



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on Tuesday 11th February 2025
In the Ruby Room of The Jubilee Hall commencing at 7pm

Present:

Cllr Conduct	Vice Chairman
Cllr Homer	
Cllr Jelf	
Cllr Latham	(and WCC Councillor)
Cllr Nicholson	Chairman
Cllr Pavey	
Cllr Sherwood	
Cllr Stallard	
Cllr Webb	
Cllr Williams	(and WCC Councillor) (Joined at 9:24pm)
Cllr Wood	

In attendance:

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

Members of the public: 0

PC272/24 To receive and accept apologies for non-attendance

Cllr Jones – work commitments
Cllr Marsh – family commitment
Cllr Williams – work commitment (arrived at 9:24pm)
Cllr Wilson – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

All in favour

PC273/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda

None.

PC274/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda

Cllr Nicholson – PC285/24 – Planning Applications
Cllr Pavey – PC299/24 – Scouts

PC275/24 Public Session

No members of the public were present.

A Councillor was requested to attend the Food Bank AGM on Monday 17th March.

A meeting regarding Fly-Tipping was reported upon with the key point made to raise awareness of a campaign to resolve this problem.

Correspondence from Bishop's Waltham In Bloom had just been received in relation to funding for 2025 which would be passed to the Community and Environment Committee to consider.

ACTION: Refer to Community and Environment Committee

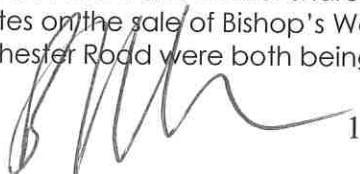
PC276/24 To receive the reports from the County Council and District Council Representatives

Cllr Miller and Cllr Williams had tendered their apologies.

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

The latest Southern Parishes meeting was held 10.2.25 with a further meeting planned for 4.3.25 to discuss the potential for devolved and further shared services.

It was noted that updates on the sale of Bishop's Waltham House and land and the requested resurfacing of the Winchester Road were both being pursued with HCC.



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PC277/24 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 Wood
All in favour

PC278/24 To approve the Minutes of the Meeting 14th January 2025 & Extra Ordinary Meeting 28th January 2025
Resolved: To approve the Minutes of the Meeting 14th January 2025 & Extra Ordinary Meeting 28th January 2025
Proposed: Cllr Pavey
Seconded: Cllr Conduct
All in favour who were in attendance at the meeting of 14th January 2025 & Extra Ordinary Meeting 28th January 2025 respectively

PC279/24 **Actions arising from the minutes of the meeting of 14th January 2025**
The Men's Shed land request had been completed for the time being. Further discussions relating to Albany Road land were included in a later agenda item of the meeting.
In relation to the areas to be listed as Assets of Community Value, it was noted that the two play parks under HCC could be devolved to the Parish Council and so an expression of interest could be noted in advance.

PC280/24 **To receive current financial statement and balance sheet**
Resolved: To receive current financial statement and balance sheet
Proposed: Cllr Nicholson
Seconded: Cllr Sherwood
All in favour

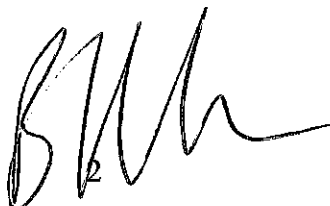
PC281/24 **Reinvestment of Funds**
Resolved: To reinvest funds of £436,837.00 with Arbutnot Latham for 3 months at 4%.
Proposed: Cllr Pavey
Seconded: Cllr Stallard
All in favour

PC282/24 **Parish Council Halls and Grounds Hire Rates (Product Fee Increases) 2025/26**
Resolved:
i) To approve the tabled halls and grounds hire rates for 2025/26.
ii) To note that further consideration will be given to the halls and grounds rates for the annual community events held at the Hoe Road Recreation Ground and Priors Park football pitches at a future meeting as proposed by the Halls and Grounds Committee.
Proposed: Cllr Conduct
Seconded: Cllr Webb
All in favour

PC283/24 **Annual Asset Register Check – Appointment of Working Group**
Resolved: To appoint Cllr Homer and Cllr Sherwood as the Working Group for the Annual Asset Register Check
Proposed: Cllr Nicholson
Seconded: Cllr Conduct
All in favour

ACTION: Cllr Homer, Cllr Sherwood, Estates Manager

PC285/24 **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 Wood
9 in favour, 2 abstentions



PC286/24 Twenty's Plenty Initiative – Consultation Report

The report was presented and duly deliberated.

