



**Bishop's Waltham Parish Council.
NOTICE OF THE MEETING OF
BISHOP'S WALTHAM PARISH COUNCIL**

I hereby give you notice that the **MEETING of the PARISH COUNCIL** will be held at **7.00pm** in the Jubilee Hall, Little Shore Lane on Tuesday 12th March 2024.
Dated this 5th March 2024.

EMcKenzie
Executive Officer

**The meeting will be open to the press and public unless the Council direct otherwise.
All papers/reports are available from the Council offices
(except where classified as confidential).**

Business to be transacted

1. To receive and accept apologies for non-attendance
2. To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda
4. To note the resignation of a councillor and casual vacancy arising – *for consideration*
5. Co-option to the Council (1 vacancy) – *for consideration*
6. Public Session – to last no longer than 30 minutes - *for information*
7. To receive the reports from the County Council and District Council Representatives
8. To receive the Minutes of the Committees of the Parish Council
9. To approve the Minutes of the Meeting 13th February 2024
10. Actions arising from the minutes of the meeting of 13th February 2024 - *for information*
11. To approve the Minutes of the Extra-Ordinary Meeting of 27th February 2024
12. To receive current financial statement and balance sheet
13. Financial Matters – *for approval*
 - i) Direct Debits List
 - ii) Payment Schedule
14. Internal Auditor's Report – *for consideration*
15. Financial Regulations and Financial Risk Assessment – *for consideration*
16. Standing Orders – *for information*
17. Standing Committees – Membership – *for consideration*
18. Planning Applications:
To ratify the recommendations from the Planning & Highways Committee



19. Annual Meeting of the Parish 2024 – Planning – *for consideration*
20. Request for Land at Albany Road – Response from Men's Shed – *for consideration*
21. Chairman's report - *for information only*
22. Councillors' and Clerk's reports – *for information only*
23. CSO Report – *for information only*
24. Councillors' Surgery – Report and Future Meetings – *for consideration*
25. Requests for future agenda items - *for information only*
26. Date of next meeting – 9th April 2024
27. 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.**

28. Facilities Review – Update – *for consideration*
 - i) Progression in Purchase of St John Ambulance Hall
 - ii) Update on, and Options for, Well House
 - iii) Priory Park Clubhouse
29. Recommendations from the Halls and Grounds Committee
 - i) Diamond Suite Lease – *for approval*
 - ii) Bishop's Waltham Rotary's Family Fun Day, June 2024 – *for approval*
30. Asset of Community Value - *for consideration*
 - i) Update on Extra-Ordinary Meeting of 27.2.24
 - ii) New Listing
31. Response from the Catholic Church regarding Access to Priory Park
– for consideration
32. Staffing Matters – *for information*



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillor Resignation and Casual Vacancy Arising

i) To note a councillor resignation

The Executive Officer has received notification from Cllr Terry Wilson that he has made the decision to resign from the Parish Council. As per the Local Government Act of 1972, this written resignation takes immediate effect (27.2.24).

ii) To advertise the casual vacancy

Proposal: to note the councillor resignation of Cllr T Wilson and, subject to (i) above, to advertise the casual vacancy arising.

Subject to (i) above.

Exec Officer
5.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Co-option to the Council (1 vacancy)

Councillors are to consider the application received, in accordance with the adopted Co-option Procedure for Bishop's Waltham Parish Council.

Proposal: To consider the application received and vote on whether to co-opt the applicant to the council or not.

Executive Officer

4.3.24



Bishop's Waltham Parish Council
Executive Officer: Mrs E McKenzie
01489 892323

Parish Council Office
The Jubilee Hall
Little Shore Lane
Bishop's Waltham
Hampshire
SO32 1ED

Application Form – Role of Parish Councillor at Bishop's Waltham Parish Council

Name Joanne Smith

Criteria for eligibility: (see attached following sheet for full details)

- Aged 18 or over ☒
- British citizen ☒
- Meet criteria of residency ☒ Which one? Live & Work at above
- Be clear of any reason of disqualification ☒ address.

Please complete the following sections of the application form to provide information on yourself, your interest in local matters and your potential involvement as a Parish Councillor.

Why do you wish to become a Parish Councillor?

I have lived in Bishops Waltham, since I was three years old. I would like to contribute to the town, and be of use.

How would you contribute to the Parish Council and actions to help improve our community?

I would like to bring new ideas. I enjoy to research, finding policy to get results. I feel I can help the Parish Council, and in turn help the town.

Have you undertaken any form of community work? and if so, please provide a recent example.

No I have not.

Do you have time and commitment to attend committees and Working Groups (possibly daytime) in addition to attending Full Parish Council meetings and Committee meetings?

Yes, though I do work fulltime.

Do you have any current or planned interests or membership of any other group that may conflict with you attending council meetings?

No.

Would you be prepared to take responsibility for specific tasks and be willing to represent the Council and the community?

Yes I would, as the Parish Council sees fit.

COUNTY COUNCILLOR ROB HUMBY'S REPORT MARCH 2024

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New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

STILL TIME TO HAVE YOUR SAY ON FUTURE SERVICES IN HAMPSHIRE

The clock is ticking for people to have their say on key proposals to change and reduce some local services in future to help Hampshire County Council address a £132 million budget shortfall faced by April 2025

[Still time to have your say on future services in Hampshire | Hampshire County Council \(hants.gov.uk\)](#)

GREEN LIGHT FOR MULTI-MILLION POUND INVESTMENT IN COUNTY COUNCIL CARE HOMES

Plans to invest more than £173 million in Hampshire County Council's in-house care homes for older people have been given the green light, paving the way towards a focus on delivering specialist nursing and complex dementia care, as well as short term pre- and post-hospital support, to better meet the needs of the county's ageing population

[Green light for multi-million pound investment in County Council care homes | Hampshire County Council \(hants.gov.uk\)](#)

MORE TRANSPORT CHOICE AND AN IMPROVED BUILT ENVIRONMENT IS AT HEART OF NEW 10-YEAR PLAN

A new local transport plan (LTP4) that aims to boost economic prosperity, reduce carbon pollution, help promote healthy lifestyles and build stronger communities is to be considered by Hampshire County Council

[More transport choice and an improved built environment is at heart of new 10-year plan | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE'S DEFENCE AND SECURITY CLUSTER HEARS SME'S VOICE

