



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on Tuesday 8<sup>th</sup> October 2024**  
**In the Ruby Room of The Jubilee Hall commencing at 7pm**

**Present:**

Cllr Jelf	
Cllr Jones	
Cllr Latham	(and WCC Councillor)
Cllr Marsh	
Cllr Pavey	
Cllr Sherwood	
Cllr Stallard	
Cllr Webb	
Cllr Williams	(and WCC Councillor)

**In attendance:**

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

Members of the public: 0

**PC146/24 To receive and accept apologies for non-attendance**

Cllr Conduct – family commitments  
Cllr Homer – work commitments  
Cllr Nicholson – family commitments  
Cllr Wilson - indisposed

**Resolved: To receive and accept apologies for non-attendance**

**Proposed: Cllr Williams**

**Seconded: Cllr Webb**

**All in favour**

**PC147/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**

None.

**PC148/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**

Cllr Webb – agenda item 23 (PC168/24) (Cllr Latham and Cllr Marsh noted links to agenda item 23 also that they wished to acknowledge)

**PC149/24 Public Session**

Points raised:-

- A number of events had been successfully held – St Peter's Country Fayre, Councillor's Surgery, Litter Pick and Launch of the Greenings Campaign and the Skate Jam at Priory Park.
- The outcomes of the public consultation at St Peter's Country Fayre would be referred to the Planning and Highways Committee for consideration.
- Bishop's Waltham had been presented with two awards from the Hampshire Association of Local Councils in September. Winner of Most Inspiring Place and Runner Up in Excellence in Community Engagement. Thanks were given to the resident for nominating Bishop's Waltham. Further publicity would follow to celebrate these accolades.
- Thanks were given to the Finance Manager for a very positive report from Hampshire Pension Fund.
- HCC had confirmed pavement siding work on Hoe Road towards Swanmore would be undertaken this month.
- A planned consultation on the Twenty's Plenty initiative would take place through October and into November. Publicity had been circulated regarding this matter.
- Cllr Latham reminded all to display dedicated cards in support the Greenings Campaign if possible.

**PC150/24 To receive the reports from the County Council and District Council Representatives**  
Cllr Miller had given his apologies for non-attendance which was duly noted.

Cllr Williams noted:-

- New bin collection days
- Public toilets still due refurbishment once budget and contractor approved
- Local Plan – Parish Council response had been submitted
- Tollgate Site discussions held with request to meet with working group
- School Crossing Patrols to be retained
- Bus Service hoping to be retained
- HWRC hoping to be retained
- WCC decisions due on 14<sup>th</sup> November

Cllr Latham noted:-

In addition to the above, an Air Quality Survey was currently being conducted by WCC.

**PC151/24 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 Jelf**

**Seconded: Cllr Latham**

**All in favour**

**PC152/24 To approve the Minutes of the Meeting 10<sup>th</sup> September 2024**

**Resolved: To approve the Minutes of the Meeting 10<sup>th</sup> September 2024**

**Proposed: Cllr Pavey**

**Seconded: Cllr Latham**

**All in favour who were in attendance at the meeting of 10<sup>th</sup> September 2024.**

**PC153/24 Actions arising from the minutes of the meeting of 10<sup>th</sup> September 2024**

Action list noted.

**PC154/24 To receive current financial statement and balance sheet**

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

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour**

**PC155/24 Planning Applications: To ratify the recommendations from the Planning & Highways Committee**

**Resolved: To ratify the planning application recommendations from the Planning & Highways Committee**

**Proposed: Cllr Wood**

**Seconded: Cllr Latham**

**8 in favour, 2 abstentions**

**PC156/24 Review of the Corporate Plan**

The Council queried if the plan was necessary and felt there were a number of policies which covered the same information.

**ACTION: To refer the plan to the Finance, Policy & Resources Committee to further consider**

**ACTION: FP&R Committee**

**PC157/24 Chairman's Report**

Noted. It was added that the Chairman had also attended St Peter's Country Fayre and the Skate Jam event in Priory Park.

**PC158/24 Councillors' Reports**

None at this time.

**PC159/24 ACSO Report**

Noted. It was requested that new matters be clearly marked on the report and ongoing matters in a separate section.

It was announced that the formal accreditation had been awarded and badges were on display accordingly.

**PC160/24 Councillors' Surgery – Report and Future Meetings**

- Report from St Peter's Country Fayre to be considered at the next Planning and Highways Committee meeting as consultation held on need for larger Doctor's surgery and sites listed on the Local Plan.
- Report noted from High Street surgery of 28.9.24. It was explained that the Silverlake development was being handled by Hampshire County Council and any concerns should be referred to such.
- Friday 25<sup>th</sup> October – Cllr Conduct, Cllr Latham, Cllr Webb – date check needed as hall may be booked on that date by an alternative hirer.
- Saturday 30<sup>th</sup> November – Cllr Jelf and Cllr Pavey

**PC161/24 Requests for future agenda items**

None at this time.

