt Mrs Josie Wood to the Parish Council as a Councillor**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**8 in favour, 1 for alternative candidate**

*The candidates and public rejoined the meeting.*

Mrs Wood joined the Council Table and signed the Declaration of Acceptance of Office, which was then received and signed by the Executive Officer.

**PC09/24 Co-option to the Council**

No notification to fill the vacancy by election had been received and so the vacancy was agreed to be advertised for co-option.

**Resolved: To advertise the casual vacancy as a co-option to the Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Executive Officer**

**PC10/24 Approval of Standing Committees for 2024/25**

The Standing Committees were agreed and amendments made to the paper tabled (updated as appendix).

**Resolved: To appoint the Standing Committee members for 2024/25 as tabled**

**Proposed: Cllr Webb**

**Seconded: Cllr Pavey**

**All in favour**

**PC11/24 Reappointment of Council Working Groups for 2024/25**

None at this time.

**PC12/24 Approval of Representatives to Outside Bodies for 2024/25**


<b>Outside Body</b>	<b>Representative</b>	<b>Reserve</b>
Hampshire Association of Local Councils	Chairman of Parish Council	Vice Chairman of Parish Council
Winchester District Association of Parish Councils	Vice Chairman of Parish Council	Chairman of Parish Council
Community Safety Partnership/Police	Cllr Jelf	Cllr Stallard
Swanmore Management Committee	Cllr Wood	Cllr Pavey
Southern Parishes	Cllr Nicholson	Cllr Williams

**Resolved: To appoint the representatives to outside bodies for 2024/25 as above**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Smith**

**All in favour**

  
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**PC13/24 Acceptance of Calendar of Meeting Dates for 2024/25**

**Resolved: To approve the calendar of meeting dates for 2024/25 as tabled**

**Proposed: Cllr Webb**

**Seconded: Cllr Marsh**

**All in favour**

**PC14/24 Readoption of the General Power of Competence**

**Resolved: To readopt the General Power of Competence under the Localism Act 2011**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour**

**PC15/24 Readoption and Signing of the Civility and Respect Pledge**

**Resolved: To readopt the Civility and Respect Pledge for 2024-25**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: To print the pledge ready for councillors to sign**

**ACTION: Executive Officer**

**PC16/24 Public Session**

- It was noted that St Peter's Church were appreciative of the agreed churchyard maintenance funding.
- The Educational Institute Funding was highlighted as a key source for community groups to apply for.
- The Admin Officer reminded Councillors about the 80<sup>th</sup> commemoration event for the D-Day Landings and encouraged their attendance at the planned beacon lighting on 6<sup>th</sup> June 2024.
- The NALC online information sessions were noted and would be shared at the next Southern Parishes meeting to consider more joint approaches to common topics in the sector.
- Concerns continued regarding the junction of The Avenue and the B2177 and additional cones were to be positioned on the double yellow lines at the site.

**PC17/24 To receive the report from the County Council and District Council Representatives.**

Cllr Humby's report was noted.

Cllr Latham, Cllr Miller and Cllr Williams had sent their apologies for non-attendance due to work commitments.

The roles and responsibilities for each level of authority was noted for regular publicity.

**PC18/24 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 Jones**

**Seconded: Cllr Marsh**

**All in favour**

**PC19/24 Approval of the minutes of the meetings 9<sup>th</sup>, 22<sup>nd</sup> and 30<sup>th</sup> April 2024**

**i) Resolved: to approve the minutes of the meetings 9<sup>th</sup> April 2024**

**Proposed: Cllr Wilson**

**Seconded: Cllr Smith**

**All in favour who were in attendance at the meeting of 9<sup>th</sup> April 2024**


**ii) The approval of the meeting minutes of 22<sup>nd</sup> April 2024 were deferred due to incomplete minutes. ACTION: Complete and return to next meeting ACTION: Executive Officer**

**iii) Resolved: to approve the minutes of the meeting 30<sup>th</sup> April 2024**

**Proposed: Cllr Webb**

**Seconded: Cllr Marsh**

**All in favour who were in attendance at the meeting of 30<sup>th</sup> April 2024**



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**PC20/24 Actions arising from the minutes of the meeting 9<sup>th</sup> April 2024**

Noted.

Cllr Stallard advised that he provide a statement on mobile connectivity via the Community and Environment Committee. Action complete.

**PC21/24 To receive current financial statement and balance sheet****Resolved: to receive current financial statement and balance sheet****Proposed: Cllr Jones****Seconded: Cllr Stallard****All in favour****PC22/24 Funding Receipts and Allocations 2018-2026**

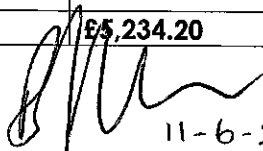
Noted.