Small and medium enterprises (SMEs) in Hampshire have taken the first steps to exploring how they can grow their business by becoming a supplier for the defence and security industry locally and nationally – by sharing what their business or service has to offer with sector industry leaders and the county's universities

[Hampshire's Defence and Security Cluster hears SME's voice | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

GARNIER ROAD IN WINCHESTER REOPENS TO ALL VEHICLES FOLLOWING REPLACEMENT OF TUNBRIDGE CROSSING

Garnier Road in Winchester has reopened to all traffic following a £1.4 million scheme by Hampshire County Council to replace Tunbridge – a bridge that spans the Itchen Navigation. The road has remained open to pedestrians and cyclists whilst construction of the new bridge was underway with other vehicles diverted

[Garnier Road in Winchester reopens to all vehicles following replacement of Tunbridge crossing | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

HAMPSHIRE'S YOUNG PEOPLE ENCOURAGED TO MAKE THEIR MARK THROUGH CONSULTATION ON CAMPAIGNING ISSUES

Hampshire's young people are being asked by new Members of the Youth Parliament (MYPs) to let them know what issues matter most to them

[Hampshire's young people encouraged to make their mark through consultation on campaigning issues | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

GOOD NEWS FOR WORKING PARENTS AS FUNDING APPROVED TO EXPAND CHILDCARE BEFORE AND AFTER SCHOOL

Hampshire County Council has approved funding of £5.9 million to help more parents access childcare before and after school. The funding has been granted by the Department for Education to support schools and Local Authorities to set up or expand the provision of childcare which 'wraps around' the school day, enabling parents and carers of primary school-aged children to access and pay for term time childcare from 8am-6pm

[Good news for working parents as funding approved to expand childcare before and after school | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

A BUDGET TO SERVE THE PEOPLE OF HAMPSHIRE – COUNTY COUNCIL APPROVES £2.6BN SPENDING ON LOCAL SERVICES FOR RESIDENTS IN 2024/25

£2.6 billion of public spending on the ongoing delivery of important local services to Hampshire's 1.4 million residents in 2024/25 was approved by Hampshire County Council on 22 February

[A budget to serve the people of Hampshire - County Council approves £2.6bn spending on local services for residents in 2024/25 | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

COUNTY COUNCIL TRADING STANDARDS WELCOMES SUCCESSFUL PROSECUTION OF FRAUDULENT ROOFING TRADER

Hampshire County Council has welcomed the successful prosecution of a rogue trader who has been sentenced for roofing fraud to the value of £642,850.320 involving 29 properties across Hampshire, West Sussex and the Isle of Wight

[County Council Trading Standards welcomes successful prosecution of fraudulent roofing trader | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

HAMPSHIRE CALLS FOR NATIONAL ACTION TO ENSURE NO RESIDENTS LEFT DIGITALLY ISOLATED

An ambition to ensure all Hampshire residents can connect to high-speed internet services has led Hampshire County Council to call on Government to press the case for making sure no-one is left behind in being able to access online services and support

[Hampshire calls for national action to ensure no residents left digitally isolated | Hampshire County Council \(hants.gov.uk\)](#)

PLANS FOR NEW SPECIAL SCHOOL IN EASTLEIGH MOVE FORWARD AS ACADEMY TRUST CONFIRMED

The Department of Education has appointed Solent Academies Trust to manage a new special school in Boorley Green, Eastleigh to be funded through Hampshire County Council's Children's Services capital programme and designed and delivered by its Property Services team. The new £17.9 million school is intended to provide accommodation for up to 125 children aged eight to 16 with social, emotional and mental health needs and, subject to planning consent, is due to open in summer 2026

[Plans for new special school in Eastleigh move forward as academy trust confirmed | Hampshire County Council \(hants.gov.uk\)](#)

COUNCIL LEADERS RECEIVE ASSURANCES FROM SOUTHERN WATER

Council leaders in Hampshire have collectively invited Southern Water to meet with them to explain how they are working to improve their services and to ensure reliable water supplies for the county's residents

[Council Leaders receive assurances from Southern Water | Hampshire County Council \(hants.gov.uk\)](#)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Acceptance of Committee Minutes

Since the last Parish Council meeting (13th February 2024) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy & Resources Committee	6.2.24
Halls & Grounds Committee	23.1.24
Community & Environment Committee	29.1.24
Planning & Highways Committee	30.1.24

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 13th February 2024 at The Jubilee Hall
commencing at 7pm

Present:

Cllr Conduct	
Cllr Iro	Vice Chairman of the Council
Cllr Jones	
Cllr Marsh	Chair of the Council
Cllr Nicholson	
Cllr Pavey	
Cllr Webb	
Cllr Williams	(also a WCC Councillor)
Cllr P Wilson	
Cllr T Wilson	

In attendance: Mrs E McKenzie Executive Officer

Members of the public: 2

PC240/23 To receive and accept apologies for non-attendance

Cllr Jelf – Family Commitments

Cllr Latham – Family Commitments

Cllr Stallard – Family Commitments

Resolved: to accept apologies for non-attendance

Proposed: Cllr Iro

Seconded: Cllr Conduct

All in favour

Cllr Miller (WCC Councillor) had also sent his apologies for non-attendance.

PC241/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

Cllr Williams – agenda item 11 (PC250/23) and agenda item 26 (PC265/23)

PC242/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC243/23 Public Session

A member of the public gave an illustrated talk on the work of the Town Team and an initiative to encourage more volunteers to offer ideas and encourage participation. The Parish Council warmly welcomed him and offered support whenever possible.

(The member of the public then left the meeting at this point)

The Chairman mentioned:-

The Eco Fair and Clean Up Bishop's Waltham (litter pick) events on Sat 23rd March and encouraged councillor attendance.

The Hospitals Together consultation was taking place on Thursday 22nd February at 6:30pm and, again, councillors were asked to attend.

Litter had been noted at the town centre bus shelter, as well as some 'street art'. It was felt that litter and graffiti should be removed as standard, but the street art had been requested to remain by residents. Some form of protective overlay was initially considered for further action to be taken operationally if appropriate.

The Executive Officer noted:-

The sad death of Mrs Helen Hills – advocate and supporter of the Men's Shed group as well as many other community groups.

Thanks given by the Community Payback Scheme worker to the Parish Council grounds staff.

The offer of a free portrait of the King was to be accepted for the Parish Council gallery from the Government Cabinet Office and National Association of Civic Officers.

