



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on Tuesday 13<sup>th</sup> May 2025**  
**In the Ruby Room of The Jubilee Hall commencing at 7pm**

**Present:**

Cllr Jones	
Cllr Latham	(and WCC Councillor) Arrived at 7:14pm
Cllr Marsh	
Cllr Nicholson	Retiring Chairman/ New Vice Chairman
Cllr Sherwood	
Cllr Stallard	
Cllr Webb	
Cllr Williams	(and WCC Councillor) Arrived at 8:20pm
Cllr Wilson	
Cllr Wood	

**In attendance:**

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

**Members of the public:** 3

The Retiring Chairman welcomed all to the meeting and gave thanks to both councillors and staff for their support during his time as Chair. He stated that it had been an honour and a privilege to serve in this role.

**PC01/25 To elect a Chairperson of the Council**

Nomination: Cllr Conduct Proposed: Cllr Marsh Seconded: Cllr Wood 6 in favour

Nomination: Cllr Williams Proposed: Cllr Wilson Seconded: Cllr Stallard 2 in favour

**Resolved: To elect Cllr Tracy Conduct as Chairperson of Bishop's Waltham Parish Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**6 in favour**

**PC02/25 To receive the Chairman's Declaration of Acceptance of Office**

As the new Chairman was not present at the meeting, her written acceptance was noted and the official paperwork would be signed when she was next available to do so.

**PC03/25 To elect a Vice Chairperson of the Council**

Nomination: Cllr Nicholson Proposed: Cllr Marsh Seconded: Cllr Webb 6 in favour, 2 abstentions

Nomination: Cllr Williams Proposed: Cllr Wilson

Not carried forward without a seconder. Concern raised about time commitment required for role.

**Resolved: To elect Cllr Barry Nicholson as Vice Chairperson of Bishop's Waltham Parish Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Webb**

**6 in favour, 2 abstentions**

**PC04/25 To receive the Vice Chairman's Declaration of Acceptance of Office**

The Vice Chairman signed the relevant paperwork which was then countersigned by the Executive Officer.

**PC05/25 To receive and accept apologies for non-attendance**

Cllr Conduct – family commitments

Cllr Homer – work commitments

Cllr Williams – work commitments (later arrived at 8:20pm)

**Resolved: To accept apologies for non-attendance**

**Proposed: Cllr Marsh**

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

**PC06/25 To receive and accept resignations from the Council**

The two resignations from Council were sadly noted and grateful thanks given for the valued contributions to the Council's work.

**Resolved: To note and accept the resignations from the Council from Cllr Jelf and Cllr Pavey**

**Proposed: Cllr Stallard**

**Seconded: Cllr Wilson**

**All in favour**

**PC07/25 To advertise for Casual Vacancies arising from Resignations from the Council**

Following the resignations, the two vacancies arising need to be advertised as per legislation.

**Resolved: To advertise two casual vacancies arising from the resignations from Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Executive Officer**

**PC08/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**

None.

**PC09/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**

Cllr Marsh – 26i

Cllr Webb – 26i

Cllr Stallard - 27

**PC10/25 Approval of Standing Committees for 2025/26**

The standing committee membership was noted for Finance, Policy and Resources, Halls and Grounds, Community and Environment and Planning and Highways. The membership for the West Hoe Cemetery Management Committee was agreed by vote.

**Resolved: To approve the four BWPC Standing Committees for 2025/26 as tabled and the West Hoe Cemetery Management Committee membership as by vote – Cllr Conduct, Cllr Williams and Cllr Wood.**

**Proposed: Cllr Jones**

**Seconded: Cllr Sherwood**

**All in favour**

**PC11/25 Reappointment of Council Working Groups for 2025/26**

No working groups currently in action. Future opportunities for such to be considered as and when appropriate.

**PC12/25 Approval of Representatives to Outside Bodies for 2025/26**

**Resolved: To approve the representatives to Outside Bodies for 2025/26 as:-**

Outside Body	Representative	Reserve
Hampshire Association of Local Councils	Chairman of Parish Council	Vice Chairman of Parish Council
Winchester District Association of Parish Councils	Vice Chairman of Parish Council	Chairman of Parish Council
Community Safety Partnership/ Police	Cllr Stallard	TBC – Cllr Homer?

