



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on Tuesday 12<sup>th</sup> August 2025**  
**In the Ruby Room of The Jubilee Hall commencing at 7pm**

**Present:**

Cllr Conduct	Chairperson
Cllr Homer	
Cllr Marsh	
Cllr McLean	
Cllr Miller	(newly co-opted councillor)
Cllr Nicholson	Vice Chairperson
Cllr Sherwood	
Cllr Williams	(and WCC Councillor)
Cllr Wood	

**In attendance:** Mrs E McKenzie Executive Officer

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

**PC120/25 To receive and accept apologies for non-attendance**

Cllr Homer – work commitments  
Cllr Jones – work commitments  
Cllr Latham - family commitments  
Cllr Wilson – indisposed

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

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour**

**PC121/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**  
None.

**PC122/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**  
None.

*Cllr Homer joined the meeting at this point (7:10pm)*

**PC123/25 Public Session**

A member of the public thanked the Council for the installation of the large dual waste bin at Colville Drive and a reminder was suggested to remove the old small one.

**PC124/25 To receive the reports from the County Council and District Council Representatives**

Cllr Latham had offered apologies for non-attendance this evening.

Concern was raised regarding the licence application for Ellonies in the Square as it appears that the owner, who confirmed no rooftop terrace would be included in the premises at the Planning and Highways Committee of 22.7.25, has now included licensing for a rooftop terrace in the application to Winchester City Council. The Council expressed their disappointment at this disingenuous and misleading approach to setting up a new business in town. Concerns were raised regarding the windows and lighting at the venue which did not appear compliant with the planning permission granted. Enforcement would be contacted to check for compliance. Further concerns were expressed regarding potential noise, public nuisance and public safety at the venue, along with worries that a pavement licence may be applied for very close to the road edge. The City Councillors were objecting to the licence application citing reasons of public nuisance and public safety and asked that the Parish Council support them in the WCC Committee reviewing the case with due care and attention. This support was given to ensure public safety was upheld.

**PC125/25** 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 Conduct  
**Seconded:** Cllr Nicholson  
**All in favour**

**PC126/25** To approve the Minutes of the Meeting 8<sup>th</sup> July 2025  
**Resolved:** To approve the Minutes of the Meeting 8<sup>th</sup> July 2025  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Wood  
**All in favour who were in attendance at the Meeting 8<sup>th</sup> July 2025**

**PC127/25** Actions arising from the Minutes of the Meeting of 8<sup>th</sup> July 2025  
The Executive Officer provided updates on the actions sheet tabled.

**PC128/25** To note end of Casual Vacancy notice period advertise a co-option  
**Resolved:** To note the end of the Casual Vacancy period and to advertise for a co-option  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Williams  
**All in favour**

**ACTION: Executive Officer**

**PC129/25** Applications for Co-option for Council  
One application had been received which was duly considered.  
**Resolved:** To co-opt Mr Stephen Miller as a Parish Councillor for Bishop's Waltham Parish Council  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr McLean  
**All in favour**  
Mr Miller joined the Parish Council table and duly signed the Declaration of Acceptance of Office.

**PC130/25** Electronic Summons  
**Resolved:** To ensure all councillors have given consent for summons to meetings by email by the signing of the form provided by the Executive Officer  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Webb  
**All in favour**

**ACTION: Councillors / Executive Officer**

**PC131/25** To receive current financial statement and balance sheet  
**Resolved:** To receive current financial statement and balance sheet  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Nicholson  
**All in favour**

**PC132/25** Appointment of the Internal Auditor  
**Resolved:** To approve the cost of £960.00 for the internal audit arrangements by April Skies Accounting and confirmation of the effectiveness of the audit arrangements, independence and competence of the internal auditor selected and the details of the scope of the audit.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Williams  
**All in favour**

**PC133/25** Reinvestment of Funds  
The opportunity to reinvest funds and to invest additional funding was carefully considered.  
**Resolved:** To approve the reinvestment of £445,100.17 of funds held with Arbutnot Latham and an additional investment of £184,554.10 of funds currently held with Unity Trust Bank with Arbutnot Latham for 3 months at 3.4% - making the total investment £629,654.27.  
**Proposed:** Cllr Nicholson  
**Seconded:** Cllr Sherwood  
**All in favour**

**PC134/25 West Hoe Cemetery Management Committee Internal Audit Outcome**

**Resolved:**

- i) To approve the proposal that the West Hoe Cemetery Management Committee transition to become a standing committee of Bishop's Waltham Parish Council, who will serve as the host Council, with the West Hoe Cemetery continuing to serve both Bishop's Waltham and Swanmore.
- ii) For a new agreement document to be drafted by the Committees Officer and Finance Manager for consideration by both Parish Councils.

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

**ACTION: Committees Officer / Finance Manager**

**PC135/25 Planning Applications: To ratify the recommendations from the Planning & Highways Committee**

Further deliberation was given to the Bishop's Farm application (25/01383/FUL) and the Committee resolution ratified.