A letter had been received highlighting concerns for the closure of the HWRC. This would be passed to the working group for their deliberation and inclusion in our response to HCC.

PC244/23 To receive the report from the County Council and District Council Representatives.

Cllr Humby's report was noted.

Cllr Miller's apologies for non-attendance was noted. His report noted that the WCC Strategic Lead had investigated the central car park for additional disabled parking bays, and also that dog waste bins needed carefully monitoring to ensure adequate collections. (The Executive Officer explained that the contractor had given reasons of sick leave for the delay in collection and the schedule was back on track this week).

Cllr Williams raised the following points:-

- WCC had followed up on the requirement for further disabled parking spaces in the central town car park and action was being planned to allocate space and mark such in due course.
- The Hospitals Consultation was noted as key as it would lead to the closure of the A&E at Winchester meaning BW residents would have to travel to Portsmouth or Southampton hospitals which were noted as already at capacity.
- The 11 applications for the Rural England funding had been considered and results would be made known by the end of February.
- A new police officer had been allocated to the town but no response had yet been made to meeting requests by the Parish Council or WCC Councillor.
- Reassurance was given that the Parish Council increase in percept request was in line with other parishes and the increases from all sectors was currently being finalised.

PC245/23 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 Pavey

Seconded: Cllr Jones

9 in favour, 1 abstention

PC246/23 Approval of the minutes of the meeting 16th January 2024

Resolved: to approve the minutes of the meeting 16th January 2024

Proposed: Cllr Williams

Seconded: Cllr P Wilson

All in favour who were in attendance at the meeting of 16th January 2024

PC247/23 Actions arising from the minutes of the meeting 16th January 2024

The Executive Officer provided updates on actions in progress.

The updated lease with the Cricket Club had been drafted by the solicitor for further review by the working group.

HCC had been contacted regarding concerns about the road between the ponds and a response was being pursued.

A further letter had been sent to Sainsbury's requested an ATM to provide additional cash supply in town.

The member of the public added that the Post Office may possibly be reconsidering the idea of including a Banking Hub in their building now that the sorting office area was not in use. It was felt that this initiative would be supported by the Parish Council if the Post Office could offer such a facility.

PC248/23 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Iro

Seconded: Cllr Pavey

All in favour

PC249/23 Quarterly Budget Review

Resolved: to acknowledge and receive the Quarterly Budget Review as tabled

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

PC250/23 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

It was noted that the planning application for the Esso garage site would possibly be amended and further statutory reports were still outstanding before such would be presented to the WCC Planning Committee. This would take further months so continued monitoring would be in place.

Resolved: to ratify the recommendations of the Planning & Highways Committee

Proposed: Cllr Conduct

Seconded: Cllr Jones

9 in favour, 1 abstention

PC251/23 Notice of a Casual Vacancy and Co-option

Resolved: to readvertise the casual vacancy and to seek to fill the vacancy by co-option at the meeting of 12th March 2024.

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

ACTION: Executive Officer

PC252/23 Asset of Community Value – Re-registration

Resolved: to relist Bishop's Waltham Social Club as an Asset of Community Value

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

PC253/23 Annual Meeting of the Parish 2024 - Update

The outline of the event was noted as was the requirement of the Committee Chairmen to write their annual reports and create a short presentation for the meeting.

Further recommendations for consideration were suggested for the working group in terms of how to attract a wider demography of audience and ensure relevant targeted publicity followed. The inclusion of the phrase 'children welcome' was suggested to allow parents to attend. The member of the public present suggested asking, via surgeries or social media, what residents would like the meeting about and perhaps offer a raffle. The budgeted cost of the event was queried and the working group were asked to ensure a clear rationale for the proposed spend.

ACTION: Consider additional points suggested

ACTION: AMP 2024 Working Group

PC254/23 Parish Council Website - Update

The paper tabled was noted and, as three councillors not at this meeting, it was agreed to bring this matter to the next meeting for further updates and an additional invitation to join the working group.

PC255/23 Response to Men's Shed Request for Land Lease at Albany Road

The draft response was duly deliberated. The focus was hoped to show Parish Council support of the group with the balance of viewing the area carefully in respect to future land usage for the whole community. The Men's Shed would be encouraged to undertake a feasibility study to return to Parish Council for further consideration.

Resolved: to approve the tabled statement to be sent as a letter to the Men's Shed group in reply to their request to lease Parish Council land at Albany Road.

Proposed: Cllr P Wilson

Seconded: Cllr Jones

All in favour

ACTION: Administration Officer

PC256/23 Annual Asset Register Check – Appointment of Working Group

Resolved: to appoint the working group as Cllr Jelf and Cllr Stallard to undertake the Parish Council Asset Register Check 2024, with guidance from the previous working group of 2023, and submit a report for the March Finance, Policy and Resources Committee meeting.

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour

ACTION: Cllr Jelf/ Cllr Stallard /Admin Officer

PC257/23 Chairman's Report

Noted.

PC258/23 Councillors' Reports

The meeting held on 31.1.24 with the HCC Traffic Management Team was noted. A positive plan for road junction safety improvements had been proposed and would be progressed via HCC as necessary. The representatives had been receptive to Parish Council concerns and further discussions would follow about road resurfacing and relining to be clear to road users.

Concerns about traffic enforcement were noted, and encouragement given to the public to report such online to Parking Services, and continued updates to HCC would be required.

Notes on the ongoing Accessibility Project and overlaps with pavement marking/levels were made.

Weight restriction of lorries was discussed but found to be in line with allowances permitted.

No changes to the town centre car park bin store were imminent but alternative ideas for location were considered.

PC259/23 CSO Report

Report noted.

A sign had been seen dumped in the North Pond. The Executive Officer would investigate this matter with the CSO and other relevant groups.

PC260/23 Councillors' Surgery – Report and Future Meetings

The report of the surgery on 27.1.24 was noted as successful and interesting.

Councillors for the next surgeries were agreed as:-

23.2.24 – Cllr Conduct, Cllr Iro, Cllr Marsh – Country Market location

23.3.24 – Cllr Jones, Cllr Williams – Jubilee Hall location (with Litter Pick event/Eco Fair)

If additional councillors were available then the High Street Location would also be utilised as a surgery base.

PC261/23 Requests for future agenda items

Review of Standing Orders, Financial regulations and Financial Risk Assessment.

