



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on Tuesday 14<sup>th</sup> January 2025**  
**In the Ruby Room of The Jubilee Hall commencing at 7pm**

<b>Present:</b>	Cllr Conduct	Vice Chairman
	Cllr Homer	
	Cllr Jelf	
	Cllr Jones	
	Cllr Latham	(and WCC Councillor)
	Cllr Marsh	
	Cllr Nicholson	Chairman
	Cllr Pavey	
	Cllr Sherwood	
	Cllr Stallard	
	Cllr Webb	
	Cllr Williams	(and WCC Councillor)
	Cllr Wilson	
Cllr Wood		
<b>In attendance:</b>	Miss Anna Axworthy	Marketing, Communications and Events Manager
	Mrs E McKenzie	Executive Officer
	Mrs C Wilkinson	Committees Officer
	Cllr Miller	WCC Councillor
Members of the public:	0	

**PC236/24 To receive and accept apologies for non-attendance**  
None - All present.

**PC237/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**  
None.

**PC238/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**  
Cllr Jelf – PC266/24 – Hoe Road Tennis Court Benches  
Cllr Nicholson – PC246/24 – Planning Applications  
Cllr Webb – PC261/24 – Morley Drive Land Purchase Request

**PC239/24 Public Session**

No members of the public were present.

The Parish Council was made aware that there was a public consultation regarding the HCC Stubbington Study Centre open online for residents to have their say on the proposed closure.

**PC240/24 To receive the reports from the County Council and District Council Representatives**

Cllr Miller raised the following points:-

- A request had been made by Colville Drive residents for a larger dog waste bin to replace the one at the current site.
- The Lower Lane car park bin store had been praised for good use.
- Information on the Local Government Reform was pending.

Cllr Latham and Cllr Williams noted that the current discussions on Devolution were a priority and updates would be referred to Parish Council whenever appropriate.

*Cllr Miller left at the meeting at this point.*

**PC241/24** 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  
13 in favour, 1 abstention

**PC242/24** To approve the Minutes of the Meeting 10<sup>th</sup> December 2024  
**Resolved:** To approve the Minutes of the Meeting 10<sup>th</sup> December 2024  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Jelf  
All in favour who were in attendance at the meeting of 10<sup>th</sup> December 2024

**PC243/24** **Actions arising from the minutes of the meeting of 10<sup>th</sup> December 2024**  
Grateful thanks were given to the working group on the success of the Christmas Tree project.  
Progress was being made with the solicitor in regard to the leases' updates.

**PC244/24** To receive current financial statement and balance sheet  
**Resolved:** To receive current financial statement and balance sheet  
**Proposed:** Cllr Jones  
**Seconded:** Cllr Marsh  
All in favour

**PC245/24** **Standing Committee Membership - Update**  
**Resolved:** To note the resignation of Cllr Nicholson from the Planning and Highways Committee  
**Proposed:** Cllr Jelf  
**Seconded:** Cllr Pavey  
All in favour

**PC246/24** **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 Conduct  
**Seconded:** Cllr Webb  
12 in favour, 2 abstentions

**PC247/24** **English Devolution White Paper**  
Cllr Nicholson reported on the WCC Parish Liaison meeting he had participated in online. There was concern that Parish Councils were not properly acknowledged in the government paper but reassurance had been given that further detail would follow. Cllr Williams provided a comprehensive summary on the Government Paper and its two strands for action. Cllr Latham advised to keep monitoring the situation and consider how services could be devolved to parish level for the benefit of the local community. Cllr Nicholson added that this topic would be discussed at the Southern Parishes meeting to consider opportunities that may arise through devolution at a local level.

**PC248/24** **Men's Shed – Land at Albany Road**  
The working group appointed had completed all actions except further considering the Hoe Road Recreation Ground site for a temporary building. It was noted that this had been discounted as planning permission would be required for such as in the South Downs National Park. It was confirmed that the group had now moved to Curdridge for the foreseeable future.  
It was agreed that a meeting with WCC Planning Officers would be useful to consider opportunities for Parish Council land in the Albany Road vicinity to develop infrastructure for that area of town.  
**ACTION: To attend a meeting with WCC Officers and report back to Council**  
**ACTION: Cllr Nicholson, Cllr Webb, Cllr Wood, Executive Officer**

**PC249/24** **Access into Priory Park from Martin Street**  
The timeline of actions was reviewed and considered for next steps to be taken.  
It was suggested that the Halls and Grounds Committee further consider a constructed pathway to the link point.

