



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on Tuesday 12th November 2024
In the Ruby Room of The Jubilee Hall commencing at 7pm

Present:

Cllr Conduct	
Cllr Homer	
Cllr Jelf	
Cllr Latham	(and WCC Councillor)
Cllr Marsh	
Cllr Nicholson	
Cllr Sherwood	
Cllr Stallard	
Cllr Webb	
Cllr Williams	(and WCC Councillor)
Cllr Wood	

In attendance:

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

Members of the public: 8

PC170/24 To receive and accept apologies for non-attendance

Cllr Jones – work commitments
Cllr Pavey – indisposed
Cllr Wilson – family commitments

Resolved: To receive and accept apologies for non-attendance

Proposed: Cllr Williams

Seconded: Cllr Webb

All in favour

PC171/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda

None.

PC172/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda

Cllr Nicholson – agenda item 14 (PC183/24)

PC173/24 Public Session

Points raised:-

- Fly tipping concerns – report it tool to be shared to the community
- Thanks from residents on the organising of the town's Remembrance Day events 2024.

The members of the public present stated that they were in attendance in regard to agenda item 16 (PC185/24) and the Chairman brought forward discussion of this agenda item.

All members of the public left after this agenda item at 7.30pm.

PC174/24 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:-

- Staffing levels being adjusted at HCC and therefore slower response times anticipated.
- New ticket machines in the WCC Basingwell Street Car Park were noted as not having cameras inside them.

Cllr Latham noted:-

WCC had adopted a new code of conduct for councillors which would be interesting to compare to the model NALC code that Parish Councillors adopted.

Cllr Sherwood updated Council on correspondence with WCC regarding the CCTV in the High Street and Basingwell Street Car Park which she would bring to the next meeting as an agenda item.

The Executive Officer reported that the WCC representative was due to hand deliver letters, before the end of the year, to Houchin Street businesses in regard to using the bin store in the central car park.

PC175/24 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 Wood

All in favour

PC176/24 To approve the Minutes of the Meeting 8th October 2024

Resolved: To approve the Minutes of the Meeting 8th October 2024

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour who were in attendance at the meeting of 8th October 2024.

PC177/24 Actions arising from the minutes of the meeting of 8th October 2024

- Christmas Tree plans in progress and a crane had been hired for the high-level work.
- Water Supply contract had been signed.
- Well House update on the agenda for this meeting.
- The Men's Shed group had confirmed their plans to move out of the parish.
- Some local mobile connectivity issues were being addressed by national companies.
- The additional solicitor had been confirmed for the Land Transfer work at Bishop's Meadow.

PC178/24 To receive current financial statement and balance sheet

Resolved: To receive current financial statement and balance sheet

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour

PC179/24 Draft Parish Council Budget Setting and Precept 2025/2026

The collated budget from all committees was duly deliberated as a draft.

Resolved: To approve the Draft Parish Council Budget Setting and Precept 2025/2026

Proposed: Cllr Jelf

Seconded: Cllr Latham

All in favour

PC180/24 Local Government Services Pay Agreement 2024/25

Resolved: To note the Local Government Services Pay Agreement 2024/25

Proposed: Cllr Stallard

Seconded: Cllr Williams

All in favour

PC181/24 Council Insurance Policy Renewal 2024/25

The cover was duly considered especially in relation to vehicles, use of chainsaws and cyber security risk.

Resolved: To approve the Council Insurance Policy Renewal 2024/25 with Zurich Insurance at a cost of £11,932.67.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

PC182/24 Reinvestment of Funds

Resolved: To note the Reinvestment of Funds of £432,314.87 with Arbuthnot Latham for 3 months at 4.15%

Proposed: Cllr Latham

Seconded: Cllr Conduct

All in favour

PC183/24 Grant Awards – Paper from the Community and Environment Committee

The paper, with recommendations from the Community and Environment Committee, was duly deliberated. It was noted that the full funding had been allocated for the financial year as budgeted.

Group	Purpose	Proposed Award	Legal Power
Bishop's Waltham Cricket Club	Coaching courses Cricketing safety equipment	£750 (Applied for £1,923.75)	Local Government 1972 Act s.19
Bishop's Waltham Fishing Club	Replace broken gate at Station Road entrance Carry out survey to determine how to treat aquatic weed	£540 (Applied for £775)	Local Government 1972 Act s.19
Bishop's Waltham Town Team	Promotion and song booklets for Singing in the Square	£80 (Applied for £80)	Local Government Act 1972 s.145
Chamber of Trade	Renewal of Christmas festoon lighting for High Street	£1,000 (Applied for £2,000)	Local Government Act 1972 s.144
Citizens Advice Winchester District	Delivery of services	£895.80 (Applied for £2,000)	Local Government Act 1972 s.142
	TOTAL	£3,265.80	

Resolved: To approve the grant awards as tabled.