Co-option

PC262/23 Date of next meeting - Tuesday 12th March 2024

Noted.

The remaining member of the public left at this time.

PC263/23 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.

PC264/23 Facilities Review

i) Progression in Purchase of St John Ambulance Hall, including funding options

ii) Update on, and Options for, Well House

Noted.

The purchase of St John Ambulance Hall was in progress with final documentation checks being undertaken.

Well House was now vacant as the tenants had left at the end of January. Redecoration was now planned for this month. The tenant had agreed to pay a proportion of this in line with the end of tenancy agreement. The Finance, Policy and Resources Committee had requested that a commercial valuation was sought by an alternative agency, which was currently being actioned. It was noted that there was a lack of interest in commercial properties at present and therefore a quotation and valuation was also being sought to consider changing the property to residential. All options were being considered to ensure due process in gaining best value from this property.

PC265/23 Recommendation from the Halls and Grounds Committee

The recommendations were duly considered.

Recommendations from the Halls and Grounds Committee

- i) Skatepark Contractor Supplier and Project Cost – *for ratification*
- ii) Solar Panels for Jubilee Hall – *for consideration*
- iii) Albany Road Play Area Tenders – *for consideration*

- i) Skatepark Contractor Supplier and Project Cost

Resolved:

To approve the recommendation from the Halls and Grounds Committee, and Finance, Policy and Resources Committee, to ratify the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park, at the price of £163,145, excluding VAT

Proposed: Cllr Pavey

Seconded: Cllr Nicholson

All in favour

- ii) Solar Panels for Jubilee Hall

Resolved:

To approve the recommendation from the Halls and Grounds Committee to appoint Cinergi to provide and install their 'Option 2' configuration at £63,770.25, excluding VAT

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

- iii) Albany Road Play Area Tenders

Resolved:

To approve the recommendation from the Halls and Grounds Committee, and Finance, Policy and Resources Committee, to appoint HAGS to provide and install the play area at Albany Road at the price of £65,000.00, excluding VAT.

Proposed: Cllr Iro

Seconded: Cllr Conduct

9 in favour, 1 abstention

There being no other business the meeting ended at 8:28pm.

Bishop's Waltham Parish Council
Actions Arising from the meeting of the 13.2.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
PC100/22, PC126/22, PC183/22, PC201/22, PC236/22, PC272/22, PC016/23, PC054/23, PC119/20, PC134/23, PC159/23, PC181/23, PC210/23, PC238/23, PC264/23	Community Asset	To approve the further actions recommended for the working group.	See any relevant current actions below	DI, KJ, BN, EO	Ongoing. Regular agenda item.
PC232/22, PC016/23, PC038/23, PC097/23, PC247/23	Banking Services	i) To investigate possible options ii) To write to Sainsburys one last time	i) Complete ii) Complete	Cllr Williams/ EO	Final letter sent 12.2.24
PC072/23	Assets of Community Value	To relist Blanchard Road play area	Aug-23	EO	
PC125/23	South Pond	i) To register SP as ACV ii) Note transfer ownership iii) Work on Maintenance & Improvement with Beechcroft iv) Undertake tree survey	i) Oct 23 ii) Complete iii) Dec 23 (set schedule) iv) Dec 23 (H&G)	i) EO ii) Complete iii) EO iv) H&G Clerk	
PC135/23, PC247/23	Cricket Club	i) To review and update lease following meeting with WG and reps	Oct-23	EO	Initial meeting held Sept 23. Actions in progress. Drafted. In progress.
PC181/23	Well House	To investigate options	Dec-23	DI (EO)	Meeting held 12.12.23 (KJ,JW)
PC182/23, PC255/23	Men's Shed (also see below)	To carry out feasibility study	Complete	H&G Committee	Referred to H&G. PC agreed BWMS to undertake feasibility study.
PC199/23	Event Dates 2024	To add in Skate Park Opening event	Jan-24	AO	To outline draft date and event plan by early Jan.
PC210/23	Renaming of St John Ambulance Hall	To circulate new name and install new signage (when appropriate)	Feb-24	EO	To be actioned as and when possible
PC218/23, PC247/23	Road between Ponds	To contact HCC regarding diver report	Complete	EO	Response reported.
PC229/23, PC253/23	AMP 2024	To hold WG meeting to progress plans To consider further suggestions	Jan-24	EO/AO/ Working Group	In progress
PC230/23	Skate Park Opening	To hold meeting to progress plans and source funding	Feb-24	AO/RL/MP/RS	Joint H&G/CEC project
PC231/23, PC244/23, PC258/23	Basingwell St Car Park	i) WCC to review disabled parking bays ii) WCC to consider concealed screening iii) review bin storage in due course	i) Feb 24 ii) Feb 24 iii) June 24	EO	Email sent to WCC and initial response gained 17.1.24. All in progress.
PC251/23	Vacancy for Co-opton	To advertise vacancy for cooption	Complete	EO	
PC252/23	Assets of Community Value	To relist BW Social Club	Mar-24	EO	In progress
PC255/23	Men's Shed	To send letter	Complete	EO (AO)	Letter sent 16.2.24. Meeting requested by BWMS.
PC256/23	Asset Register Check	To undertake check	Mar-24	EJ / RS / AO	In progress



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Extra Ordinary Meeting of the Parish Council
held on Tuesday 26th February 2024 at The Jubilee Hall
commencing at 6pm

Present:

Cllr Conduct
Cllr Jelf
Cllr Jones
Cllr Marsh
Cllr Nicholson
Cllr Pavey
Cllr Stallard
Cllr Williams
Cllr P Wilson
Cllr T Wilson

In attendance: Mrs McKenzie – Executive Officer

Members of the public: 0

PC266/23 To receive and accept apologies for non-attendance.

Cllr Iro – DPI
Cllr Latham – PC commitment
Cllr Webb – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Stallard

Seconded: Cllr Jelf

All in favour

PC267/23 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

Cllr Iro – DPI

PC268/23 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

Cllr Iro – DPI

PC269/23 Requests for future agenda items - for information only

None at this time.

PC270/23 Date of next meeting - Tuesday 12th March 2024

Noted.

PC271/23 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.

PC272/23 Feasibility Study for Possible Land Acquisition, with Study of Accompanying Background Information

The matters tabled were duly deliberated by the councillors present.

