



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

**Present:**

Cllr Conduct	Vice Chair of the Council
Cllr Homer	
Cllr Jelf	
Cllr Jones	
Cllr Latham	
Cllr Marsh	
Cllr Nicholson	Chair of the Council
Cllr Pavey	
Cllr Smith	
Cllr Stallard	
Cllr Williams	
Cllr Wilson	
Cllr Miller	WCC Councillor

**In attendance:**

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Administration Officer

Members of the public: 0

**PC68/24 To receive and accept apologies for non-attendance**

Cllr Webb – Family Commitments

Cllr Wood – Family Commitments

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

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour**

**PC69/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None.

**PC70/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

None.

**PC71/24 Public Session**

Cllr Miller thanked the Parish Council for facilitating the 'Greenings Campaign' talk in town the previous evening. The attendance showed the interest in this environmental focus. Cllr Latham added that it had been a successful evening and would hopefully develop many positive future initiatives. Cllr Jones led congratulations given to the Executive Officer on passing the first stage assignments in the 'Community Governance' course currently being undertaken.

Cllr Wilson suggested that, since the population had increased in the town, additional councillors for the Parish Council should be considered. It was advised that this matter be further investigated before a formal proposal presented.

Cllr Wood had asked that the Parish Council consider writing to the new government firmly advising that any new planning laws go hand in hand with infrastructure to support new housing plans.

**ACTION: Draft letter to Labour Government Planning Department**      **ACTION: P&H Committee**

It was suggested that many new government ideas would benefit from a Parish Council response and this should be planned to address in the near future.

New employment law policies were highlighted for consideration by FP&R too.

**ACTION: Consider new employment law policies**      **ACTION: FP&R Committee**

The Executive Officer stated that she and the Admin Officer had set time aside to create the summer edition of the newsletter next week. The working group would check the draft before sending to print. It was requested that an update on The Avenue junction was included as well as FAQs from

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councillors' surgeries.

Cllr Jelf reminded councillors about the forthcoming Party in the Palace event and encouraged attendance to support this community afternoon.

**PC72/24 To receive the report from the County Council and District Council Representatives.**

All three councillors explained that the month had been very quiet due to the election period. Cllr Miller noted that changes in government would affect the Local Plan and this should be closely monitored.

*Cllr Miller left the meeting at this point.*

**PC73/24 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 Conduct**

**Seconded: Cllr Jones**

**All in favour who were in post during May and June**

**PC74/24 Approval of the minutes of the meeting 11<sup>th</sup> June 2024**

**Resolved: to approve the minutes of the meeting 11<sup>th</sup> June 2024**

**Proposed: Cllr Marsh**

**Seconded: Cllr Smith**

**All in favour who were in attendance at the meeting of 11<sup>th</sup> June 2024**

**PC75/24 Actions arising from the minutes of the meeting 11<sup>th</sup> June 2024**

The matters concerning the Albany Road estate (Cricket Club and Men's Shed) were currently being progressed and a meeting scheduled with the WCC Open Space Officer to discuss potential plans for the area.

A part time caretaker was in place temporarily - this was greatly assisting the office staff and allowing grounds staff to resume their outdoor tasks.

**PC76/24 To receive current financial statement and balance sheet**

**Resolved: to receive current financial statement and balance sheet**

**Proposed: Cllr Jones**

**Seconded: Cllr Smith**

**All in favour**

**PC77/24 Financial Regulations**

**Resolved: to approve the updated version of the NALC Model Financial Regulations and adopt them for Bishop's Waltham Parish Council.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**All in favour**

**PC78/24 Update to Standing Orders' Terms of Reference in relation to Financial Regulations**

**Resolved: to approve the changes to the Committee Terms of Reference in relation to the Financial Regulations 2024.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Pavey**

**All in favour**

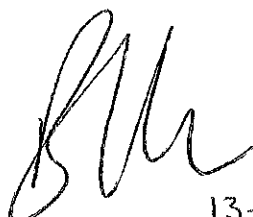
**PC79/24 Commercial and Agricultural Vehicle Insurance**

**Resolved: to implement Commercial and Agricultural Vehicle Insurance with Zurich as of 3<sup>rd</sup> August 2024**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wilson**

**All in favour**



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**PC80/24 Rural Market Town Group Membership**

**Resolved: to renew the subscription with the Rural Market Town Group membership at a cost of £141.60 (including VAT)**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Latham**

**All in favour**

**PC81/24 Working Groups Terms of Reference**

The Full Council discussed this document and duly deliberated the word 'must' within Point 4g in relation to providing a report to the relevant Standing Committee. It was concluded that a report was only required if recommendations for action were made.

