



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

**Present:**

Cllr Conduct	Chairperson
Cllr Homer	
Cllr Latham	(and WCC Councillor)
Cllr Marsh	
Cllr McLean	(Newly co-opted)
Cllr Nicholson	Vice Chairperson
Cllr Sherwood	
Cllr Wilson	
Cllr Wood	

**In attendance:**

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

**Members of the public:** 1 (moved to Co-opted Councillor above)

**PC84/25 To receive and accept apologies for non-attendance**

Cllr Jones – family commitments  
Cllr Webb – family commitments  
Cllr Williams – work commitments

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

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**PC85/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**  
None.

**PC86/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**  
Cllr Latham – Scouts agenda item

**PC87/25 Public Session**

The member of the public mentioned the unfortunate rise in dog fouling in the town. Locations were advised to be reported to the WCC dog warden for further monitoring and action.

Cllr Latham noted that the Parish Council could advise HCC on blockages on the road and request clearance via the Road Traffic Act. This proposal would be referred to the Planning and Highways Committee to action.

**PC88/25 To receive the reports from the County Council and District Council Representatives**  
Cllr Miller and Cllr Williams had offered their apologies for non-attendance this evening.

Cllr Latham noted the following:-

- The Local Government Reform was taking dominance at meetings and surveys were now advertised for public consultation. The process was fast moving and a local session was suggested to be set up in Bishop's Waltham but Parish and District Councillors.

**PC89/25 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 Marsh**

**Seconded: Cllr Latham**

**All in favour**

**PC90/25 To approve the Minutes of the Meeting 10<sup>th</sup> June 2025 and Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**Resolved: To approve the Minutes of the Meeting 10<sup>th</sup> June 2025**

**Proposed: Cllr Wilson**

**Seconded: Cllr Sherwood**

**All in favour who were in attendance at the Meeting 10<sup>th</sup> June 2025**

**Resolved: To approve the Minutes of the Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**Proposed: Cllr Conduct**

**Seconded: Cllr Latham**

**All in favour who were in attendance at the Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**PC91/25 Actions arising from the Minutes of the Meeting of 13<sup>th</sup> May 2025**

The Executive Officer provided updates on the actions sheet tabled.

**PC92/25 To accept the resignation from Council and advertise a vacancy**

The resignation of Cllr Stallard from Council was noted and accepted. The subsequent casual vacancy arising would need to be advertised.

**Resolved:**

i) **To accept the resignation of Cllr Stallard from the Parish Council**

ii) **To advertise the Notice of Casual Vacancy**

**Proposed: Cllr Wilson**

**Seconded: Cllr Sherwood**

**All in favour**

**ACTION: Executive Officer**

**PC93/25 Applications for Co-option for Council**

One application had been received which was duly considered.

**Resolved: To co-opt Mr David McLean as a Parish Councillor for Bishop's Waltham Parish Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Conduct**

**All in favour**

Mr McLean joined the Parish Council table and duly signed the Declaration of Acceptance of Office.

*Cllr Latham left the meeting at this point (7:14pm)*

**PC94/25 To receive current financial statement and balance sheet**

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

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**PC95/25 Planning Applications: To ratify the recommendations from the Planning & Highways Committee**

An update on the 25/01050/FUL Glebe Farm application was provided to explain the comment submitted.

**Resolved: To ratify the planning application recommendations from the Planning & Highways Committee**

**Proposed: Cllr Wood**

**Seconded: Cllr Marsh**

**6 in favour, 1 abstention**

**PC96/25 Bishop's Waltham Cricket Club – Site Visit Report**

The reports by the Executive Officer and Cllr Homer were noted and the visit outcomes duly discussed. Concerns were noted regarding the storage of fuel and chemicals on site with a reminder to be sent to the club about H&S regulations and related building insurance. Further clearance areas identified, items for sale by the next review noted, signage requirements noted.

**Resolved:**

- i) To note reports and acknowledge clearance achieved, with further work identified for action
- ii) To write to BWCC Chairman with site visit report, noting thanks for focused work by BWCC and support given to BWCC by BWPC.
- iii) To suggest locations for BWIB tree saplings currently stored at BWCC Ground
- iv) To set the date as Saturday 18<sup>th</sup> October for the next review meeting, following the end of the cricket season
- v) To ensure future communications are directed at/include the BWCC Chairman and Secretary.