<b>Swanmore Management Committee</b>	Cllr Stallard	Cllr Latham
<b>Southern Parishes</b>	Cllr Nicholson	Cllr Williams

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

**PC13/25 Acceptance of Calendar of Meeting Dates for 2025/26**

The dates tabled were considered favourably but it was noted that these could be reviewed to enable a Summer or Christmas recess from meetings and to hold one meeting in August/December if considered appropriate.

**Resolved: To accept the Calendar of Meeting Dates for 2025/26**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Webb**

**All in favour**

**PC14/25 To note the Council's General Power of Competence**

**Resolved: To note that the Parish Council holds the General Power of Competence**

**Proposed: Cllr Stallard**

**Seconded: Cllr Nicholson**

**All in favour**

**PC15/25 To readopt and sign of the Civility and Respect Pledge**

The Councillors present signed the pledge as a renewal for 2025-2026.

**Resolved: To readopt and sign the Civility and Respect Pledge**

**Proposed: Cllr Latham**

**Seconded: Cllr Sherwood**

**All in favour**

**PC16/25 Public Session**

No members of the public wished to speak.

Cllr Jones requested support for a High Street clean up and weeding morning on Saturday 7<sup>th</sup> June.

The success of the Beacon lighting event for VW Day 80 was noted and thanks given to all those who had helped with the organisation and running of this.

Cllr Wilson suggested that the number of councillors on the Parish Council be increased and the process to request such to Winchester City Council be investigated ahead of Elections in 2027.

**PC17/25 To receive the reports from the County Council and District Council Representatives**

Cllr Miller had tendered apologies for non-attendance due to a family commitment.

Cllr Latham noted:-

- The City Council was relatively quiet due to the current Election period.
- A new recycling centre in Eastleigh was progressing, but at an increased cost.
- The Care Home site on Free Street was being marketed.

**PC18/25 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 Wilson**

**Seconded: Cllr Latham**

**All in favour**

**PC19/25 To approve the Minutes of the Meeting 8<sup>th</sup> April 2025**

**Resolved: To approve the Minutes of the Meeting 8<sup>th</sup> April 2025**

**Proposed: Cllr Wilson**

**Seconded: Cllr Marsh**

**All in favour who were in attendance at the Meeting 8<sup>th</sup> April 2025**

**PC20/25**      **Actions arising from the minutes of the meeting of 8<sup>th</sup> April 2025**  
Noted.

**PC21/25**      **To receive current financial statement and balance sheet**

Thanks were given to the Finance Manager for her monitoring and good maintenance of the Council's finances highlighted in the strong position tabled.

**Resolved: To receive current financial statement and balance sheet**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Latham**

**All in favour**

**PC22/25**      **Annual Investment Report 2024-25 and Reinvestment of Funds**

**Resolved: To note the annual investment report 2024-25 and approve the reinvestment of £441,097.66 with Arbuthnot Latham for 3 months at 4% to be referred to Full Council.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Latham**

**All in favour**

**ACTION: Executive Officer**

**PC23/25**      **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 Jones**

**Seconded: Cllr Marsh**

**8 in favour, 1 abstention**

**PC24/25**      **Potential Sites for Development on the Boundary of the South Down National**

Cllr Wood presented the paper and highlighted that this matter had been raised to encourage SDNP to review sites on their boundary for possible development for housing or leisure.

**Resolved: To contact SDNP to request consideration of development in the area immediately abutting the border with Bishop's Waltham as tabled.**

**Proposed: Cllr Wood**

**Seconded: Cllr Jones**

**7 in favour, 2 abstentions**

**ACTION: To speak to landowners about site suggestions**

**To write to SDNP to suggest potential sites**

**ACTION: Executive Officer/ Cllr Wood**

*Cllr Wood left the meeting at this point and rejoined at 8:15pm*

**PC25/25**      **Annual Meeting of the Parish – Report from the Marketing, Communications and Events Manager**  
Noted.

**PC26/25**      **Recommendations from the Halls and Grounds Committee**

**i) Request for Dedicated Parking Space for the Community Minibus**

The Council considered the request and proposed plans tabled.