Proposed: Cllr Latham

Seconded: Cllr Conduct

10 in favour, 1 abstention

PC184/24 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 Marsh

Seconded: Cllr Sherwood

10 in favour, 1 abstention

PC185/24 Proposed Diversion of Footpath 31 – Paper from the Planning and Highways Committee

Of the eight members of the public present, one spoke in favour of the proposed diversion and seven objected. The objections were noted on grounds of safety concerns related to the steep step access, the proximity of the steps onto the road, the speed and amount of traffic on the lane and the loss of the length of footpath.

The Council discussed the points raised in relation to site visits undertaken.

Resolved: To support the Proposed Diversion of Footpath 31

Proposed: Cllr Marsh

Seconded: Cllr Webb

9 in favour, 2 abstentions

ACTION: Executive Officer

PC186/24 Chairman's Report

Noted. It was added that the Chairman had also attended the three annual Remembrance Day events.

PC187/24 Councillors' Reports

The minutes of the recent meeting of the Southern Parishes were noted.

PC188/24 Executive Officer's Report

Points raised:-

- Proposed Base Station Upgrade at Existing Mast, Botley Road - noted
- Abbey Mill site, Highways Act Section 278 Agreement – works being carried out
- HCC Barriers to Walking and Cycling Survey running until 22.12.24

PC189/24 ACSO Report

Noted. The ACSO had recently met with the local PCSO and Police Station Sergeant to foster a closer working relationship which was a positive step.

PC190/24 Councillors' Surgery – Report and Future Meetings

Reports from October to be collated and referred to the Planning and Highways Committee as the current topic under public consultation was 'Twenty's Plenty'

Attendance for Councillors' Surgery on Saturday 30th November confirmed as Cllr Homer, Cllr Jelf and Cllr Marsh.

PC191/24 Requests for future agenda items

WCC CCTV units on the High Street and Basingwell Street Car Park – Cllr Sherwood.

PC192/24 Date of next meeting – 10th December 2024

Noted.

PC193/24 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.

PC194/24 Well House

An update from the Finance, Policy and Resources Committee was noted.

PC195/24 Review of Southern Footpath Route through Tangier Gardens and Albany Wood Estates

A paper was presented by Cllr Wood regarding the timeline of this project and the remaining work to be undertaken to complete the pathway route.

Resolved:

- To support the continued work with WCC and the Developer to complete the Southern Footpath as agreed in the S106 agreement, planning permissions granted and the emerging Local Plan.**
- To finalise links between Albany Wood estate and Tangier Gardens estate in liaison with the Developer, WCC, HCC Countryside Access and relevant landowners.**

Proposed: Cllr Wood

Seconded: Cllr Marsh

All in favour.

ACTION: Executive Officer

PC196/24 Work to Repair Collapsed Pipe Under Priory Park Overflow Car Park

An update was provided regarding the works required at Priory Park overflow car park.

Resolved: To ratify the payment of £8,850.00 (excluding VAT) to Pure Drainage for the groundworks to repair the collapsed foul pipe running underneath the overflow car park at Priory Park.

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour.

PC197/24 Proposal for Continuation of Replacement of Dog Waste Bins

Resolved: To approve the purchase of four new dual waste wheelie bins, with associated posts and slab bases, (three at Priory Park and one at Jubilee Hall) and one new post-mounted bin for Priory Park at a total cost of £468.00 (excluding VAT), subject to delivery costs. (Yellow Shield Ltd £188.00 for bins; Earth Anchors Ltd £280.00 for posts and slabs)

Proposed: Cllr Stallard

Seconded: Cllr Homer

All in favour.

ACTION: Committees Officer

PC198/24 Coronation Hall Water Leak Repair Work

It was explained that works had been necessary recently to repair a water leak at the Coronation Hall.

Resolved: To ratify the unbudgeted expenditure of £1,875.00 (excluding VAT) for Regal Environmental Services Ltd to repair the hot water leak in the floor of the Coronation Hall.

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

All in favour

ACTION: Estates Manager / Committees Officer

PC199/24 Staffing Matters

i) Probationary Period Sign Off for Estates Manager

Resolved: To approve the Probationary Period Sign Off for the Estates Manager as recommended by the Finance, Policy and Resources Committee

ACTION: Executive Officer

ii) Interviews for Marketing, Communications and Events Manager

An update on the advertisement outcomes was explained and the interviews set for 15.11.24 with the Interview Panel appointments as Cllr Jelf, Cllr Marsh and Cllr Pavey.

Resolved: To approve the interview date as 15.11.24 with Cllr Jelf, Cllr Marsh and Cllr Pavey as the interview panel with delegated authority to make appointment to the role.

ACTION: Staffing Sub-Committee, Cllr Jelf, Cllr Pavey & Executive Officer

iii) New Groundsperson – Temporary Position

A temporary three-month contract on SP3 had been agreed by the Finance, Policy and Resources Committee and recommendation for approval brought to Full Council.

Resolved: To approve the temporary three-month contract on SP3 for a new groundsperson as recommended by the Finance, Policy and Resources Committee

ACTION: Executive Officer

Points i) ii) and iii)

Proposed: Cllr Wood

Seconded: Cllr Jelf

All in favour

The Committees Officer left the room at 8:35pm.

iv) 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 8:43pm.