**Proposed:** Cllr Homer

**Seconded:** Cllr Wilson

**All in favour**

**ACTION:** Executive Officer / Cllr Homer

**PC97/25 Bishop's Waltham Parish Fishing Club – Site Visit Report**

The site visit report was noted with matters arising duly considered in regard to the pavement works undertaken by Beechcroft resulting in debris along the Pond perimeter and misalignment with access gates, unkempt viewing area and tatty barrier fencing identified for remedial works. Tree maintenance works were due as well as eel pass checks and silt/water levels remedial works.

**Resolved:** To write a letter to Beechcroft, outlining issues arising and ongoing, and offer a meeting if appropriate.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Executive Officer

**PC98/25 CCTV in the High Street**

Actions scheduled by the Planning and Highways Committee were noted.

**PC99/25 WCC 'Our Place, Our Future' Survey**

The survey currently available online was noted for public consultation. The need for local advertisement was identified.

**Resolved:** To advertise survey online across social media and organise a local event in Bishop's Waltham to highlight this public consultation to the community.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Marsh

**All in favour.**

**ACTION:** Marketing, Communications and Events Manager, Executive Officer, Cllr Conduct, Cllr Latham, Cllr Williams

**PC100/25 Chairman's Report**

Noted. In addition, the Chairman had attended an online training course on Planning issues and escorted the Mayor of Winchester at the KidSTreat event in the High Street on Sunday 7<sup>th</sup> July.

**PC101/25 Councillors' Reports**

Reports noted from Cllr Latham regarding the Bishop's Waltham to Swanmore pathway project and Cllr Jones on the recent online finance training.

**PC102/25 Executive Officer's Report**

No matters arising further to tabled agenda items.

**PC103/25 ACSO Report**

Noted. The increase in dog fouling also mentioned by the ACSO and further action planned to tackle this issue.

**PC104/25 Councillors' Surgery – Report and Future Meetings**

The report from the surgery of 28.6.25 was noted.

Attendance for Councillors' Surgery on 25.7.25 noted as Cllr Conduct, Cllr Jones and Cllr Wood.

Attendance for Councillors' Surgery on 30.8.25 noted as Cllr Homer.

**PC105/25      Requests for future agenda items**

Anti-Social Behaviour monitoring – Late Night Disturbances – Report from ACSO, PCSO, Beat Bobby  
Update on The Avenue Junction for the community.

**PC106/25      Date of next meeting – 12<sup>th</sup> August 2025**

Noted.

**PC107/25      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.

**PC108/25      Land Transfers – Update**

The currently progressing land transfers at Bishop's Meadow and Albany Wood were discussed.

**Resolved: To ratify the decision to proceed as advised by the Solicitor to remove the option clause, in the S106 agreement for Bishop's Meadow, as agreed with Bargate Homes.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour**

**PC109/25      Well House – Update**

**Resolved: To ratify the decision made at the Extra Ordinary Meeting of 20.6.25 to sell Well House at a price of £200,000.00 and acknowledge ongoing conveyancing costs**

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour**

**PC110/25      Tollgate Farm Site - Update**

The recent meeting of 7.7.25 was noted as undertaken by Cllr Latham, Cllr Sherwood, Cllr Williams and the Executive Officer with the representative of the owner of the site and their advisor. Positive relationships were being fostered to further the aim to progress the site as outlined for development within the Local Plan.

**PC111/25      Meon Valley Bowls Club Lease – Draft and Update**

Noted.

**PC112/25      Priory Park Clubhouse Project - Update**

The Committees Officer explained an update on the Priory Park Clubhouse project in terms of the stage reached in shaping the future design and also short-term measures to adapt the building to be fit for purpose for the 2025/6 football season ahead.

**Resolved: To approve the current building designs as appropriate to form the basis for public consultation regarding the potential redevelopment of Priory Park Clubhouse and to delegate the organisation of such to the Halls and Grounds Committee**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Sherwood**

**All in favour**

**ACTION: Halls and Grounds Committee/ Committees Officer/Projects Manager/  
Marketing, Communications & Events Manager**

**Resolved: To approve the expenditure of up to £1800 to support short term measures to enable the return of Dynamos Football Club's Seniors team to play at Priory Park.**

**Proposed: Cllr Homer**

**Seconded: Cllr Sherwood**

**All in favour**

**ACTION: Committees Officer / Projects Manager / Estates Manager**

**PC113/25 Scout Hut Extension – Initial Paper from Bishop’s Waltham Scout Group**

Noted, with support. Further papers to be tabled at the Halls and Grounds Committee as appropriate.