**PC23/24 Updated Model Financial Regulations**

It was advised that due diligence would be undertaken in reviewing the new model financial regulations and necessary updates would be made at the Finance, Policy and Resources Committee.

**PC24/24 Coronation Hall – Costs of Purchase Overview and Option to Tax****i) Resolved: to ratify the cost of purchase of The Coronation Hall****Proposed: Cllr Nicholson****Seconded: Cllr Stallard****All in favour****ii) Resolved: to ratify the decision to not 'opt to tax' The Coronation Hall and review in April 2025****Proposed: Cllr Marsh****Seconded: Cllr Jones****All in favour****PC25/24 Grant Awards**

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Festival	Leaflet drops (£200) Purchase and printing of reusable cups (£400) Reduce ticket costs (£250)	£600 (Applied for £850)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Van costs (£3,000), Watering (£1,500)	£1,250 (Applied for £4,500)	Local Government Act 1972 s.144
Bishop's Waltham Museum Trust	Device for taking donations as electronic payments	£395 (Applied for £395)	Local Government Act 1972 s.144
Folk Association of South Hants (FASH)	Contribution towards event for 220 children in the Meon Valley area. Project facilitator (£140) 3 Musicians (£270) School Liaison (£24.20)	£439.20 (Applied for £439.20)	Local Government Act 1972 s.145
Home Start Hampshire	Supporting local family	£1,300	Local Government Act 1972 s.137
Meon Valley Heartstart	Contribute to updating and making more instructional videos.	£750 (Applied for £2,000)	Local Government Act 1972 s.137
Bishop's Waltham Town Team	Communications drive for volunteers and opportunities (£260) Annual licence for volunteer database hosting (£240)	£500 (Applied for £500)	Local Government Act 1972 s.145
	<b>Total of funds recommended</b>	<b>£5,234.20</b>	


  
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**Resolved: to ratify the recommendations for grant awards as tabled**

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: To inform grant applicants and make payments      ACTION: Exec Officer / Finance Manager**

**PC26/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee**

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

**Proposed: Cllr Pavey**

**Seconded: Cllr Smith**

**All in favour**

**PC27/24 Draft Specification for Parish Council Website Update**

The draft specification was noted with further input requested from Cllr Stallard as an area of expertise.

**Resolved: To agree in principle to the draft specification for the Parish Council website update and approve further suggestions made to be incorporated into next steps taken by the working group**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Progress plans for the website update      ACTION: CEC working group & Cllr Stallard**

**PC28/24 Review of Men's Shed Request and Current Situation**

It was confirmed that the Parish Council wish for the Men's Shed to remain in Bishop's Waltham and they offered any support possible to facilitate this. It was noted that an offer of help had been made by a member of the public which would be followed up as appropriate.

**Resolved:-**

**i) To write a letter to the Men's Shed and confirm active support for the group to remain in BW**

**ACTION: Executive Officer**

**ii) To pursue the planning application to site a community building at Albany Road and create a robust reply to WCC outlining PC plans for the site, addressing their concerns and highlighting community need/benefit. (Long term plan for Men's Shed location)**

**ACTION: Executive Officer/Working Group**

**iii) To pursue the idea of siting portacabins at the rear of the Scout Hut in Hoe Road Recreation Ground (Temporary plan for Men's Shed location) and check planning requirements with SDNP for such.**

**ACTION: Executive Officer/ Working Group (Re Point 3 also need to liaise with Scouts/Grounds team)**

**iv) To appoint Cllr Marsh, Cllr Pavey, Cllr Webb, Mr Mike Homer and Mr Chris Barfoot to a working group to advise on this project and make recommendations to the H&G Committee and PC as appropriate**

**ACTION: Executive Officer**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**


**All in favour**

**PC29/24 Chairman's Report**

**Noted.**

**PC30/24 Councillors' Reports**

- An online meeting regarding the Basingwell Street Car Park public toilets had been held in the morning of 14.5.24. The plan for WCC to refurbish the facility was progressing and the cleaning contract was scheduled to pass to the Parish Council in January 2025.
- A meeting with a WCC representative regarding the bin store in the main car park had been held on 10.5.24 as per agenda item for this meeting.



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- An online meeting of WCC's Local Cycling and Walking Infrastructure Plan (LCWIP) had been held on 9.5.24 and the consultation link sent to councillors and circulated on social media. This project would be further discussed at the next Planning and Highways Committee meeting.

#### **PC31/24 CSO Report**

Report noted.