Continued

Resolved:

- i) to investigate the ownership and associated land
- ii) to action, if appropriate, the process of Compulsory Acquisition of Land with known or unknown ownership
- iii) to note possible costs involved in a land acquisition process and any associated financial risks
- iv) to engage with residents to garner support when appropriate
- v) to appoint a solicitor to undertake such a feasibility study and legal processes involved
- vi) to speak to other related stakeholders in due course

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

There being no other business the meeting ended at 6:42pm



Bishop's Waltham Parish Council

12th March 2024

Agenda Item

To receive the current financial statement and balance sheet

Executive Officer 7.3.24

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 29/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	2,347
105	VAT Control Account	8,028
200	Barclays Business Current Bank	21,220
205	Barclays Active Saver A/c	465,505
210	Barclays Business Premium A/c	109,715
219	A&L 3m Fixed Term Deposit A/c	412,266
221	Unity Current 20496238	1,514
250	Petty Cash	22
Total Current Assets		1,020,617
<u>Current Liabilities</u>		
500	Creditors	44,014
565	Holding Deposits	2,886
Total Current Liabilities		46,901
Net Current Assets		973,716
Total Assets less Current Liabilities		973,716

Represented by :-

300	Current Year Fund	13,244
310	General Reserves	308,068
315	Montague Rd Play - S106/CIL	548
325	Play Area Equip Maint - CYF	744
330	Replace Tractor - CYF	33,500
335	Replace Transit Van - CYF	5,000
340	Replace Topper / Mower - CYF	33,500
350	Bldings Replace / Refurb - CYF	77,000
351	Purchase of Community Asset	143,911
355	Tennis Court Maintenance - CYF	14,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	5,000
373	South F'path -CIL/WCIL/S106	(9,063)
374	Replace Skate Park - CIL/WCIL	117,583
375	Floor Polisher - CYF	1,500
376	Solar Panels JH - CIL/WCIL	59,750
377	Extend Parking PP - CIL	54,678
378	Albany Road Play - S106/OSF	59,401
379	Building Maintenance - CYF	11,000
380	Name Sign JH - CYF	5,000
385	Electric Shutter Door ES - CYF	2,000
390	Stackable Chairs JH - CYF	1,800
393	WCC CIL Receipts 2021-22	5,011
394	WCC CIL Receipts 2022-23	3,062
395	WCC CIL Receipts 2023-24	12,867
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
398	SDNP CIL Receipts 2023-24	1,660
Total Equity		973,716

D-I

05/03/2024

Income & Expenditure Report
2023-24

Total Parish Council

Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	% Change
Finance, Policy and Resources Committee																
Total Income	£937	£2	£3,301	£4,574	£1,776	£3,459	£5,537	£1,564	£3,634	£1,513	£6,309	£3,003	£35,609	£5,926	£29,683	501%
Total Expenditure	£37,216	£32,979	£34,243	£32,747	£26,207	£26,794	£22,187	£51,169	£27,938	£33,724	£32,389	£33,467	£401,060	£371,013	£30,047	8%
Total Net Revenue Expenditure	£36,279	£32,977	£30,942	£28,173	£24,431	£23,335	£16,650	£59,605	£24,304	£32,211	£26,080	£30,464	£365,451	£365,087	£364	0%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£250	£170	£0	£0	£0	£0	£0	£0	£0	£0	£502	£2,078	£3,000	£3,250	£-250	8%
Total Net Capital Expenditure	£250	£170	£0	£0	£0	£0	£0	£0	£0	£0	£502	£2,078	£3,000	£3,250	£-250	8%
Total Net Committee Expenditure	£36,529	£33,147	£30,942	£28,173	£24,431	£23,335	£16,650	£59,605	£24,304	£32,211	£26,582	£32,542	£368,451	£368,337	£114	0%
Halls and Grounds Committee																
Total Income	£14,642	£86	£5,913	£7,602	£6,730	£8,069	£9,558	£9,645	£5,017	£11,968	£7,509	£6,179	£92,918	£90,352	£2,566	3%
Total Expenditure	£7,997	£7,462	£15,915	£6,288	£14,354	£8,258	£12,671	£4,097	£9,015	£16,594	£18,628	£10,563	£131,842	£157,178	£-26,336	16%
Total Net Revenue Expenditure	£-6,645	£7,376	£10,002	£-1,314	£7,624	£189	£3,113	£-5,548	£3,998	£4,626	£11,119	£4,384	£38,924	£66,826	£-27,902	42%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£45,303	£0	£0	£65,815	£161,118	£95,000	£66,118	70%
Total Capital Expenditure	£10,555	£520	£6,337	£15,066	£26,932	£82,110	£29,472	£3,450	£55,615	£36,792	£69,000	£250,355	£586,204	£682,057	£-75,853	11%
Total Net Capital Expenditure	£10,555	£520	£6,337	£15,066	£26,932	£82,110	£29,472	£-46,550	£10,312	£36,792	£69,000	£194,540	£425,086	£567,057	£-141,971	25%
Total Net Committee Expenditure	£3,910	£7,896	£16,339	£13,752	£34,556	£82,299	£32,585	£-52,098	£14,310	£41,418	£80,119	£188,924	£464,010	£633,883	£-169,873	27%
Community & Environment Committee																
Total Income	£0	£94	£42	£63	£0	£-42	£0	£0	£0	£40	£0	£0	£197	£0	£197	Unbudgeted
Total Expenditure	£2,398	£2,694	£5,248	£2,313	£1,167	£520	£496	£3,127	£93	£374	£1,531	£348	£20,309	£19,830	£479	2%
Total Net Revenue Expenditure	£2,398	£2,600	£5,206	£2,250	£1,167	£562	£496	£3,127	£93	£334	£1,531	£348	£20,112	£19,830	£282	1%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£0	£0	£480	£0	£317	£0	£0	£241	£0	£0	£0	£0	£1,038	£750	£288	38%
Total Net Capital Expenditure	£0	£0	£480	£0	£317	£0	£0	£241	£0	£0	£0	£0	£1,038	£750	£288	38%
Total Net Committee Expenditure	£2,398	£2,600	£5,686	£2,250	£1,484	£562	£496	£3,368	£93	£334	£1,531	£348	£21,150	£20,580	£570	3%
Planning & Highways Committee																
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,250	£-5,250	100%
Total Expenditure	£233	£138	£520	£1,543	£2,376	£963	£1,180	£33	£544	£-643	£318	£551	£7,756	£8,000	£-244	3%
Total Net Revenue Expenditure	£233	£138	£520	£1,543	£2,376	£963	£1,180	£33	£544	£-643	£318	£551	£7,756	£2,750	£5,006	182%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,250	£0	£600	£1,850	£500	£1,350	270%
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,000	£6,600	£64,750	£-58,150	90%
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,250	£0	£6,000	£4,750	£64,250	£-59,500	93%
Total Net Committee Expenditure	£233	£138	£520	£1,543	£2,376	£963	£1,180	£33	£544	£-1,893	£318	£6,551	£12,506	£67,000	£-54,494	81%
Joint Managed Services																
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Committee Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%
CIL, Contingencies & Precept Funding																
Total Income	£266,107	£0	£0	£0	£0	£266,107	£0	£0	£0	£0	£0	£0	£532,213	£532,213	£0	0%
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£19,720	£19,720	£-19,720	100%
Total Net Revenue Expenditure	£-266,107	£0	£0	£0	£0	£-266,107	£0	£0	£0	£0	£0	£0	£-532,213	£512,493	£-19,720	4%
Total Capital Income	£0	£0	£0	£0	£0	£0	£1,660	£12,867	£0	£0	£0	£0	£14,527	£0	£14,527	Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£-1,660	£-12,867	£0	£0	£0	£0	£-14,527	£0	£-14,527	Unbudgeted
Total Net Committee Expenditure	£-266,107	£0	£0	£0	£0	£-266,107	£-1,660	£-12,867	£0	£0	£0	£0	£-546,740	£-5512,493	£-34,247	7%