Resolved: To note the outcome of the Twenty's Plenty Consultation and not pursue the initiative further at this time.

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

9 in favour, 1 abstention

PC287/24 Mayor of Winchester Awards – Nominations from the Parish Council

Possible candidates were considered.

Resolved: To nominate candidates for the Mayor of Winchester Awards

Proposed: Cllr Homer

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer/Cllr Stallard/Cllr Wood

PC288/24 Chairman's Report

Noted. The Chairman had also recently attended the Southern Parishes meeting (10.2.25)

PC289/24 Councillors' Reports

Cllr Conduct had attended the WCC Parish Connect Briefing meeting of 5.2.25 and slides would be circulated to Councillors.

Cllr Conduct had also attended a meeting of the North Pond Conservation Group and highlighted a meeting due with the Environmental Agency which a Parish Council representative should join.

PC290/24 Executive Officer's Report

Basingwell Street Car Park Bin Store – WCC replied that wood panelling was available for the facility once the store was in active use.

Basingwell Street Car Park Public Toilets – WCC have confirmed the facility is scheduled for refurbishment before the end of March 2025.

The red telephone kiosk in St George's Square has a notice of proposed removal by BT with a 40-day response period.

ACTION: Refer to Planning and Highways Committee/Community and Environment Committee for further consideration.

ACTION: Executive Officer

The road sweeper was noted as on a 10 week or 6-month schedule which was not sufficient enough to effectively keep road edges clean. A request had been made to WCC for the vehicle to visit again.

A licensing application had been received in the office which would be referred to the Planning and Highways Committee.

ACTION: Executive Officer

PC291/24 ACSO Report

Noted.

PC292/24 Councillors' Surgery – Report and Future Meetings

- Attendance for Councillors' Surgery on 22.2.25 confirmed as Cllr Sherwood, Cllr Nicholson and Cllr Wood.
- Attendance for the Councillors' Surgery of 28.3.25. Cllr Latham confirmed his availability and one more councillor would be sought for this event.

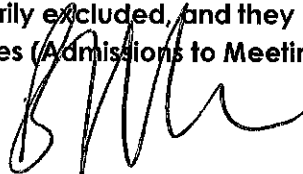
PC293/24 Requests for future agenda items - None.

PC294/24 Date of next meeting – 11th March 2025 - Noted.

PC295/24 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.



PC296/24 Well House

An update from the Finance, Policy and Resources Committee was noted. The sale price had been agreed and conveyancing quotations duly deliberated. The sale price was confirmed as best market value at the time, in view of the period the property was on sale for and the offers obtained during this time.

Resolved:

- i) To ratify the sale price for Well House as £200,000.00**
- ii) To appoint AWD Law for conveyancing services at a cost of £1,382.00**

Proposed: Cllr Jelf

Seconded: Cllr Homer

All in favour

PC297/24 Land Transfers - Update

The minutes and resolutions of the Finance, Policy and Resources Committee meeting 4.2.25 were noted:-

Bishop's Meadow (also originally known as Albany Farm)

Resolved:

- **To appoint Councillor Williams and Councillor Jones to a working group tasked to consider next steps.**
- **To authorise the working group to correspond or meet with the Parish Council's solicitor to gather information requested by the Committee, including the most recent tree condition survey and description of any works that have recently been carried out or that are planned.**

Proposed: Cllr Williams

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

Albany Wood

Resolved:

- **To note the recent meetings regarding the Albany Wood open space, SINC and southern footpath links and await confirmation that the expected works have been completed on the open space.**
- **To continue to monitor the progress of the actions to be completed by the property developer currently being pursued by WCC.**

Proposed: Cllr Stallard

Seconded: Cllr Homer

All in favour

It was agreed that the costs of maintenance of the land at Bishop's Meadow should be considered before taking on the land and the most recent flora and fauna reports were requested from Bargate.

Resolved: To note actions of the Finance, Policy and Resources Committee as tabled and above.

Proposed: Cllr Latham

Seconded: Cllr Stallard

All in favour.

PC298/24 Land at Albany Road

The meeting notes were presented and the positive response from the WCC Planning Team noted.

Resolved: To appoint Cllr Homer, Cllr Latham and Cllr Stallard to form a working group to consider a feasibility study on community spaces and present results to Council as a future agenda item.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

ACTION: Cllr Homer, Cllr Latham and Cllr Stallard

PC299/24 Report from Meeting with the Scouts regarding Potential Building Project

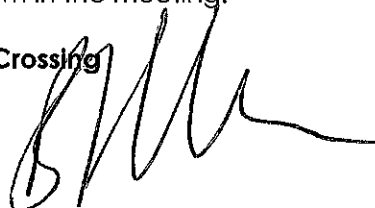
Noted.

