



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

Present:

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 Williams	(and WCC Councillor) (left at 7:45pm)
Cllr Wood	

In attendance:

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

Members of the public: 5

PC316/24 To receive and accept apologies for non-attendance

Cllr Stallard – indisposed
Cllr Webb – family commitment
Cllr Wilson – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Sherwood

Seconded: Cllr Jones

All in favour

PC317/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda

None.

PC318/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda

Cllr Jelf – agenda item 15 – Town Team event
Cllr Nicholson – agenda item 14 – Planning Applications

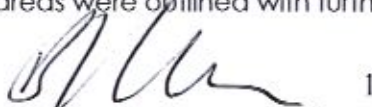
PC319/24 Public Session

It was noted the tree roots growing near the Social Club had been reported to WCC. One member of the public spoke on behalf of the Town Team and encouraged the Council to support the KidSTreat event scheduled for July 2025. He also went on to remind Council that comments to the Consultation on the Land at Thickets Farm should focus on material planning considerations which Councillors concurred with.

A question followed regarding the consultation letter for the Land at Thickets Farm asking if Council was previously aware of this development idea. Councillors replied stating that the Developers had twice approached the Council with initial suggestions which were dismissed as not suitable and held no evidence to positively support the need or location. The City Councillors noted that the land was not allocated for development in the Local Plan and was outside the settlement boundary. The Chairman noted that due process would be followed should this site come forward as a formal planning application.

PC320/24 To receive the reports from the County Council and District Council Representatives

Cllr Williams reported on the two key focuses being Devolution and the Local Government Reforms. The proposed unitary areas were outlined with further detailed consideration due. The other points


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mentioned were redundancies at HCC, deliberations on the proposed closure of Stubbington Study Centre and a note made on the HCC deficit increasing further.

Cllr Milner added that the discussions on Devolution and Reforms were very time-consuming at present.

Cllr Latham informed Council that the WCC Playing Pitch Strategy report was now available and had identified Priory Park Clubhouse and Hoe Road Pavilion as upgrade opportunities which could be supported by relevant CIL monies. This was favourably noted. Plans for improved waste management schemes were also highlighted with increased plastic recycling at the Eastleigh facility, food waste bins being introduced in 2025 and a bottle deposit scheme due in 2027.

The five members of the public and WCC Councillor left the meeting at this point (7.26pm)

PC321/24 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 Jones

All in favour

PC322/24 To approve the Minutes of the Meeting 11th February 2025 & Extra Ordinary Meeting 25th February 2025

Resolved: To approve the Minutes of the Meeting 11th February 2025 & Extra Ordinary Meeting 25th February 2025

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour who were in attendance at the Meeting 11th February 2025 & Extra Ordinary Meeting 25th February 2025 respectively

PC323/24 Actions arising from the minutes of the meeting of 11th February 2025

The Executive Officer provided updates on actions listed.

PC324/24 To receive current financial statement and balance sheet

Resolved: To receive current financial statement and balance sheet

Proposed: Cllr Jones

Seconded: Cllr Sherwood

All in favour

PC325/24 Internal Auditor Report – Second Interim Audit 2024/25

The report was favourably noted with the minor matter arising promptly addressed and resolved. Thanks were given to the Finance Manager for her efficient and effective working manner.

Resolved: To note the Internal Auditor Report and Council's response in resolving the matter arising promptly.

Proposed: Cllr Jones

Seconded: Cllr Homer

All in favour

PC326/24 Financial Regulations and Financial Risk Assessment - Review

Resolved: To approve the Financial Regulations currently in force and the Financial Risk Assessment for 2025/26 as tabled.

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour ACTION: Upload to Website ACTION: Executive Officer / Finance Manager

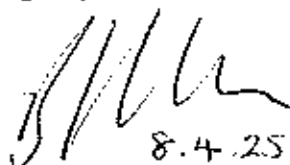
PC327/24 West Hoe Cemetery Management Committee – Request for Funding

Resolved: To approve the funding request from the West Hoe Cemetery Management Committee for the 2024/25 financial year.

Proposed: Cllr Conduct

Seconded: Cllr Jelf

All in favour



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PC328/24 Annual Asset Register Check

The Chairman thanked all involved with the annual asset register check this year.

Resolved: To approve the Asset Register to 31st March 2025

Proposed: Cllr Jones

Seconded: Cllr Homer

All in favour ACTION: Upload to Website

ACTION: Executive Officer / Finance Manager

PC329/24 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 Jones

8 in favour, 1 abstention

PC330/24 Town Team Event – KidSTreat 6th July 2025

The Council were very supportive of this free event for children. It was noted that councillors could help with the PC stall or assist with marshalling. The Marketing, Communications and Events Manager would consider resources and organisation and coordinate such in due course.

Resolved: To agree the Parish Council's participation in the Town Team's KidSTreat event on Sunday 6th July and run a free activity stall.

Proposed: Cllr Marsh

Seconded: Cllr Homer

8 in favour, 1 abstention ACTION: CEC Committee/Marketing, Communications and Events Manager

PC331/24 Chairman's Report

Noted. The Chairman expanded on the discussions regarding Local Government Reform at the Southern Parishes meetings.