CCTV due to be installed at the Skate Zone shortly – a contractor had been appointed and a date for works to commence requested.

#### **PC32/24 Councillors' Surgery – Report and Future Meetings**

Report noted. The police also held a 'Beat Surgery' at the same time and it felt beneficial to have their visibility and support at community gatherings.

For the surgery of May 2024, it was requested to hold a stand at the Mother's Union Fayre in the Churchyard.

**ACTION: To confirm BWPC attendance at the Mother's Union Fayre on 25.5.24**

**ACTION: Executive Officer/ Cllr Wilson**

#### **PC33/24 Requests for future agenda items**

- HCC Future Services summary highlights
- Devolution opportunities to raise at Southern Parishes meetings
- Update from Men's Shed working group

#### **PC34/24 Date of next meeting - Tuesday 11<sup>th</sup> June 2024**

Noted.

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

#### **PC35/24 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.**

#### **PC36/24 Staffing Matters**

Council was informed of the recent resignations presented to the Executive Officer.

**Resolved: To note and approve the resignations of the West Hoe Cemetery Management Committee Clerk, the Halls Manager and the Administration Assistant.**

**Proposed: Cllr Stallard**

**Seconded: Cllr Marsh**

**All in favour**

The low interest in the temporary part time caretaker was noted. Further advertisements would be placed.

The list of appraisals completed were noted. The remaining appraisals would be undertaken before the end of the month.

#### **Resolved:**

- i) **To note the recommendations of the Staffing Sub-Committee in relation to the updates to the job descriptions for the Senior Groundsman and two Groundsmen (one replacing the Parish Lengthsman) following consultation with the relevant employees**
- ii) **To approve the occupational health assessment for two members of staff at prices tabled.**
- iii) **To liaise with Swanmore Parish Council in regard to the WHCMC Clerk role**
- iv) **To agree in principle the job description for the replacement Halls Manager as an Estates Manager and advertise the position with delegation to the Staffing Sub-Committee (SSC) to progress the recruitment process.**
- v) **To agree in principle to the retention of the Projects Manager role with further consideration at the next SSC meeting and Finance, Policy and Resources Committee meeting.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Stallard**

**All in favour.**



**PC37/24 Well House – Update**

There was no further update on the property currently on the market for sale.

**Resolved: To give notice to Weller Patrick estate agency to end the contract after one month (end of June) and to move to Pearsons estate agency from end of June**

**Proposed: Cllr Stallard**

**Seconded: Cllr Marsh**

**All in favour.**

**ACTION: Executive Officer/ Working Group**

**PC38/24 Land Investigation – Update from Working Group**

The update tabled from the Extra Ordinary meeting of 30.4.24 was noted.

An online discussion with the appointed solicitor was scheduled for 17.5.24.

**PC39/24 Access Footpath & Gate to Priory Park – Update from Landowner**

The response from the Catholic Church was considered. More information on the access gateway location was requested. A 20mph sign was favourably permitted to be installed by the Church if this was legally authorised by the road owner. A 'children at play' sign would be requested to accompany this.

**Resolved:**

- i) **to gather more information on the access gateway anticipated**
- ii) **to agree to permit 20 mph signage, if permissible by road owner, along with 'Children at Play' sign**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**

**All in favour**

**ACTION: Executive Officer**

**PC40/24 Suspension of Standing Orders**

**Resolved: To suspend Standing Orders under 3x to extend the meeting longer than 2.5 hours**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**PC41/24 Recommendation from the Finance, Policy and Resources Committee**

a) From the Halls and Grounds Committee

i) **Quotations for Mower Purchase**

**Resolved: To purchase a Trimax Stealth S3 Roller Mower from D.J Scott at a cost of £17,150.00 excluding VAT**

**Proposed: Cllr Wilson**

**Seconded: Cllr Stallard**

**All in favour**

ii) **Quotations for Drainage Work on Priory Park Football Pitches**

**Resolved: To appoint PJ and CM Froud Brothers to undertake the drainage maintenance works on Priory Park football pitches at a cost of £8,950.00 excluding VAT.**

**Proposed: Cllr Webb**

**Seconded: Cllr Jones**

**All in favour**

iii) **Restructure of Jubilee Hall Car Park Season Tickets**

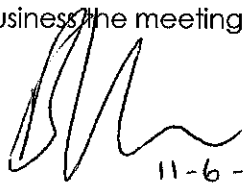
**Resolved: To approve the proposed pricing structure as tabled with an advertising campaign to run alongside the changes and a review date set for November 2024.**

**Proposed: Cllr Jones**

**Seconded: Cllr Webb**

**All in favour**

There being no other business the meeting ended at 9:40pm.



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