**PC82/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee**

It was noted that signage on the old Esso garage site stated that a new owner had acquired the land.

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

**Proposed: Cllr Conduct**

**Seconded: Cllr Jones**

**9 in favour, 1 abstention**

**PC83/24 HCC 'Future Services' Consultation Summary**

It was noted that a high response had been seen from Bishop's Waltham residents objecting to the closure of the Household Waste Recycling Centre.

**Resolved: to note the summary of the consultation response and appoint a working group of Cllr Latham, Cllr Stallard and Cllr Williams to review the summaries and provide a report reflecting the impact of the outcomes for Bishop's Waltham and recommend next actions to take.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Conduct**

**All in favour**

**ACTION: Schedule a working group meeting**

**ACTION: Executive Officer**

**PC84/24 Memorial Tree and Bench Policy**

Noted.

**PC85/24 Chairman's Report**

Noted.

**PC86/24 Councillors' Reports**

None tabled at this time.

**PC87/24 CSO Report**

Report noted.

A new waterproof hat was suggested for rainy day patrols.

Cllr Jelf and the Administration Officer reported back from a meeting with the Swanmore College Council who highlighted safety concerns at the new skate zone. The reps reassured the College Council that incidents of anti-social behaviour were rare and new CCTV cameras were due to be installed as a further deterrent for such. On a positive note, a Skate Jam was scheduled for 29<sup>th</sup> September which would be a fun, community event at the site.

**PC88/24 Councillors' Surgery – Report and Future Meetings**

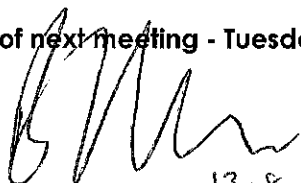
Noted.

**PC89/24 Requests for future agenda items**

None arising at this time.

**PC90/24 Date of next meeting - Tuesday 13<sup>th</sup> August 2024**

Noted.



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**PC91/24 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.

**PC92/24 Staffing Matters**

The recommendations from the Finance, Policy and Resources Committee were considered.

The relevant job descriptions were tabled and a request made by Cllr Jelf to join the Interview Panel for the MEC Manager role as directly relating to his CEC Committee Chairman role.

The Committees Officer remit would be confirmed following a meeting with the West Hoe Cemetery Management Committee on 11<sup>th</sup> July 2024.

**Resolved:**

- i) To note and ratify the appointment of Mr Steven Arthur as Estates Manager on SP16 with a probationary period of three months.

Proposed: Cllr Latham

Seconded: Cllr Smith

All in favour

- ii) To approve the appointment of Mrs Catherine Wilkinson as Committees Officer on SP13 with full committees remit and start date to be confirmed.

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour

**ACTION: Executive Officer**

- iii) To approve the process to advertise and recruit a Marketing, Communications and Events (MCE) Manager and delegate appropriate authority to the Staffing Sub-Committee in this respect.

Proposed: Cllr Stallard

Seconded: Cllr Williams

All in favour

**ACTION: Executive Officer/ Staffing Sub-Committee/ Cllr Jelf**

- iv) To appoint Cllr Homer to the Staffing Sub-Committee, and note Cllr Jelf to join the Interviewing Panel for the MCE Manager

proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

**PC93/24 Quotations for Pipe Replacement under Priory Park Overflow Car Park**

Supplementary information had been sought, following minor queries arising at the Finance, Policy and Resources Committee meeting, and provided for Council to support the selection of the contractor.

**Resolved: To approve the quotation by Pure Drainage to undertake the repair to the collapsed pipe running underneath the overflow car park at Priory park at a cost of £7,450.00, excluding VAT.**


Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

**PC94/24 Draft Invitation to Tender for Priory Park Overflow Car Park Extension**

Item withdrawn.



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There being no other business the meeting ended at 7:59pm.