Total Net Committee Expenditures

Total Income	£281,684	£182	£9,256	£12,238	£8,506	£277,591	£16,753	£74,074	£53,954	£14,744	£13,818	£75,597	£838,397	£729,241	£109,156	15%
Total Expenditure	£58,649	£43,961	£62,738	£57,960	£71,287	£118,644	£74,294	£68,826	£93,201	£86,839	£122,368	£303,962	£1,162,729	£1,321,548	£158,819	12%
Total Net Expenditure	-£223,035	£43,779	£53,482	£45,722	£62,781	-£158,947	£57,541	-£5,248	£39,248	£72,095	£108,550	£226,365	£324,333	£592,307	£-287,975	45%
EMR Movements	£10,256	£520	£930	£15,066	£24,145	£81,744	£27,812	-£59,521	£8,660	£36,792	£89,000	£133,462	£348,866	£592,307	£0	
Total Revenue Expenditure	-£233,291	£43,259	£52,552	£30,656	£38,636	-£240,691	£29,729	£54,273	£30,588	£35,303	£39,550	£94,903	£-24,533	£0		
Current Year Fund	£223,697	£179,918	£126,435	£80,713	£17,932	£176,879	£119,339	£124,586	£85,339	£13,244	-£95,306	-£323,671				
General Reserves	£171,921	£172,441	£173,371	£188,437	£212,582	£294,326	£322,138	£262,617	£271,277	£308,069	£377,069	£510,531				
General Reserves Position Equivalent Months	£395,618	£352,359	£299,806	£269,150	£230,314	£471,205	£441,477	£387,203	£356,616	£321,313	£281,763	£186,860				
	9	8	7	6	5	11	10	9	8	7	6	4				
Net Assets	£1,184,169	£1,140,390	£1,086,908	£1,041,186	£978,405	£1,137,352	£1,079,811	£1,085,059	£1,045,611	£973,716	£865,166	£636,801				



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Financial Matters – *for approval*

- i) Direct Debits List
- ii) Payment Schedule

The Full Parish Council are asked to approve these financial documents as they were not available for last week's Finance, Policy and Resources Committee meeting.

Proposal: To approve the Direct Debits List and Payment Schedule as tabled.

Executive Officer 7.3.24

Bishop's Waltham Parish Council
Direct Debits & Standing Orders

Supplier	DD/SO	Reason	Frequency	Amount
Barclaycard	DD	Credit Card Payment	Monthly	Variable
Biffa Waste Services	DD	JH Trade Waste	Monthly	£28.61
Biffa Waste Services	DD	PP Trade Waste	Feb & Aug	£576.26
British Gas Business	DD	JH Gas	Monthly	Variable
Business Stream	DD	JH Water	Quarterly	Variable
Business Stream	DD	PP Water	Quarterly	Variable
Business Stream	DD	HR Water	Quarterly	Variable
Creditcall/Network Merchants	DD	JHCP Card Handling Charges	Monthly	£180.00
Engie Gas Ltd	DD	PP Gas	Monthly	Variable
GBS Re Public Work	DD	Public Works Loan	Jul & Jan	£5,642.49
Information Commissioner	DD	GDPR Fee	Oct	£55.00
J Humphry Associates	SO	Payroll	Monthly	£48.00
Payment Solutions/DigiToolbox	DD	IT/Telecoms Services/Support	Monthly	Variable
SSE Energy Supply	DD	HR/PP/JH/GS Electricity	Quarterly	Variable
SSE Energy Supply	DD	JHCP Electricity	Monthly	Variable
Winchester City Council	DD	HR/PP/JH/JHCP Business Rates	Monthly (Apr-Jan)	£1,821.00
Worldline IT Services/Fuel Genie	DD	Fuel Card Charges	Monthly	Variable
Worldpay	DD	JHCP Machine Card Charges	Monthly	Variable