**PC162/24 Date of next meeting – 12<sup>th</sup> November 2024**

Noted.

**PC163/24 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.**

**PC164/24 Quotations for Additional Surfacing at Montague Road Play Area**

The three quotations were noted as having been given due diligence and the decision agreed.

**Resolved: To appoint Infinity Playgrounds Ltd to provide installation of a new area of safety surfacing in the Montague Road play area at a cost of £2,910.00 (excluding VAT).**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Pavey**

**All in favour.**

**ACTION: Projects Manager**

**PC165/24 Water Supply Contract for Priory Park Clubhouse and Hoe Road Pavilion**

The supplier options were duly considered.

**Resolved: To sign a new three-year contract with Business Stream as of 13.10.24 for water supplies (supply and waste) to Hoe Road Pavilion, Hoe Road Estates Shed, Priory Park Clubhouse and Jubilee Hall.**

**Proposed: Cllr Latham**

**Seconded: Cllr Williams**

**All in favour.**

**ACTION: Estates Manager**

**PC166/24 Well House**

Cllr Jones provided an update on the property currently on the market for sale. Business rates being applied and winter heating due to be required. One new viewing scheduled for 10.10.24.

It was acknowledged that the Council had progressed through every possible stage of due diligence in selling the property.

**Resolved:**

- To lower the selling price to £225,000 with reasonable overage to be applied to the property sale, and to call at Extra Ordinary Meeting if required to discuss any further purchase offers made**
- To ensure the Estate Agent informs previous and newly interested parties of this reduction in price**

**Proposed: Cllr Williams**

**Seconded: Cllr Pavey**

**All in favour.**

**ACTION: Executive Officer / Cllr Jones**

**PC167/24 Land Transfers - Updates**

An update on the land transfer of Bishop's Meadow (previously known as Land at Albany Farm) from Bargate Homes to the Parish Council was provided.

The HCC Solicitor advised that the Heads of Terms be agreed so that they can be incorporated into the latest s106 Deed of Variation and clarification be given on the area of land to be transferred. The solicitor will then progress the case in relation to planning issues at a cost to the Developer but with VAT costs being retained by the Parish Council.

**Resolved: To instruct the HCC Solicitor to progress with the case with the understanding of related VAT costs to be covered by the Parish Council.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Webb**

**All in favour.**

**ACTION: Executive Officer**

**PC168/24 Request to Purchase Parish Council Land at Morley Drive - Update**

It was noted that this parcel of land was unique in being fenced and hedged and not public open space. The valuation provided was duly deliberated. It was suggested that the policy be updated to provide two independent valuations.

**Resolved:**

- i) To ask Pearsons Estate Agency to value the land as a second valuation, at the cost of the Parish Council, and report back at the next meeting**
- ii) To inform the residents of this action (second valuation) and the covenant to be placed on the land**

**Proposed: Cllr Jones**

**Seconded: Cllr Williams**

**9 in favour, 1 abstention**

**ACTION: Executive Officer / Cllr Jones**

**PC169/24 Staffing Matters**

**i) Staff Remuneration**

A report from the Staffing Sub-Committee budgeting working group on proposed staffing spine point level increases with associated salaries had been carefully considered by the Finance, Policy and Resources Committee and the recommendations brought to Full Council for approval.

**Resolved: To approve the staffing spine point levels and associated salaries as recommended by the Finance, Policy and Resources Committee**

**Proposed: Cllr Stallard**

**Seconded: Cllr Latham**

**All in favour.**

**ACTION: Executive Officer / Finance Manager**

**ii) Interviews for Marketing, Communications and Events Manager**

An update on the interview outcomes was explained.

**Resolved: To readvertise for the post and for the Staffing Sub-Committee to progress interview plans accordingly.**

**Proposed: Cllr Williams**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Staffing Sub-Committee & Executive Officer**

**iii) Job Descriptions for Grounds Team**

Draft job descriptions had been agreed by the Finance, Policy and Resources Committee and recommendation for approval brought to Full Council.

**Resolved: To approve the updates to the Grounds Team job descriptions as recommended by the Finance, Policy and Resources Committee and refer them to the relevant employees for signing**

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

**ACTION: Executive Officer**

**iv) Offer of Work for Parish Council Grounds**

The offer of work had been carefully deliberated by the Halls and Grounds Chairman, Executive Officer, Senior Groundsman and Estates Manager. A recommendation was made to Council to consider employing an additional groundsman to cover necessary grounds tasks.

**Resolved: Subject to successful trial period, to follow due procedures necessary through the Staffing Sub-Committee and offer a short-term employment contract for necessary grounds works.**

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

**ACTION: Executive Officer**

*The Executive Officer and Committees Officer left the room at 8:50pm.*

**v) Confidential Staffing Matter**

The matter arising was duly deliberated in full.

Confidential Minutes and Resolutions held separately as Part 2 to these minutes.

There being no other business the meeting ended at 9:29pm.