



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on Tuesday 13th 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


10-6-25

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

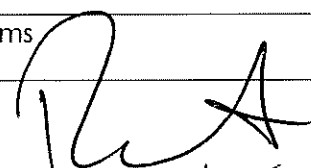
PC11/25 Reappointment of Council Working Groups for 2025/26

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?
Swanmore Management Committee	Cllr Stallard	Cllr Latham
Southern Parishes	Cllr Nicholson	Cllr Williams


16-6-25

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 7th 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

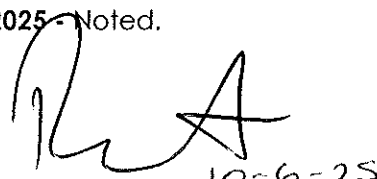
Proposed: Cllr Wilson
Seconded: Cllr Latham
All in favour

PC19/25 To approve the Minutes of the Meeting 8th April 2025

Resolved: To approve the Minutes of the Meeting 8th April 2025

Proposed: Cllr Wilson
Seconded: Cllr Marsh
All in favour who were in attendance at the Meeting 8th April 2025

PC20/25 Actions arising from the minutes of the meeting of 8th April 2025 - Noted.



10-6-25

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 Arbutnot 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.	£600 (Applied for £600)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Maintenance and repair of van.	£1,000 (Applied for £2,500)	Local Government Act 1972 s.144
Bishop's Waltham Men's Shed	Air filtration/ventilation units for the new workshop.	£500 (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.	£0 £2,000	n/a
Bishop's Waltham Museum Trust	Overhaul of late Georgian longcase striking clock made by Andrew Padbury.	£400 (Applied for £400)	Local Government Act 1972 s.144
Bishop's Waltham Scout Group	Fees for Planning Application for Scout Hut extension.	£1,000 (Applied for £1,500)	Local Government (Miscellaneous Provisions) Act 1976 s.19(3)
Bishop's Waltham Town Team	Materials for the KidSTreat event.	£350 (Applied for £350)	Local Government Act 1972 s.145
Bishop's Waltham United Free Church	Replastering inside the Church.	£0 (Applied for £1,000)	n/a
Citizens Advice Winchester District	Recruitment and training of new advice volunteers.	£0 (Applied for £1,000)	n/a
Home Start Hampshire	Support for 2 families.	£1,000 (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.	£0 (Applied for £350)	n/a
Total of funds recommended		£4,850	

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

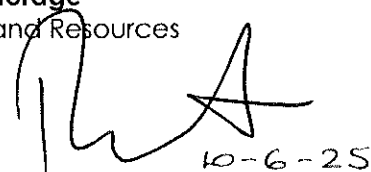
Seconded: Cllr Latham

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 28th 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 – 10th 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 Priors 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

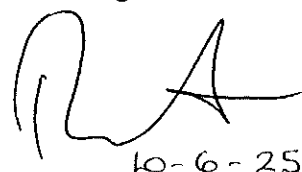
The Council Chairman provided an update on a confidential staffing matter before closing the meeting.

Resolved: To note updates from the Council Chairman

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour



10-6-25

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