**Resolved: To provide a dedicated parking space for the Minibus at Jubilee Hall at Location B as per the plan tabled.**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**7 in favour, 2 abstentions**

**ACTION: To consider lining costs via Committee**

**ACTION: Halls and Grounds Committee**

**ii) Request for Contribution to Parish Magazine for Parish Council Monthly Article**

The request for a contribution was duly considered.

**Resolved: To pay £100 for annual production costs to Parish News Magazine**

**Proposed: Cllr Latham**

**Seconded: Cllr Sherwood**

8 in favour, 1 abstention

**ACTION: Finance Manager**

**PC27/25 Grant Awards – Spring 2025 – Recommendation from the Community & Environment Committee**

The recommendation from Committee, with accompanying explanatory notes, was duly considered.

**CE232/24 Grant Applications – for consideration**

The large quantity of applications received were considered. The grant awards proposed would result in a remaining budget of £3.650 from the original £8,500 included in the Committee's grants budget.

**Resolved: To recommend the following grant awards to Full Council.**

Group	Purpose	Proposed Award	Legal Power
Bishop's Waltham Festival	Gaming party bus for Festival to help improve provision for older children at event.	<b>£600</b> (Applied for £600)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Maintenance and repair of van.	<b>£1,000</b> (Applied for £2,500)	Local Government Act 1972 s.144
Bishop's Waltham Men's Shed	Air filtration/ventilation units for the new workshop.	<b>£500</b> (Applied for £916)	Local Government (Miscellaneous Provisions) Act 1976 s.19 (3)
Bishop's Waltham Minibus Group	Commencement of funding for new minibus to replace current vehicle in a few years.	<b>£0</b> £2,000	n/a
Bishop's Waltham Museum Trust	Overhaul of late Georgian longcase striking clock made by Andrew Padbury.	<b>£400</b> (Applied for £400)	Local Government Act 1972 s.144
Bishop's Waltham Scout Group	Fees for Planning Application for Scout Hut extension.	<b>£1,000</b> (Applied for £1,500)	Local Government (Miscellaneous Provisions) Act 1976 s.19(3)
Bishop's Waltham Town Team	Materials for the KidSTreat event.	<b>£350</b> (Applied for £350)	Local Government Act 1972 s.145
Bishop's Waltham United Free Church	Replastering inside the Church.	<b>£0</b> (Applied for £1,000)	n/a
Citizens Advice Winchester District	Recruitment and training of new advice volunteers.	<b>£0</b> (Applied for £1,000)	n/a
Home Start Hampshire	Support for 2 families.	<b>£1,000</b> (Applied for £2,600)	Local Government Act 1972 s.137
Meon Valley Heartstart	Adoption and maintenance of defibrillator sited outside the Kings Church in the High St.	<b>£0</b> (Applied for £350)	n/a
<b>Total of funds recommended</b>		<b>£4,850</b>	

**Resolved: To approve the grant funding awards as tabled**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

8 in favour, 1 abstention

**ACTION: Executive Officer**

**PC28/25 Renewal of Rural Market Town Group Subscription**

The value of the group was deliberated.

**Resolved: To renew the annual subscription to the Rural Market Town Group at a cost of £148.68 including VAT.**

**Proposed: Cllr Jones**

**Seconded: Cllr Latham**  
**8 in favour, 1 abstention**

**ACTION: Finance Manager**

**PC29/24 Bishop's Waltham Cricket Club – Lease Conditions regarding Storage**

The report, correspondence and recommendation from the Finance, Policy and Resources Committee were all duly considered.

**Resolved:**

- i) To note the report and correspondence tabled

**Proposed: Chairman's Proposal**

**All in favour**

- ii) To provide a skip for clearance of non-cricket related items during June 2025

- iii) To agree a date for the next site visit as Saturday 28<sup>th</sup> June

- iv) To approve the storage of the listed BW In Bloom items and review such annually

- v) To appoint Cllr Homer as the key point of contact through this project

**Proposed: Cllr Jones**

**Seconded: Cllr Latham**

**All in favour**

**ACTION: BWCC Rep to confirm skip size by 26.5.25**

**ACTION: Executive Officer**

*One member of the public left at this point.*

**PC30/25 Chairman's Report**

Noted.

