



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on**  
**Tuesday 9<sup>th</sup> September 2025 at The Jubilee Hall commencing at 7pm**

**Present:**

|                |                                                   |
|----------------|---------------------------------------------------|
| Cllr Homer     |                                                   |
| Cllr Jones     |                                                   |
| Cllr Latham    | (and WCC Councillor, left for a period, returned) |
| Cllr Marsh     |                                                   |
| Cllr McLean    |                                                   |
| Cllr Miller    | (and WCC Councillor)                              |
| Cllr Nicholson | Vice Chair of the Council                         |
| Cllr Sherwood  |                                                   |
| Cllr Webb      |                                                   |
| Cllr Williams  | (and WCC Councillor)                              |
| Cllr Wilson    |                                                   |
| Cllr Wood      |                                                   |

**In attendance:**

|                 |                    |
|-----------------|--------------------|
| Mrs H Fisher    | Finance Manager    |
| Mrs C Wilkinson | Committees Officer |

Members of the public: 0

**PC152/25 To receive and accept apologies for non-attendance**

Cllr Conduct (Council Chairperson) – family commitment

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

**Proposed: Cllr Jones**

**Seconded: Cllr McClean**

**All in favour**

**PC153/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None.

**PC154/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**

Cllr McClean – PC164/25 Planning Applications – ii) Application To consider the planning application 25/01646/FUL - Trustee of North Pond Conservation Group

Cllr Nicholson – PC156/25 Matters relating to High Street premises licences and pavement licences arising in the reports from District Council Representatives

Cllr Williams – PC164/23 - Planning applications, PC174/2 -Albany Wood Estate – Grounds Maintenance Contract

**PC155/25 Public Session**

Sadly, the female swan had recently been killed in a road accident, and the remaining swans were currently being fed on the Martin Street green space by concerned residents. Councillors requested that the Swan Sanctuary be contacted to provide guidance on how residents could best facilitate the welfare of the swans, this information could then be publicised by the Council. **Action: Clerk**

**PC156/25 To receive the report from the County Council and District Council Representatives.**

Councillor Latham noted that the local government restructure continued to be the main focus of Winchester City Council. Hampshire County Council had publicised their proposals for public consultation. Other nearby councils had grouped together to publicise their proposals, which had been distilled down to three options to be forwarded to central government.

WCC bin calendars had been distributed to households. WCC Food Waste would shortly be being rolled out to households (to commence from October). The Parish Council had been contacted to ask whether they could potentially store a small number of replacement food waste bins.

Councillor Latham left the meeting at this point.

The premises licence application from Ellonies has been included in the agenda for the meeting of WCC's Licensing Committee that had been held earlier in the day. The Committee had concluded that the licence notice had been displayed correctly, and as such no further action would be taken. Objections raised were not felt to be relevant to the discussion of their licence. Voluntary conditions were to be signed including that the roof terrace would not be occupied after 9pm. Not all of the roof space would currently be in use. The Council was encouraged to communicate in writing with applicants (even when in-person meetings had taken place) regarding contentious applications in light of recent experience.

Several Pavement Licence applications had also been received by WCC. There was some concern that the pavement was not wide enough outside some of the town's premises so as to provide appropriate access for people with disabilities and pushchairs. The Executive Officer had already communicated with the WCC licencing department to request that due care was taken to adopt a consistent approach to all applications. Comments were due by the 18<sup>th</sup> September. A-boards were also acknowledged to be a factor in obstructing accessibility. A report written by Councillor Sherwood was praised and would be forwarded to WCC as representing the views of the Parish Council. The Chair of the Planning & Highways Committee would meet with the Executive Officer to write a covering letter.

**Action: Clerk/Cllr Jones**

**PC157/25 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 Jones**

**Seconded: Cllr Wood**

**All in favour**

**PC158/25 Approval of the minutes of the meeting 12<sup>th</sup> August 2025**

**Resolved: To approve the minutes of the meeting 12<sup>th</sup> August 2025**

**Proposed: Cllr Williams**

**Seconded: Cllr Marsh**

**All in favour who were in attendance at the meeting of 12<sup>th</sup> August 2025**

**PC159/25 Actions arising from the minutes of the meeting 12<sup>th</sup> March 2024**

**Noted.**

**PC160/25 To receive current financial statement and balance sheet**

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

**Proposed: Cllr Jones**

**Seconded: Cllr Webb**

**All in favour**

**PC161/25 Parish Council Budget Setting 2026-7 – for consideration**

The tabled timeline was duly noted; appropriate delegation would be used where Committee Chairs or Vice Chairs were not available for meetings.

**PC162/25 Standing Committees Membership – Update – for approval**

**Resolved: To approve the appointments to Standing Committee as tabled.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**PC163/25 Priory Park Clubhouse Replacement Design Consultation – for consideration**

In addition to the proposed staffed consultation sessions, the Project Manager would be asked to coordinate an additional slot to coincide with the Friday 26<sup>th</sup> September's Country Market if possible. This day and time were already planned to be a Councillors' Surgery.