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

**Proposed: Cllr Conduct**

**Seconded: Cllr Webb**

**7 in favour, 2 abstentions**

**PC136/25 VJ 80 Day Commemoration**

The paper tabled was noted and it was agreed to support the facilitation of the observation of the national two-minutes silence to mark the 80<sup>th</sup> anniversary of VJ day in Bishop's Waltham High Street on Friday 15<sup>th</sup> August 2025 as planned by the Community and Environment Committee.

**PC137/25 Correspondence: Highways Route Query**

The correspondence was duly considered. It was felt that the highways access was still available for professional bodies and that wayleave rights could be applied for the landowner. It was confirmed that this land was not part of the Southern Shared Pathway route.

**Resolved: To write a letter to the correspondent confirming that the route is not part of the Southern Shared Pathway route and to confirm support of the creation of a wildlife corridor at the site.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Executive Officer**

**PC138/25 Chairman's Report**

Noted. In addition, the Chairman had recently attended a meeting of the North Pond Conservation Group.

**PC139/25 Councillors' Reports**

Noted.

**PC140/25 Executive Officer's Report**

Noted. Progress on the Basingwell Street Car Park Toilets was highlighted along with the offer of a Teams call with Hampshire Traffic East.

**PC141/25 ACSO Report**

Noted. It was highlighted that the CCTV was still not operational and a mast upgrade still under discussion by the Police Station and WCC. It was suggested to contact the PCC, Donna Jones, to gain her support for further action for this local security requirement.

**PC142/25 Southern Parishes Minutes of Meeting 28.7.25**

Noted. A review of the constitution was suggested. An update on bus services was highlighted with additional Sunday services scheduled. It was noted that two meetings of the Transport Forum were to be held next month and Cllr Latham was confirmed as attending one.

**PC143/25 Councillors' Surgery – Report and Future Meetings**

The report from the surgery of 25.7.25 was noted. It was noted that the Local Government Reform had been confusing for residents with the HCC and WCC surveys not being a joint approach. The survey on Parish Council communications highlighted that word of mouth, newsletter and the Parish News were key for news. Ideas for further development would be brought forward as a future agenda item. Attendance for Councillors' Surgery on 30.8.25 noted as Cllr Homer and Cllr Williams. Attendance for Councillors' Surgery on 26.9.25 noted as Cllr Conduct and Cllr Marsh.

**PC144/25 Requests for future agenda items**

Parish Council communication methods

**PC145/25 Date of next meeting – 9<sup>th</sup> September 2025**

Noted.

Cllr Conduct gave her apologies for non-attendance due to family commitments, and Cllr Nicholson agreed to Chair next month's meeting in her absence.

**PC146/25 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.**

**PC147/25 Land Transfers – Update**

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

**Resolved: To note land transfer updates as tabled.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Williams**

**All in favour**

**PC148/25 Meon Valley Bowls Club Lease – Final Version**

The final version of the lease was approved. The official signing was scheduled for Thursday 14<sup>th</sup> August at 10am with Cllr Conduct and Cllr Marsh as signatories, along with the Executive Officer and the Bowls Club Trustees.

**Resolved: To approve the final agreed version of the lease with Meon Valley Bowls Club for signing and adoption**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Webb**

**All in favour**

**ACTION: Executive Officer**

**PC149/25 Quotations for Tree Survey around the South Pond Perimeter**

**Resolved: To appoint Arbor-Eco Consultancy to undertake the tree survey of the South Pond perimeter at a cost of £645.00 with no VAT.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Executive Officer**

**PC150/25 Papers from the Finance, Policy and Resources Committee**

**i) Cost of Purchase of Wheelchair to be stored at the Jubilee Hall**

**Resolved: To ratify the unbudgeted purchase of a CareCo Aluminium Traveller wheelchair from CareCo Limited at a cost of £169.99 excluding VAT.**

**Proposed: Cllr Conduct**

**Seconded: Cllr McLean**

**All in favour**

**i) Quotations for Section of Priory Park Ecological Survey**

**Resolved: to appoint South Coast Ecology to undertake an ecology survey for the Priory Park Clubhouse site at a cost of £750.00 excluding VAT.**

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

**ii) Quotations for Relining Works in the Jubilee Hall Car Park**

**Resolved: To appoint M&B Road Marking to complete the tabled relining works in the Jubilee Hall car park at a cost of £1,050.00 excluding VAT.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Homer**

**All in favour**

**iii) Cost of Skip for Albany Road Cricket Ground**

**Resolved: To ratify the unbudgeted cost of £486.00, excluding VAT, for an Ace Liftaway Limited skip supplied for the clearance work at the Albany Road Cricket Ground.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Homer**

**All in favour**

**PC151/25 Staffing Matters**

The work experience placements were noted as great successes and the staffing achievements positively celebrated. The update on the ongoing staffing matter tabled was acknowledged.

There being no other business the meeting ended at 8.30pm.