The VE Day 80 event was noted as a great success and thanks were given by the Chairman for all concerned who aided the organisation and management of the evening.

**PC31/25 Councillors' Reports**

Cllr Stallard's report on the Local Policing Conference attended with the ACSO on 7.5.25 was noted. The opportunity to apply for PCC funding was highlighted.

**PC32/25 Executive Officer's Report**

Noted.

**PC33/25 ACSO Report**

Noted.

**PC34/25 Councillors' Surgery – Report and Future Meetings**

The report from the surgery of 26.4.25 was noted.

Attendance for Councillors' Surgery on 30.5.25 confirmed as Cllr Wood and Cllr Webb. To be held outside the Jubilee Hall if the weather was favourable.

Attendance for the Councillors' Surgery of 28.6.25. Cllr Latham at the Festival event, if permitted by the Festival Team.

The Ridgemedes estate was suggested as a future location for a surgery.

**PC35/25 Requests for future agenda items**

Meeting dates for August and December

Number of Councillors for the Parish Council

**PC36/25 Date of next meeting – 10<sup>th</sup> June 2025**

Noted.

**PC37/25 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.**

*The remaining members of the public left the meeting at 8:50pm.*

**PC38/25 Recommendations from the Finance, Policy and Resources Committee:-**

**i) Actual Cost of Dual Use Bins**

The cost was noted as increased from that initially approved.

**Resolved: To ratify the purchase of four new dual waste bins from Yellow Shield Ltd at a cost of £188.00, excluding VAT, with associated fixing posts from Earth Anchors Ltd at a cost of £536.00, excluding VAT.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ii) Pitch Drainage Quotations**

The quotations and recommendation from the Standing Committees were duly noted.

**Resolved: To ratify the appointment of PJ and CM Froud Ltd to undertake drainage works on Priory Park pitches at a cost of £15,275.00, excluding VAT.**

**Proposed: Cllr Webb**

**Seconded: Cllr Stallard**

**All in favour**

**iii) Operational Spend on Clock Flower Bed Repairs and Dual Waste Bin at Colville Drive Footpath**

The operational spends were noted one as a health and safety issue and the other as a low-cost unbudgeted item.

**Resolved: To ratify the two operational spends tabled:-**

**1) Clock Flower Bed Repairs at £192.00 including VAT by The Honest Builder**

**2) Dual Waste Bin at Colville Drive Footpath at £52 excluding VAT from Get Wheelie Bin, plus associated fixing from Earth Anchors at £122 excluding VAT**

**Proposed: Cllr Jones**

**Seconded: Cllr Sherwood**

**All in favour**

**PC39/25 Land Transfers – Update**

**1. Bishop's Meadow**

A further update was provided on the land at Bishop's Meadow due for transfer. A full discussion was given to the matter before a resolution was made.

**Resolved: To accept the Bishop's Meadow land transfer as within the S106 agreement**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**7 in favour, 1 objection, 2 abstentions**

**ACTION: Liaise with Solicitor to progress resolution and seek feedback**

**ACTION: Executive Officer**

**ACTION: Write to Bargate to express disappointment in lack of engagement**

**ACTION: Exec Officer**

**2. Albany Wood**

The update on the Albany Wood open space and SINC was noted positively.

**PC40/25 Well House – Update**

Cllr Jones provided an update on the Well House project stating that the sale was slow to progress and a relaunch onto the open market suggested.

**Resolved: To relaunch the Well House property onto the open market at a price of £200,000.00**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Cllr Jones/Executive Officer**

**PC41/25 Suspension of Standing Orders**

**Resolved: To suspend Standing Orders under 3x to extend the meeting longer than 2.5 hours**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Latham**

**All in favour**

**PC42/25      Staffing Matters**

i) **Appraisals** – noted as completed for Spring 2025

ii) **Ongoing Confidential Matter**

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

**Resolved: To note updates from the Council Chairman**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

There being no other business the meeting ended at 9.35pm.

DRAFT