



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 11th June 2024 at The Jubilee Hall
commencing at 7pm

Present:

Cllr Conduct	
Cllr Homer	Newly Co-opted Member
Cllr Jelf	
Cllr Jones	
Cllr Marsh	
Cllr Nicholson	Chair of the Council
Cllr Pavey	
Cllr Smith	
Cllr Stallard	
Cllr Webb	
Cllr Wilson	
Cllr Wood	

Cllr Miller WCC Councillor

In attendance: Mrs E McKenzie Executive Officer

Members of the public: 2

PC42/24 To receive and accept apologies for non-attendance

Cllr Jelf – Family Commitments – due to arrive to the meeting slightly later than 7pm

Cllr Latham – Work Commitments

Cllr Williams – Work Commitments

Resolved: to accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour

PC43/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None.

PC44/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC45/24 Applications for Co-option to the Council

The Chairman welcomed the two applicants and invited councillors to address any questions that they may have to the candidates. As there were no queries arising, the members of the public were requested to leave the room while confidential discussions could be held.

The members of the public and city councillors left the room.

The Councillors noted that both applicants were very worthy of a place on Council but there was only one seat available at this time.

Resolved: To co-opt Mr Mike Homer to Bishop's Waltham Parish Council

Proposed: Cllr Conduct

Seconded: Cllr Pavey

9 in favour, 1 abstention

The Council invited Mr Coles back into the room to explain the resolution made and keenly encouraged him to reapply when a place opened in the future. It was noted that the Youth Council was a useful public service to consider too.

Mr Mike Homer was invited back into the room and welcomed as a new member of the Council. Mr Homer thanked Councillors and took a seat at the table. The Executive Officer presented him with the official papers to sign, which he duly did.

All members of the public then rejoined the room and Cllr Jelf arrived to take his seat at the table.

PC46/24 Standing Orders – Update

The three points tabled as suggestions for updates to Standing Orders were duly deliberated.

i) Resolved: To retain and make no changes to Standing Order 4d.

All Chairmen /Chairs, or in their absence a delegated representative, of Standing Committees will sit on the Finance, Policy & Resources Committee - *this relates to Bishop's Waltham Parish Councillors only.*

Proposed: Cllr Conduct

Seconded: Jones

7 In favour

5 abstentions

ii) Resolved: To change Standing Order 4dvi to include the appointment of a note taker for a working group as appropriate (Clerk, Councillor or Ex-Officio member).

...shall permit a standing committee, committee or working group to appoint its own Chairman / Chair at the first meeting of the committee, and appoint a note taker as appropriate (Clerk, Councillor or Ex-Officio member).

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

iii) Resolved: To change Standing Order 4e to include the suggestion tabled and read:

A Councillor may be Chairman/Chair of only one Standing Committee. However, if a councillor is suitably skilled and able to take on additional responsibility, then it can be proposed that a Councillor can Chair two Standing Committees.'

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

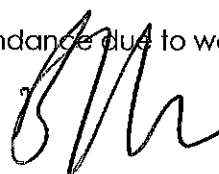
PC47/24 Public Session

- A member of the public thanked the Parish Council for the good work they did.
- Cllr Miller thanked the Parish Council for organising the D Day 80 Beacon event for the community which had been very successfully held. He also appreciated the weed clearance undertaken in the High Street by the Parish Councillors and volunteers.
- Cllr Jones reiterated his thanks to the team who tidied the High Street and made a real difference to the town's attractiveness.
- Cllr Jelf noted the Litter Partnership initiative in clearing litter and fly tipping and thanked councillors who had participated in the latest clean up session.
- It was noted from the recent Town Team meeting that the minibus group were struggling for volunteer drivers and calls for new recruits was being advertised.
- The Executive Officer informed the Council that the Cricket Club had been in touch regarding the new green space at Albany Wood requesting its usage as a second cricket ground. This would be discussed at the next Halls and Grounds Committee meeting. However, it was noted that the land was not fit for further transfer until the developer had improved the land, installed house number signs and added the required footpath signs.

PC48/24 To receive the report from the County Council and District Council Representatives.

No County Council report had been received.

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

 9-7-24

Cllr Miller reported that:-

No meetings were currently being held due to the Pre-Election Period.
Replacement road signs were on order for Hoe Road and Langton Road.

Cllr Smith noted that a request for a replacement Cunningham Avenue sign had also been requested.

A comment from residents at Yew Tree Houses requesting sign clearance was noted to be for the Estates Management Company to undertake.

A Christmas Tree was requested on land by the bus shelter. This was confirmed as HCC land.

Cllr Miller left the meeting at this point.

PC49/24 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 Marsh

Seconded: Cllr Jones

All in favour

PC50/24 Approval of the minutes of the meeting 14th May 2024

Resolved: to approve the minutes of the meeting 14th May 2024

Proposed: Cllr Jones

Seconded: Cllr Wilson

All in favour who were in attendance at the meeting of 14th May 2024

ACTION: Review Standing Committees Membership

ACTION: Executive Officer

PC51/24 Actions arising from the minutes of the meeting 14th May 2024

The Executive Officer provided updates on actions in progress, some of which were agenda items for discussion in this meeting.