PC332/24 Councillors' Reports

None at this time.

PC333/24 Executive Officer's Report

None at this time.

PC334/24 ACSO Report

Noted.

PC335/24 Councillors' Surgery – Report and Future Meetings

- Attendance for Councillors' Surgery on 28.3.25 confirmed as Cllr Jones and Cllr Latham.
- Attendance for the Councillors' Surgery of 26.4.25. Cllr Jelf and Cllr Homer volunteered their availability for this event.

PC336/24 Southern Parishes Meetings – Minutes

Noted.

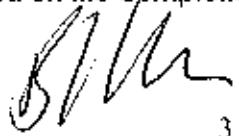
PC337/24 Requests for future agenda items

- Unitary Authority Discussion
- Devolved Services
- Community Group Funding

PC338/24 Date of next meeting – 8th April 2025 - Noted. Cllr Latham gave apologies in advance for non-attendance due to family commitments.

PC339/24 Motion for confidential business:

The following motion will be moved on the completion of the above business:

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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.

PC340/24 Accessibility Project - Update

Resolved: To respond to HCC Engineers with the recommendation:-

- i) Bank Street plans to progress, with exception of area outside Friends restaurant
- ii) Houchin Street plans to progress
- iii) Lower Basingwell Street plans to be put on hold as low priority and high cost
- iv) To divert all monies left over to a survey and design for the necessary Puffin Crossing on the B2177 and plan additional funding for this project

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

PC341/24 Well House

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

Resolved:

- i) To authorise Cllr Williams and the Executive Officer to complete the documentation requested by the solicitor for conveyancing
- ii) To ratify the choice of Bishop's Waltham Electrical to undertake the necessary Electrical Installation Condition Report at a cost of £360.00 including VAT
- iii) To delegate authority to the Chairman and Executive Officer for any necessary remedial works arising due to Health and Safety

Proposed: Cllr Sherwood

Seconded: Cllr Pavey

All in favour

ACTION: Exec Officer / Cllr Williams / Estates Manager / Chairman

PC342/24 Land Transfers – Update

Noted.

PC343/24 Quotations for Replacement Lighting at the Estates Shed

The quotations and recommendations for services were duly considered.

Resolved: To approve the appointment of RSW Sound Ltd at a cost of £616.33, excluding VAT, to replace the fluorescent interior lighting with LED lighting at the Estates Shed at Hoe Road Recreation Ground

Proposed: Cllr Jeff

Seconded: Cllr Latham

All in favour

PC344/24 Quotations for Repairs or Replacement of the Gate at Jubilee Hall Bin Store

The quotations and recommendations for services were duly considered.

Resolved: To approve the appointment of Bobs Jobs at a cost of £496.21, no VAT added, for the repairs required and replacement of the Jubilee Hall bin store gate.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour

PC345/24 Quotations for Priory Park Tree Work

The quotations gathered were duly deliberated. Bird nesting season was noted so a watching brief required by the Tree Services Company.

Resolved: To approve the appointment of Jack Tosdevine Tree Services at a cost of £2,600.00 excluding VAT, for the reduction of the Monterey Pine Tree (no959) at Priory Park

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

All in favour

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PC346/24 Quotations for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps

The quotations and recommendations were noted.

Resolved: To approve **Bollard Security** at a cost of **£1,925.00**, excluding VAT, with no delivery charge, for the 55 replacement cartridges for the directional ramps at Hoe Road Recreation Grounds

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

PC347/24 Quotations for the upgrade of Jubilee Hall Intruder Alarm System

Agenda item withdrawn as quotations not yet available.

PC348/24 Hire Rates for 2025/26 (Product Fee Increases) for Community Events

A full discussion was given to the rates tabled. The increases would be duly referred to the relevant clubs with detailed explanation of such.

Resolved: To

- i) To recommend the incremental rate tabled for 2025 and review the increase rate again in March 2026
- ii) To recommend the 10% residents and community groups discount to be applied
- iii) To recommend the new product fee for the hire rate of ground facilities for community events at £54 per hour from April 2025

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ACTION: H&C Committee Clerk and Chairman / Finance Manager

PC349/24 Request for Funding from Bishop's Waltham In Bloom

Careful consideration was given to this agenda item and the decision made to defer the matter to a future meeting.

The Committees Officer left the meeting at this point (9.20pm)

PC350/24 Staffing Matters

- i) Probationary Review Sign Off

Resolved: To approve the probationary review sign off for the Marketing, Communications and Events Manager as tabled

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour

- ii) Training Completion with Qualification Awarded

Resolved: To note the completion of the CiLCA training with qualification awarded to the Committees Officer, with budgeted incremental salary point approved as tabled.

Proposed: Cllr Sherwood

Seconded: Cllr Wood

All in favour

- iii) Confidential Staffing Matter

The Chairman provided an update on the ongoing matter.

Resolved: To ratify the resolutions of the Extra Ordinary Meeting of the Parish Council 25.2.25 and the Finance, Policy and Resources Committee meeting 4.3.25.

Proposed: Cllr Sherwood

Seconded: Cllr Pavey

All in favour

There being no other business the meeting ended at 9:25pm.



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