**Action: Project Manager**

A QR code would be created for the online survey and displayed on posters to encourage participation in the survey.

**Action: MCEM**

Contact would be made with local schools, with the aim of encouraging participation of a younger demographic.

**Action: MCEM**

**Resolved: To approve the tabled proposals for the public consultation regarding a building to replace the Priory Park Clubhouse.**

**Proposed: Cllr Miller**

**Seconded: Cllr Webb**

**All in favour**

At this point Councillor Williams stepped out of the meeting.

#### **PC164/25 Planning Applications**

**Resolved:**

**i) To ratify the recommendations of the Planning & Highways Committee**

**Proposed: Cllr Jones**

**Seconded: Cllr Sherwood**

**10 in favour, 1 abstention**

**ii) To consider the planning application 25/01646/FUL**

It was felt likely that many residents would generally be in favour of the development of the site to improve the visual appearance of this approach to the town centre. Members of the Planning and Highways Committee reported that the increased potential for pond contamination had been considered, and appropriate mitigations were understood to have been put in place.

The current design was more in keeping with the Local Plan. The one and a half car parking spaces that had been provided per household, was regarded as adequate with some concern regarding overspill.

The Council welcomed the elements of the design that had been included to support local wildlife and the findings of the ecological survey findings was noted with interest. The importance of the planting scheme in maximising the appearance of the development was noted and the necessity of completing this work would be included in the Council's comment.

The application was agreed to have been publicised widely via several channels.

**Resolved: To submit a comment to show that the Parish Council support application 25/01646/FUL but to ask that if WCC are of a mind to approve the application, that this should be conditional upon the completion of the expert recommendations such as the nutrients survey, recommendations from Environmental Health and the carrying out of the design elements to promote wildlife.**

**Proposed: Cllr Jones**

**Seconded: Cllr Wood**

**10 in favour, 1 abstention**

At this point, Councillor Williams rejoined the meeting.

#### **PC165/25 Chairman's Report**

Noted.

#### **PC166/25 Councillors' Reports**

No reports had been received.

#### **PC167/25 Executive Officer's Report**

No additional matters had arisen.

#### **PC168/25 ACSO Report**

Noted. An arrest had been made in relation to some vehicle crimes committed in the town a few weeks ago. Parking enforcement had visited the town earlier in the week after a period of absence.

#### **PC169/25 Councillors' Surgery – Report and Future Meetings**

Councillor McLean and Councillor Marsh would attend the session on the 26<sup>th</sup> September with the focus on the Priory Park public consultation in the Ruby Room.

#### **PC170/25 Requests for future agenda items**

None.

**PC171/25 Date of next meeting - Tuesday 14<sup>th</sup> October 2025**

Noted.

**PC172/25 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.

**PC173/25 Recommendation from the Finance, Policy and Resources Committee**

**i) Cost of Boiler Repair in the Coronation Hall**

**Resolved:** To approve the repair to the Coronation Hall boiler by Regal Environmental Services at a cost of £876.00, excluding VAT.

**Proposed:** Cllr Wilson

**Seconded:** Cllr Jones

**All in favour**

**ii) South Pond Fishing Rights Lease – Lease Renewal and Quotation for Legal Fees**

This agenda item had been withdrawn with further information to be gathered.

**iii) Quotations for Remedial Work to Southern Shared Pathway in Priory Park**

**Resolved:** To approve the appointment of Infinity Playgrounds Ltd to undertake the repairs to the last remaining damaged section of the Shared Southern Pathway in Priory Park at a cost of £3,990.04, excluding VAT.

**Proposed:** Cllr Jones

**Seconded:** Cllr Sherwood

**All in favour**

**iv) Quotations for Purchase of a New Mowing Deck**

It had been confirmed that the proposed mower had a 3-year manufacturer's warranty.

**Resolved:** To approve the purchase of a Trimax Procut 237 Roller Mower from Mike Garwood Ltd at a cost of £9,300.00, excluding VAT.

**Proposed:** Cllr Marsh

**Seconded:** Cllr Wilson

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

**PC174/25 Albany Wood Estate – Grounds Maintenance Contract**

The Grounds Team had been asked to consider the workload involved in fulfilling the proposed contract with time estimations to be confirmed. Previous contractors had not proven to deliver a reliable service for local residents.

**Resolved:** To appoint a working group to provide a recommendation regarding the Council's response to the request received to provide a quotation for the maintenance contract for the Albany Wood estate. Councillor Jones and Councillor Webb were appointed to the working group along with the Senior Groundsman and the Estates Manager.

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Webb

**10 in favour, 1 abstention**

**ACTION: Working Group**

At this point the Committees Officer left the meeting.

**PC175/25 Staffing Matters**

Due deliberation was given to the agenda item.

**Proposed:** Cllr Marsh

**Seconded:** Cllr Miller

**11 in favour, 1 abstention**

There being no other business the meeting ended at 8:45pm.