



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on Tuesday 8th April 2025
In the Ruby Room of The Jubilee Hall commencing at 7pm

Present:

Cllr Conduct	Vice Chairman
Cllr Homer	
Cllr Marsh	
Cllr Nicholson	Chairman
Cllr Sherwood	
Cllr Stallard	
Cllr Webb	
Cllr Williams	(and WCC Councillor)
Cllr Wilson	
Cllr Wood	

In attendance:

Mrs E McKenzie	Executive Officer
Cllr Miller	WCC Councillor

Members of the public: 0

PC351/24 To receive and accept apologies for non-attendance

Cllr Jelf – family commitments
Cllr Jones – work commitments
Cllr Latham – family commitments
Cllr Pavey – family commitments

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Wood

All in favour

PC352/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda
None.

PC353/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda
None.

PC354/24 Public Session

The overgrown pavement along the B2177 towards Ashton Lane had been reported into Hampshire County Council for clearance and subsequent siding work had now been scheduled for action. A call for councillor volunteers to join in with the litter pick of approach roads to the town was made. The Litter Partnership were due to undertake this activity on Saturday 10th May. A member of the Sustainable Bishop's Waltham group has requested an outdoor tap to be installed at the Jubilee Hall to enable flower bed watering. This request was referred to the Halls and Grounds Committee to consider further. **ACTION: Executive Officer**
Volunteers were requested to assist with the cemetery tidy up – date to be confirmed.

PC355/24 To receive the reports from the County Council and District Council Representatives

Cllr Latham and Cllr Williams had given their apologies for non-attendance and so Cllr Miller made the following points:-

Relatively quiet at Winchester City Council as main focus is currently on Devolution and the Local Government Reform.

The request for a bigger bin at Colville Drive was reiterated to which the Council were pleased to give news that the bin had been delivered and was awaiting prompt installation this month.

The visible Speed watch sessions were highlighted as a successful initiative.

A Facebook comment on the Local Plan inspection was noted as the resident not being aware that the consultation with the public and recommendations from Parish Council had already been completed. This stage was for the Inspectorate to approve the Plan. This would be highlighted at the Annual Meeting of the Parish on 23.4.25.

The WCC Councillor, Cllr Miller, left the meeting at this point (7.10pm)

PC356/24 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 Webb

All in favour

PC357/24 To approve the Minutes of the Meeting 11th March 2025

Resolved: To approve the Minutes of the Meeting 11th March 2025

Proposed: Cllr Marsh

Seconded: Cllr Wood

All in favour who were in attendance at the Meeting 11th March 2025

PC358/24 Actions arising from the minutes of the meeting of 11th March 2025

The Executive Officer provided updates on actions listed.

PC359/24 To receive current financial statement and balance sheet

Resolved: To receive current financial statement and balance sheet

Proposed: Cllr Marsh

Seconded: Cllr Conduct

All in favour

PC360/24 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 Homer

8 in favour, 1 abstention

PC361/24 Safeguarding Policy

The recommendation of the Finance, Policy and Resources Committee was duly considered. It was noted that the committee were deliberating the need for DBS checks on staff and councillors, and related costs, which would be an agenda item at their next meeting. It was requested to clarify how often DBS checks and renewals would be required.

Resolved: To adopt the Safeguarding Policy tabled.

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

ACTION: To circulate the Safeguarding Policy to all Councillors and staff and upload to website

ACTION: Executive Officer

PC362/24 Cyber Security

The Chairman thanked Cllr Stallard for his dedicated work on this matter and the opportunity to ensure all councillors were aware of this topic. It was noted that a working group had been appointed by the Finance, Policy and Resources Committee and from there further actions would be recommended.

PC363/24 Annual Meeting of the Parish

The plans for the Annual Meeting of the Parish were noted and progressing steadily. Publicity had been taking effect in the Parish News, newsletter, social media and noticeboards. A rehearsal date for councillor presentations had been set for Tuesday 15th April at 10am.

PC364/24 VE Day 80 Commemoration

The working group notes and paper were acknowledged. The cost of the band was deliberated and felt to be beneficial to the event. The additional cost would be drawn from reserves as an overspend for the Community and Environment Committee.

Resolved: To ratify the cost of £1,000 for the band to play at the Parish Council's VE Day 80 Commemoration on Thursday 8th May in the Palace Grounds.

Proposed: Cllr Conduct

Seconded: Cllr Homer

All in favour

PC365/24 WCC Assets in Bishop's Waltham – Potential Devolved Services

The paper tabled was deliberated as possible areas for the Parish Council to consider offering to take as devolved services.

Resolved: To investigate potential devolved services from Winchester City Council to the Parish Council

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: Cllr Nicholson

PC366/24 Chairman's Report

Noted. The Chairman added that he had also attended the opening of the new West Tower staircase and platform in the Palace Grounds and highlighted positive publicity of such in the recent English Heritage magazine.

PC367/24 Councillors' Reports

Cllr Jones' report on the recent Rural Market Town Group meeting was noted with interest and concern. The inevitable increase in costs when taking on devolved services and assets was highlighted.