**PC114/25 Quotations for Tractor**

The quotations from suitably local suppliers, who could provide ongoing maintenance support, were duly deliberated and the recommendations from Committee noted. This process was in accordance with Public Procurement Regulations and the award of contract would be publicised via Contracts Finder. Funding consideration noted from ear marked reserves with advice being sought from WCC on appropriate S106 spending.

**Resolved:** To approve the purchase of an Iseki TG6687 67hp (with 7 front weights) tractor from T H White at a cost of £36,457.00 excluding VAT. (Noting quotations from suitably local suppliers, who could provide ongoing maintenance support, were duly deliberated and the recommendations from Committee noted. This process was in accordance with Public Procurement Regulations and the award of contract would be publicised via Contracts Finder.)

**Proposed:** Cllr Conduct

**Seconded:** Cllr Wilson

**All in favour**

**ACTION:** Committees Officer / Finance Manager

**PC115/25 Delivery Network Operator Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels**

**Resolved:** to ratify the payment of £300.00 (no VAT was applied) to Cinergi Ltd for the fee charged by the DMO to inspect the additional batteries installed at the Jubilee Hall to store electricity generated by the solar panels, and refer to Full Council

**Proposed:** Cllr Conduct

**Seconded:** Cllr Sherwood

**All in favour**

**PC116/25 Quotations for Event Gazebo**

**Resolved:** To approve the purchase of a midnight blue gazebo from UK Tents, with the Paish Council’s logo on the front panel of the canopy and ‘Bishop’s Waltham Council’ written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Sherwood

**All in favour.**

**ACTION:** Marketing, Communications and Events Manager

**PC117/25 HCC Licence for Consent to Cultivate the Highways**

As an unbudgeted item, this item was recommended by the relevant Committees and referred to Full Council for ratification.

**Resolved:** To ratify the cost of £230.50 for the HCC licence, for a period of three years, as consent to cultivate the public highway in partnership with Bishop’s Waltham in Bloom.

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Marsh

**All in favour.**

**PC118/25 Quotations for HCC Installation and Provision of Speed Indicator Poles**

As a budgeted item from the previous year with a grant awarded, this item was recommended by Committee and referred to Full Council for approval to draw funds back from general reserves for this spend.

**Resolved:** To approve the quotation from HCC for provision and installation of the poles for the speed indicator devices at a cost of £2,253.53 (including 15% admin fee) using £1,251.00 from the 2024/25 underspend from the Speed Indicator Device HCC grant award, transferred back from general reserves, plus £1002.53 from Planning and Highways Committee budgeted capital spend: 4403 Street Furniture.

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Conduct

All in favour.

**ACTION: Executive Officer / Finance Manager**

*The Committees Officer left the meeting at this point (8:10pm).*

**PC119/25      Staffing Matters**

**1. Work Experience Student**

The Council approved the placement of a work experience student from Swanmore College for a week in July. Due checks on the Council's safeguarding policy and training were noted.

**Resolved: To confirm the work experience placement within the Parish Council office for a week commencing 14.7.25**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Wood**

**All in favour**

**2. Part Time Caretaker**

The return of the part time caretaker was approved to cover summer hall activities on a zero hours contract and SCP2 salary.

**Resolved: To confirm a zero hours contract for July and August 2025 for the previous part time caretaker at SCP2 salary.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

*Cllr Latham rejoined the meeting at this point (8:25pm).*

**3. Ongoing Staffing Matter**

**Resolved:**

- i) To note the resolutions of the Extra Ordinary Meeting of 20.6.25
- ii) To ratify the cost of £550.00 plus VAT for legal fees as tabled
- iii) To approve the tabled letter to be sent from the Solicitor
- iv) To note the original settlement fee as still valid.

**Proposed: Cllr Conduct**

**Seconded: Cllr Wood**

**6 in favour, 2 abstentions**

**ACTION: Executive Officer/ Finance Manager**

*There being no other business the meeting ended at 8.42pm.*