**Resolved: To appoint Cllr Homer to liaise with Bargate representative to discuss this pathway opportunity and to report back to Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Conduct**

**All in favour**

**ACTION: Cllr Homer**

**PC250/24 Parish Council Communications – Report and Proposal from the Marketing, Communications and Events Manager**

Miss Axworthy presented a proposed strategy for the Council's communications which was very positively received.

**Resolved:**

- i) To approve the proposals tabled for action in regard to a marketing and communications strategy**
- ii) To gather three quotes for a new website for presentation to the Community and Environment Committee**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Latham**

**All in favour**

**ACTION: Marketing, Communications and Events Manager**

**PC251/24 Chairman's Report**

Noted.

A report on the Parish Liaison meeting was given outlining that the new National Planning Policy Framework had been confirmed and the Design Statement should be updated also. The results of the WCC Playing Pitch Strategy survey undertaken in 2024 were still not available.

**ACTION: Plan to review the Design Statement**

**ACTION: Planning and Highways Committee**

**PC252/24 Councillors' Reports**

Cllr Jones stated that the results of the Twenty's Plenty consultation would be presented at Planning and Highways Committee on 28.1.25.

Following a meeting with Developers, Cllr Conduct provided the Council with an awareness of a possible Planning Application due to be submitted in February.

**PC253/24 Executive Officer's Report**

WCC had confirmed that the Basingwell Street Car Park bin store was due to remain in position to provide businesses with a needed store when the new waste regulations commenced in April 2025. Council requested that if the store was to remain then the originally planned wooden panelling should be applied to the facility.

**PC255/24 ACSO Report**

Noted.

**PC256/24 Councillors' Surgery – Report and Future Meetings**

- Attendance for Councillors' Surgery on 31.1.25 confirmed as Cllr Conduct and Cllr Wood.
- Cllr Homer gave apologies for non-attendance for the Councillors' Surgery of 22.2.25. Cllr Sherwood confirmed her availability and one more councillor would be sought for this event.

**PC257/24 Requests for future agenda items**

None.

**PC258/24 Date of next meeting – 11th February 2025**

Noted.

**PC259/24 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.**

**PC260/24 Well House**

An update from the Finance, Policy and Resources Committee was noted. Two offers were noted and an action to lower the price and liaise with the Estate Agent was decided before making a final decision. It was agreed that the property needed to be sold due to the increasing maintenance costs it was now incurring.

**Resolved: To reduce the sale price to 'offers over £199,000.00' with the aim of accepting an offer over £200,000.00 and otherwise review situation at the next Finance, Policy and Resources Committee meeting.**

**Proposed: Cllr Jones**

**Seconded: Cllr Williams**

**All in favour**

**PC261/24 Land Purchase Request at Morley Drive – Update**

The two valuations were considered alongside the other professional valuation of the land in 2022. A clear sale price was therefore identified. The covenant was agreed to protect this green space boundary for the community. The legal requirements for Parish Council sale of land were to be checked by the Executive Officer to ensure due process completed.

**Resolved: To sell the land specified on the plan tabled to the named current residents of 1 Morley Drive at a price of £10,000.00, with a noted covenant on such land, and all related solicitors and Land Registry fees to be covered by the buyer.**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**All in favour.**

**ACTION: Confirm legal requirements adhered to. ACTION: Executive Officer/Finance Manager**

**PC262/24 Montague Road Resident Lease**

Cllr Latham presented the opportunity to lease two strips of boundary land that could not be easily maintained by the Parish Council and held no amenity value to the community.

**Resolved: To lease two strips of land at Montague Road to the immediate homeowners related to the land under the following conditions to be confirmed by the Finance, Policy and Resources Committee.**

- i) Boundary lines to be confirmed**
- ii) Condition of land usage to be confirmed and any additions to be permitted (fencing/flora).**
- iii) Lease charge and administration fee**

**Proposed: Cllr Latham**

**Seconded: Cllr Wilson**

**12 in favour, 2 abstentions.**

**ACTION: Executive Officer**

**PC263/24 Contract for Office Photocopier/Printer**

The quotations and recommendation from the Finance, Policy and Resources Committee were noted.