Payments For Authorisation

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/c	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
APRIL SKIES ACC	20/02/2024	28/03/2024	INV-0184	£318.66		£0.00	4090	100	Internal Audit February 24	Yes		BT		
ARCO	12/02/2024	13/03/2024	34891	£180.21	£36.04	£216.25	4277	Various	Water Monitoring Feb 24	Yes		BT		
B&Q TRADE	29/02/2024	30/02/2024	947628299	£53.47	£10.69	£64.16	Various	Various	Hi Vis Trouser/Grounds Supplies	Yes		BT		
BARCLAYS	06/02/2024	31/03/2024	1462058760	£56.17	£11.23	£67.40	4312	200	Plastic Coated Steel Stake	Yes		BT		
BARCLAYS	09/01/2024		TFSFR	£8.80	£0.00	£8.80	4161	100	Commission 13Nov-12Dec	Yes		N/A	09.01.24	
BARCLAYS	01/02/2024		TFSFR	£8.80	£0.00	£8.80	4161	100	Commission 13Dec-12Jan	Yes		N/A	01.02.24	
BARCLAYS	01/02/2024		TFSFR	£28.60	£0.00	£28.60	4161	100	Charges Cash/Chqs 15JAN/31JAN	Yes		N/A	01.02.24	
BASINSTOKE&DEAN	15/02/2024	15/02/2024	84012695	£1,023.66	£0.00	£1,023.66	Various	100	CSAS Training 23	Yes		BT	20.02.24	
BIFAMUNICIPAL	26/01/2023	25/02/2024	514797631	£23.84	£4.77	£28.61	4275	260	JH Waste 27/01-23/02/24	Yes		DD		
BIFAMUNICIPAL	23/02/2024	24/03/2024	514799266	£526.76	£105.35	£632.11	4275	250	PP Trade Waste 30/03-27/09/24	Yes		DD		
BIFAMUNICIPAL	23/02/2024	24/03/2024	514799267	£1,166.62	£233.32	£1,399.94	4275	260	JH Trade Waste 30/03-27/09/24	Yes		DD		
BIFAMUNICIPAL	23/02/2024	24/03/2024	514799268	£29.80	£5.96	£35.76	4275	260	JH Trade Waste 30/03-27/09/24	Yes		DD		
BRIT GAS	06/02/2024	23/02/2024	827294023	£1,488.87	£297.77	£1,786.64	4344	260	JH Gas 01/01-01/02/24	Yes		DD		
BUSINESS STREAM	18/01/2024	01/02/2024	2703708/4198079	£113.36	£0.00	£113.36	4345	250	PP Water 18/10/23-17/01/24	Yes		DD	01.02.24	
BUSINESS STREAM	27/09/2024	01/03/2024	3004249/4409974	£206.32	£0.00	£206.32	4345	240	HR Water 17/11-16/02/24	Yes		DD		
BUZZCATERING	29/02/2024	29/02/2024	348942	£48.44	£9.69	£58.13	4316	260	JH Kitch Trays	Yes		BT		
BWELECTICAL	15/02/2024	22/02/2024	INV-2326	£955.60	£191.12	£1,146.72	4337	280	GS Power supplie/Consumer Unit	Yes		BT	22.02.24	
BWIB	01/02/2024	02/02/2024	HG5614	£20.27	£0.00	£20.27	100	0	Refund of overpayment	Yes		BT	05.02.24	
COOPERLEE	15/02/2024	15/02/2024	2140	£332.00	£0.00	£332.00	4336	250	PP New Locks	Yes		BT	20.02.24	
CVC	28/02/2024	29/03/2024	JH0124	£240.00	£0.00	£240.00	4281	Various	Window Cleaning	Yes		BT		
DIGI TOOLBOX	10/02/2024	24/02/2024	7891732	£1,008.07	£201.61	£1,209.68	Various	100	IT/Telecoms - Support/Service	Yes		DD		
DIGI TOOLBOX	20/02/2024	27/02/2024	FEB78919553	£501.80	£100.36	£602.16	4408	199	Replace ADMIN-PC/BWPC-PC02	Yes		BT		
ELING STUDIOS	19/02/2024	20/03/2024	51-1181	£965.00	£0.00	£965.00	4171	310	Feb 24 Newsletter Printing	Yes		BT		
ELLIOTS	26/01/2024	25/02/2024	S18938721	£3.13	£0.63	£3.76	4310	200	Screws & Drill Bits	Yes		BT		
ELLIOTS	02/02/2024	29/02/2024	S18945705	£6.10	£1.22	£7.32	4312	200	Clear Silicone	Yes		BT		
ELLIOTS	12/02/2024	29/02/2024	S18953857	£7.63	£1.53	£9.16	4310	280	Glove/Bolt & Nut/Washer	Yes		BT		
ELLIOTS	23/02/2024	31/03/2024	S18964721	£2.69	£0.54	£3.23	4312	280	Rubble Bags	Yes		BT		
ENGIE GAS LTD	08/02/2024	22/02/2024	1-01188880	£469.67	£93.93	£563.60	4343	250	PP Gas 01/01-31/01/24	Yes		DD		
FORWARD	01/02/2024	29/02/2024	8688	£40.00	£8.00	£48.00	4332	260	JH Security Feb 24	Yes		BT		
FORWARD	09/02/2024	29/02/2024	8699	£130.00	£26.00	£156.00	4332	250	PP CCTV Fault Repair	Yes		BT		
FORWARD	16/02/2024	29/02/2024	8712	£73.00	£14.60	£87.60	4332	Various	HR/ES Security Feb 24	Yes		BT		
FORWARD	16/02/2024	29/02/2024	8711	£40.00	£8.00	£48.00	4332	250	PP Security Feb 24	Yes		BT		
FORWARD	01/03/2024	30/03/2024	8732	£40.00	£8.00	£48.00	4332	260	JH Security Mar 24	Yes		BT		
FUELGENIE	01/02/2024	15/02/2024	9954473	£266.33	£53.26	£319.59	Various	280	Fuel card charges Jan24	Yes		DD		
FUELGENIE	01/03/2024	15/03/2024	10074842	£93.72	£18.74	£112.46	4305	280	Fuel card charges Feb 24	Yes		DD		
GRAVITY	05/02/2024	19/02/2024	INV-869	£67,000.00	£13,400.00	£80,400.00	4390	299	PP Skate Park	Yes		BT	20.02.24	EMR 374
GREENING	30/01/2024	29/02/2024	2024-1010L	£50.00	£0.00	£50.00	4230	310	Greening Campaign	Yes		BT		
HANT'S CC	23/02/2024	23/02/2024	58281255	£196.41	£39.28	£235.69	Various	Various	Office/Halls Supplies	Yes		BT		
HEARDWJ	27/02/2024	05/03/2024	INV-72201	£4.50	£0.90	£5.40	4306	280	7 pin Socket	Yes		BT		
HOUSEOFFLA	15/02/2024	15/02/2024	PQ24001178	£346.34	£69.27	£415.61	4350	310	Feather Flag, Pole & Base	Yes		BT		
HUMPHRY	26/02/2024	26/02/2024	4325	£40.00	£8.00	£48.00	4273	100	Payroll Services - Feb 2024	Yes				
Inter Account Transfer	01/02/2024		40378860	£9,715.26	£0.00	£9,715.26	N/A	N/A	Savings Bank Switch	Yes		IAT	01.02.24	
Inter Account Transfer	01/02/2024		80686727	£9,715.26	£0.00	£9,715.26	N/A	N/A	Savings Bank Switch	Yes		IAT	01.02.24	
Inter Account Transfer	02/02/2024		80686727	£32,616.56	£0.00	£32,616.56	N/A	N/A	Bank Switch Service	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		20496238	£32,616.56	£0.00	£32,616.56	N/A	N/A	Bank Switch Service	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		80686727	£31.83	£0.00	£31.83	N/A	N/A	Residual Balance	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		20496238	£31.83	£0.00	£31.83	N/A	N/A	Residual Balance	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		40378860	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		20496241	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		40378860	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	02.02.24	
Inter Account Transfer	02/02/2024		20496241	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	02.02.24	
Inter Account Transfer	05/02/2024		20496238	£9,715.26	£0.00	£9,715.26	N/A	N/A	Savings Bank Switch	Yes		IAT	05.02.24	
Inter Account Transfer	05/02/2024		20496241	£9,715.26	£0.00	£9,715.26	N/A	N/A	Savings Bank Switch	Yes		IAT	05.02.24	
Inter Account Transfer	08/02/2024		63966682	£505.02	£0.00	£505.02	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	
Inter Account Transfer	08/02/2024		20496254	£505.02	£0.00	£505.02	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	
Inter Account Transfer	08/02/2024		63966682	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	
Inter Account Transfer	08/02/2024		20496254	£50,000.00	£0.00	£50,000.00	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	
Inter Account Transfer	08/02/2024		63966682	£49,494.98	£0.00	£49,494.98	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	
Inter Account Transfer	08/02/2024		20496254	£49,494.98	£0.00	£49,494.98	N/A	N/A	Transfer Savings	Yes		IAT	08.02.24	