Cllr Sherwood reported on the investigation to site a Banking Hub in the town and the challenges this was presenting. Unfortunately, no clear option was currently being progressed but the investigation was still ongoing.

PC368/24 Executive Officer's Report

The Executive Officer noted that no update was available regarding the start dates for works on the Public Toilet facilities or the Accessibility Project. She informed Council that gas works were due in Little Shore Lane before the end of the month and it was hoped that this would not impact hall hirers.

PC369/24 ACSO Report

Noted. The first six-monthly official ACSO report had been submitted to the Police for review.

PC370/24 Councillors' Surgery – Report and Future Meetings

- Attendance for Councillors' Surgery on 26.4.25 confirmed as Cllr Jelf, Cllr Marsh and Cllr Williams.
- Attendance for the Councillors' Surgery of 30.5.25. Cllr Wood and hopefully another volunteer would come forward to assist.

PC371/24 Requests for future agenda items

None at this time.

PC372/24 Date of next meeting – 13th May 2025

Noted.

PC373/24 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.

PC374/24 Additional Priory Park Pathway Works

The works identified were duly deliberated and the recommendations from the Halls and Grounds and Finance, Policy and Resources Committees noted.

Resolved: To appoint Infinity Playgrounds Ltd to install the two areas of permeable surfacing at the pathway leading from the Priory Park overflow car park to the Skate Zone at a cost of £7,126.09, excluding VAT, to be taken from CIL funding (£5,010.96 from WCC CIL receipts 2021-2022, £2,115.13 from WCC CIL receipts 2022-2023)

Proposed: Cllr Marsh

Seconded: Cllr Conduct

All in favour

ACTION: Projects Manager

PC375/24 Quotations for Replacements of the Churchill Avenue Play Area Gates

The works identified were duly deliberated and the recommendations from the Halls and Grounds and Finance, Policy and Resources Committees noted.

Resolved: To appoint Infinity Playgrounds Ltd to supply and install three replacement gates at the Churchill Avenue play area at a cost of £6,725.00, excluding VAT, to be taken from CIL funding (£946.95 from WCC CIL receipts 2022-2023, £5,778.05 from WCC CIL receipts 2023-2024)

Proposed: Cllr Sherwood

Seconded: Cllr Conduct

All in favour

ACTION: Projects Manager

PC376/24 Quotations for Fencing at Albany Road Allotments

The works identified were carefully considered and the recommendations from the Halls and Grounds and Finance, Policy and Resources Committees noted.

Resolved: To appoint D Mooney Fencing Ltd to supply and install the fencing as tabled at the lower section of the Albany Road allotments at a cost of £3,800.00, excluding VAT, with the gates and locks to be purchased by the Parish Council from First Fence Ltd at a cost of £2,487.15, excluding VAT. A total cost of £6,287.15, excluding VAT.

Proposed: Cllr Wood

Seconded: Cllr Marsh

All in favour

ACTION: Estates Manager to inform BW Gardening Club to instruct contractors as tabled above and the group to oversee the installation of fences, gates and locks with the invoices passed to the Finance Manager for payment.

ACTION: Estates Manager / Finance Manager

PC377/24 Quotation for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines

Resolved:

- i) To approve the action to give the required three month notice to Network Merchants (NMI) of the termination of the contract for the processing of card payment transactions for the Jubilee Hall car park.
- ii) To update the two Jubilee Hall car park ticket machines to hardware that will support the migration to Windcave for the processing of car payment transactions at a cost of £800, excluding VAT, (with ongoing associated fees of 14p per transaction processed).

Proposed: Cllr Sherwood

Seconded: Cllr Conduct

All in favour

ACTION: Finance Manager / Committees Officer / Estates Manager

PC378/24 Land Transfers – Update

A further update request from Bargate to be followed up on by the Executive Officer regarding Bishop's Meadow.

ACTION: Executive Officer

The notes from the meeting on 3.4.25 relating to Albany Wood were considered and the recommendation thereof to proceed with the land transfer of the open space and SINC. It was acknowledged that a final set of remedial works was due (removal of debris from site and Southern footpath link) but a meeting due to be held on 9.4.25 would confirm these last actions hopefully.

Resolved: To agree in principle to the land transfer of Albany Wood open space and SINC from Crest Nicholson to Bishop's Waltham Parish Council, subject to the completion of the final remedial works identified.

Proposed: Cllr Webb
Seconded: Cllr Williams
9 in favour, 1 abstention

ACTION: Executive Officer

**PC379/24 Staffing Matters
Salaries Review**

Resolved: To approve the salaries review as tabled with minor amendments, with acknowledgement of increases to national insurance contributions and pensions, for implementation as of 1.4.25.

Proposed: Cllr Conduct

Seconded: Cllr Homer

All in favour

ACTION: Executive Officer / Finance Manager

The Council Chairman provided an update on a confidential staffing matter before closing the meeting.

There being no other business the meeting ended at 8.09pm.

A handwritten signature in black ink, appearing to be 'BM' followed by a flourish.

13-5-25