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Bishop's Waltham Parish Council  
Minutes of the Meeting of the Parish Council  
Community and Environment Committee  
held at The Jubilee Hall on Monday 21<sup>st</sup> January 2025 at 7:00pm

**Present** Cllr Conduct  
Cllr Jelf Chairman  
Cllr Latham Vice Chairman  
Cllr Marsh  
Cllr Nicholson  
Cllr Webb  
Cllr Wood

**In attendance:** A Axworthy Marketing, Communication and Events Manager  
C Wilkinson Committees Officer

**Members of the public:** 0

**CE151/24 To receive and accept apologies for non-attendance.**  
All present.

**CE152/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**CE153/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.

**CE154/24 Public Session**  
Bishop's Waltham Masons had expressed an interest in laying a wreath on the war memorial during Remembrance. They would be referred to St Peter's Church who coordinate the memorial ceremony. **Action: Committees Officer**

The Town Team had sent an email to all community groups asking whether they would be able to participate in their KidSTreat event, this would be taken to Full Council to consider whether the Parish Council would like to run a stall. **Action: Committees Officer**

**CE155/24 To approve the minutes from the meeting of 25<sup>th</sup> November 2024**  
**Resolved: To approve the minutes of the meeting of 25<sup>th</sup> November 2024.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Wood**  
**All in favour.**

**CE156/24 Actions arising from the meeting of the Community & Environment Committee – 25<sup>th</sup> November 2024**  
Noted.

**CE157/24 Financial position year to date – to note the current position**  
Noted.

**CE158/24 Grants Update – for consideration**  
The Parish Council's VE Day 80 event would potentially make a good subject for grant applications.

**CE159/24 Committee Meeting Dates Update – for consideration**  
**Resolved: To approve dates.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Nicholson**  
**All in favour.**

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- CE160/24** **Event Dates – for consideration**  
The corrections to the event dates were noted.
- CE161/24** **BWPC Website Project Update – for consideration**  
The update from the working group was received.
- CE162/24** **Newsletter Update – for information**  
Work was progressing well with the newsletter, the Marketing, Communications and Events Manager was continuing to use the existing template but with a refresh based on the recently adopted brand colour scheme.
- CE163/24** **Annual Meeting of the Parish Event Update – for information**  
Potential topics for the event were discussed in advance of the working group meeting that was scheduled for 7<sup>th</sup> February. Suggested topics included the Parish Council's sphere of responsibility, devolution-based questions and consultation and council project updates. The inclusion of a guest speaker was also raised.
- CE164/24** **Summer Event – Appointment of Working Group – for consideration**  
English Heritage would be approached to ask whether it would be possible to hold this event in the Palace grounds again.  
**Action: Marketing, Communications and Event Manager**  
**Resolved: To appoint Councillor Latham and Councillor Wood to the summer event working group that would work with the Marketing, Communications and Event Manager on this project.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Webb**  
**All in favour.**
- CE165/24** **VE Day 80 Event – Appointment of Working Group – for consideration**  
The working group would consider whether it would be preferable to hold the event on the anniversary itself or at a weekend.  
English Heritage would be contacted to discuss the possibility of locating a beacon in the palace grounds.  
**Action: Marketing, Communications and Event Manager**  
**Resolved: To appoint Councillor Conduct, Councillor Marsh and Councillor Nicholson to the VE Day working group that would work with the Marketing, Communications and Event Manager on this project.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Webb**  
**All in favour.**
- CE166/24** **Update from Sustainable Bishop's Waltham – for consideration**  
The group were planning their Rethinking Rubbish event that would be running on the 22<sup>nd</sup> March, concurrently with the Council's spring Clean Up event.  
  
The volunteers were progressing rapidly with the thermal imaging camera loan scheme. Approximately 40 households had participated during this winter thus far. Where residences were discovered to be particularly inefficient, residents were being referred to resources about reducing energy consumption.
- CE167/24** **Community Partnership Meeting Report – for consideration**  
Noted. The potential impact of Martyn's Law on the Parish Council's events and buildings would continue to be monitored by the Committees Officer.
- CE168/24** **Councillors' Report**  
**i) Museum Trust Town Team Meeting – for information**  
It was noted that the Museum Trust should be told when any events had been agreed with English Heritage to be held in the Palace ruins.  
**ii) Town Team Meeting – for information**  
Noted.

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- CE169/24** **Chairperson's Report – for information**  
Noted.
- CE170/24** **Requests for Future Agenda Items – for information only**  
Clean Up Event
- CE171/24** **Date of next meeting – 24<sup>th</sup> February 2025**  
Noted.
- CE172/24** **Motion for Confidential Business**  
**On completion of the above business the following motion will be moved:**  
**'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.**
- CE173/24** **Quotations for Website – for consideration**  
The quotations that had been received thus far were discussed. Two further quotations were expected. All quotations would be taken to Full Council, with the working group due to meet and provide a recommendation for inclusion with that agenda item.
- How the project would progress following the appointment of a contractor would require consideration to determine how other Committees would be involved with the project going forward.

The meeting closed at 8.25pm.