PC52/24 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

PC53/24 Annual Governance and Accountability Return for Financial Year ending 31 March 2024

Thanks were given to the Finance Manager, Mrs Fisher, for efficiently collating all this necessary documentation.

The documents were noted and approved. The Chairman and Clerk signed the necessary statements and forms to then be passed back to the Finance Manager.

Resolved: to approve the documents tabled – the Internal Auditor Report, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements and Conflict of Interest Form for 2023/24 – and for them be signed by the Chairman and Clerk at this meeting 11.6.24

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

PC54/24 Banking Mandates

Resolved: to approve the banking mandates tabled.

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

PC55/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

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

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

Cllr Smith noted that in a recent training session, HALC had advised that individual councillors could comment on Planning Applications as well as the formal Parish Council comment.

PC56/24 Basingwell Street Car Park Bin Store Facility – Update – Recommendation from the Planning & Highways Committee

Resolved: to ratify the recommendation of the Planning & Highways Committee to ask WCC to remove the bin store facility and reline the car parking spaces at their cost.

Proposed: Cllr Wilson

Seconded: Cllr Stallard

10 in favour, 1 objection, 1 abstention

ACTION: Executive Officer

PC57/24 Review of the Men's Shed Request

The background papers provided were discussed. It was noted that consideration of costs allocation would need to be defined for any building, link to services and associated planning works. It was noted that the Scout group had responded favourably to working with the Men's Shed group.

Resolved:

- i) To meet with Men's Shed to provide an update on location discussions**
- ii) To pursue a reply to WCC Planning Officers regarding a building on Albany Road dog walking area**
- iii) To draft a planning permission submission for a temporary building at Hoe Road Recreation Ground, behind the Scout Hut**

Proposed: Cllr Pavey

Seconded: Cllr Smith

All in favour

ACTION: To progress the resolutions above

ACTION: Working Group

PC58/24 Chairman's Report

Noted.

PC59/24 Councillors' Reports

Reports from the Southern Parishes meeting and the Winchester District Association of Local Councils (WDALC) were noted.

The Southern Parishes group had a working group to review Facilities across the parishes and it was noted that Wickham had been given land for a new sports centre to be built (when funding allowed) and Whiteley had new infrastructure due to support the housing developments in that area.

PC60/24 CSO Report

Report noted.

Formal police accreditation was pending.

PC61/24 Councillors' Surgery – Report and Future Meetings

The report of the surgery on 25.5.24 was noted. It was encouraging that a zebra crossing by Sainsburys was a hopeful prospective as part of the plan for Phase 2 of the Accessibility Plan by HCC. The pavement widening request in Bank Street was noted as a request from a resident of Roman Row.

A councillor for the next surgery, on 28.6.24, was agreed as Cllr Marsh (and to ask Cllr Latham and Cllr Williams for their availability on this date).

July – Cllr Jones, Cllr Pavey, Cllr Wood

August – Cllr Conduct

September – Cllr Wilson

 9-7-24

PC62/24 Requests for future agenda items

Skate Zone Concerns (CCTV and graffiti) – refer to H&G

PC63/24 Date of next meeting - Tuesday 9th July 2024

Noted.

The members of the public left at this time.

PC64/24 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.

PC65/24 Staffing Matters

The recommendations from the Finance, Policy and Resources Committee were considered. Cllr Jones explained that the budgeting plan for staffing had been duly deliberated.

- i) **Resolved: To approve the staffing structure chart tabled, to internally interview for the Committees Officer role, to externally advertise for the Marketing, Events and Communications Manager, to confirm the title of Community Safety Officer on accreditation and to liaise with the West Hoe Cemetery Management Committee in regard to the Administration Officer role.**

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

ACTION: Executive Officer/ Staffing Sub-Committee/ WHCMC Chairman

- ii) **Resolved: To approve the extension to the Projects Manager role for a further two years until September 2026, at an increased SCP16 as of 1st July 2024**

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer / Finance Manager

- iii) **Resolved: To give the Staffing Sub-Committee delegated authority to appoint an Estates Manager to be ratified by the Finance, Policy and Resources Committee and Parish Council as and when appropriate**

Proposed: Cllr Conduct

Seconded: Cllr Jelf

All in favour

ACTION: Staffing Sub-Committee

PC66/24 Quotations for Landscaping around Skate Zone

Resolved: To approve the quotation by BQS Management Services Ltd for landscaping around the Skate Zone at Priory Park at a cost of £2,043.00, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Conduct

All in favour

PC67/24 Purchase of Land Request – Recommendation from the Finance, Policy and Resources Committee

Resolved: to write a letter to the residents explaining the process approved to progress this case further, in accordance with the Land Disposal and Acquisition Policy.

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

ACTION: Executive Officer

There being no other business the meeting ended at 9:02pm.