**Resolved: To approve the Ricoh IMC4510 machine on a three-year contract at a cost of £125.66 quarterly(excluding VAT) (total cost over the contract period is £1507.92 excluding VAT)**

**Proposed: Cllr Pavey**

**Seconded: Cllr Conduct**

**All in favour.**

**PC264/24 Ratification of Expenditure to Install Outdoor Power Socket at Priory Park Skate Zone**

The explanation of spend from the Halls and Grounds Committee was duly noted.

**Resolved: To ratify the spend of £1,390.00 (excluding VAT) to Forward Control UK for the installation of an external power socket at the Priory Park Skate Zone.**

**Proposed: Cllr Wilson**

**Seconded: Cllr Williams**

**All in favour**

**PC265/24 Hoe Road Recreation Ground Hire for Junior Football Teams using Full Size Pitch**

The proposed pitch charge was noted as suitably consistent with Priory Park pitch 2.

**Resolved: To approve the new hire rate of £40 for Junior Football Teams (up to U18) for use of the full-size pitch at Hoe Road Recreation Ground, in line with the charge for Pitch 2 at Priory Park.**

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

**PC266/24 Replacement benches for Hoe Road Tennis Courts**

The quotations and recommendations for purchase were duly considered.

**Resolved: To approve the cost of two DCWPolymer Torbay Leisure Benches at a price of £245 each (excluding VAT and delivery).**

**Proposed: Cllr Wilson**  
**Seconded: Cllr Stallard**  
**13 in favour, 1 abstention**

**PC267/24 Priory Park Overflow Car Park Project Update**

It was noted that the project was currently progressing very successfully. All queries raised had been addressed by the contractor. The question of the access point was discussed and it was deliberated as to whether a gate or barrier was required, or to leave it open. It was agreed to leave the access point un gated at present and monitor the situation going forward. A suggestion for a height restriction frame at the entrance to the main car park was noted for future consideration if necessary.

**Resolved:**

- i) To approve the updated quotation tabled from ESC Surfacing at a cost of £89,500.00 (excluding VAT).**
- ii) To approve the schedule of payments requested by the contractor as tabled**

**Proposed: Cllr Nicholson**  
**Seconded: Cllr Jones**  
**All in favour**

**PC268/24 Jubilee Hall Gas Contract Quotations**

The quotations gathered and process undertaken to comply with financial regulations were duly noted with regard to the needed gas supply.

**Resolved: To ratify the signing of a contract with EDF Energy for a one-year gas contract for the Jubilee Hall with a price to be confirmed as £8,453.34 as of 8.1.25.**

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

**PC269/24 Quotations for Surfacing Under Jubilee Hall Youth Shelter**

The quotations and recommendation from the Halls and Grounds Committee were noted.

**Resolved: To recommend to Full Council the appointment of Infinity Playgrounds Ltd to install an Agriflex surface under the Jubilee Hall youth shelter at a cost of £2,183.20 (excluding VAT).**

**Proposed: Cllr Wilson**  
**Seconded: Cllr Jelf**  
**All in favour**

**PC270/24 Land Transfers**

The Executive Officer provided updates on the progress being made on the land transfers due at Bishop's Meadow and Albany Wood.

**Resolved: To note the actions being progressed by the Solicitors and Executive Officer in relation to the land transfers due at Bishop's Meadow and Albany Wood.**

**Proposed: Cllr Pavey**  
**Seconded: Cllr Sherwood**  
**All in favour**

*The Committees Officer and Marketing, Communications and Events Manager left at this point.*

**PC271/24 Staffing Matters**

**i) Model Contract Update**

The comparison was ongoing in preparation for consideration at the March meeting of the Finance, Policy and Resources Committee.

ii) **Permanent Full Time Groundsperson Position**

The temporary position was proving very successful and the move to a permanent position agreed to. The role would be advertised locally for one week using the approved job description tabled at salary scale point 3 for 37 hours per week.

**Resolved: To advertise for a permanent groundsperson position at SP3 for 37 hours per week**

**Proposed: Cllr Homer**

**Seconded: Cllr Stallard**

**All in favour**

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

iii) **Confidential Staffing Matter**

The Chairman provided an update on the ongoing matter. It was noted that an Extra-Ordinary meeting could be called to deal with any matters arising if necessary

**Resolved:**

[REDACTED]

**Proposed: Cllr Jones**

**Seconded: Cllr Homer**

**All in favour**

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

There being no other business the meeting ended at 9:30pm.