PC300/24 Priory Park Clubhouse – Upgrade Update

The initial designs for the clubhouse were presented to the working group by the appointed architects on 10.2.25. A topographical survey was required to further investigate opportunities for the building at the site. This would be considered under a later agenda item in the meeting.

PC301/24 Accessibility Project – Phase 2 – Pedestrian Crossing

Noted.



PC302/24 Quotations for Water Monitoring Contract

The quotations and recommendations for services were duly considered.

Resolved: To appoint Commercial environmental Services Ltd to undertake the water monitoring for the Parish Council's buildings (The Jubilee Hall, Priory Park Clubhouse, Hoe Road Pavillon and Estates Shed) at a monthly cost of £247.91, excluding VAT.

Proposed: Cllr Jelf

Seconded: Cllr Sherwood

All in favour

PC303/24 Quotations for Food Waste Contract for the Jubilee Hall

The quotations and recommendations for services were duly considered.

Resolved: To appoint Veolia as the contractor to undertake fortnightly food waste collections at the annual cost of £120.00, excluding VAT, with an additional one-off delivery cost of £10.00.

Proposed: Cllr Conduct

Seconded: Cllr Wood

All in favour

PC304/24 Quotations for Topographical Survey for Priory Park

The quotations gathered were duly deliberated. It was suggested that a greater survey area may be beneficial and if this was necessary then this should be incorporated and the anticipated related price increase was agreed.

Resolved: To appoint Mapmatic to provide a topographical survey, with compliance with OS MasterMap, of the Priory Park Clubhouse site at a cost of £810.00 excluding VAT, with agreement to enlarge the area of survey if necessary.

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

PC305/24 Quotations for Brushcutter/Trimmer Course

The quotations and recommendations were noted.

Resolved: To approve the training course at Sparsholt College for two footpath wardens and two groundsmen at a cost of £409.00 per person.

Proposed: Cllr Sherwood

Seconded: Cllr Wood

All in favour

PC306/24 Quotations for the Parish Council Website Upgrade

The working group outlined the quotations gathered for the website upgrade and reasons for recommendations. Concerns were raised regarding essential cover for GDPR and cyber security. These key points would be referred back to the provider for clarity and ensure due diligence has been undertaken.

Resolved: To appoint White Wave to provide the Parish Council with a new website at a cost of £1,200.00, following confirmation of clarity of GDPR and cyber security provision.

Proposed: Cllr Conduct

Seconded: Cllr Jelf

All in favour

ACTION: Marketing, Communications and Events Manager

Cllr Stallard then verbally resigned and left the meeting at 9:15pm.

PC307/24 Quotations for Surfacing Between Priory Park Car Park Areas

An update to the quotation figure supplied by R&D Surfacing Contractors Ltd was noted.

All quotations were duly considered.

Resolved: To appoint Meon Valley Surfacing Ltd to upgrade the surfacing link between Priory Park main car park and the overflow area to asphalt at a cost of £2,600.00, excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Homer

All in favour



The Committees Officer left the meeting at this point (9.23pm) and Cllr Williams joined the meeting (9.24pm)

PC308/24 Staffing Matters
i) Temporary Groundsperson – Probationary Period Completion
ii) Permanent Groundsperson Role

Resolved:

- i) To sign off the probationary period for the temporary groundsman and relate to ii)
- ii) To appoint Mr Morris as a permanent Parish Council Groundsperson as of 1.2.25 on SP4.

Proposed: Cllr Wood

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer & Finance Manager

iii) Confidential Staffing Matter

The Chairman provided an update on the ongoing matter.

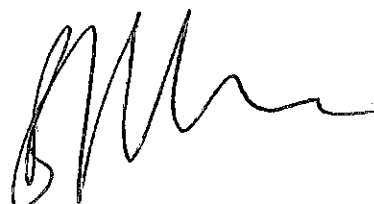
Resolved: To ratify the resolution of the Finance, Policy and Resources Committee meeting 4.2.25, with request for extension approved.

Proposed: Cllr Nicholson

Seconded: Cllr Wood

All in favour

There being no other business the meeting ended at 9:26pm.

A handwritten signature in black ink, appearing to be 'B. M. W.', located at the bottom right of the page.