WORLDPAY	01/03/2024		295982865	£0.14	£0.02	£0.16	4150	261	JHCP Card Charges Feb 24				DD	
WORLDPAY	02/03/2024		296134975	£0.09	£0.01	£0.04	4150	261	JHCP Card Charges Feb 24				DD	
WYBONE	12/02/2024	13/03/2024	57469	£488.91	£97.78	£586.69	4915	Various	Dog Waste Bags	Yes			BT	
Total						£110,538.13								



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Internal Auditor's Report - for consideration

The second visit of the Council's internal auditor, April Skies Accounting, took place on 19th February 2024.

The second of three reports due this year, is attached for noting.

The report was considered at the Finance, Policy and Resources Committee meeting on 5.3.24 as minuted below.

FPR218/23 Internal Auditor Report

The report was noted. Two recommendations noted. Firstly, to present the Direct Debit list to Council. Secondly, to regularly check HMRC for accurate inputs. The Finance Manager had progressed both these actions already. The Committee noted that the Internal Auditor had been approved for two years and a comparison in service would be required for the following year.

Resolved: To agree that the Finance Manager should send a response following the referral of the report to Full Parish Council and approval thereof

Proposed: Cllr Stallard

Seconded: Cllr Williams

All in favour

ACTION: Finance Manager

Proposal

To consider and approve the report attached.

Executive Officer

7.3.24

Emma McKenzie
Bishop's Waltham Parish Council

April Skies

Accounting

19 February 2024

Dear Emma

Bishop's Waltham Parish Council – 2nd Interim Internal Audit 2023-24

Following the second interim audit completed on 19 February, I attach my report for consideration by the Council. This was the second of three audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Testing of income and expenditure quarter 3 of financial year
- Budget setting 24-25
- Salaries and Wages

I am pleased to report that overall Council has successfully maintained a robust system of financial control. Recommendations for improvement are set out at Appendix A. I have one minor point. I will not be able to sign off that the Council has complied with the following control objective

Ref	Internal Audit Control Objective	Reason I have not signed off that the Council is compliant
M	Arrangements for Inspection of Accounts	Inspection period 1 day too short in 22-23

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

A - Appropriate books of account have been kept properly throughout the year **First Interim Audit**

The Council uses the RBS Omega accounting system. This is an industry specific accounting solution well suited to this Council. – cashbook function.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on RBS Omega
- All reconciliations tested are working well and are up to date
- Council is making use of the reporting available in RBS to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on RBS at 1.4.23 could be agreed back to the published draft AGAR for 22-23. The closing balance in box 7 of the 22-23 audited accounts was £961,134 This agrees to the opening balance sheet value on the Omega system.

The Council is VAT registered. I reviewed the Council's VAT records and confirmed that the VAT return for the 3 months period to 31 December 2023 was submitted to HMRC on 1 Feb 2023. £17,778 was reclaimed, this agrees to VAT report produced from the RBS system.

I am satisfied that the Council considers recommendations of internal audit, as required by point 7 on the annual governance statement. Audit recommendations raised at last audit have been followed up – details are at Appendix A.

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

First Interim Audit

The Financial Regulations were last reviewed in Feb 2023, and an appropriate minute recorded in a meeting of Full Council (213.22). Standing Orders were reviewed at Full Council meeting in May 2023. Both documents are based on NALC templates and appear comprehensive.

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to Omega by office staff. The RFO produces a schedule in excel setting out a schedule of all supplier accounts requiring payment. This report is taken to the next available meeting of The Finance Policy and Resources Committee, where transactions are authorised by Council for payment. Payments are set up at bank by RFO and authorised by the Clerk, as set out in the Council's financial regulations. I suggested that the RFO may wish to work

with RBS to develop a payment approval report directly from the purchase ledger system to replace the excel document currently produced.

Expenditure Testing

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 7 months of 23-24. I tested 7 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
 - payment list signed off by councillor
- Approval to pay recorded in minutes

I reviewed the Montague Road project in more detail. I confirmed that the council obtained 8 quotes for the playground, and the decision to select the chosen contractor was minuted at the Council meeting in July 2020. It does not appear that the contract was advertised on the Contract Finder website. This is a requirement of Standing Order 18c

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000, inclusive of VAT, but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

The Council should ensure that it follows standing orders when placing all higher value contracts. I note that the Council has advertised the Albany Park playground contract on Contracts Finder, so changes to processes have already been actioned.

Second interim audit

The Council is aware that NALC is currently reviewing the model financial regulations. The results of this review should be taken into consideration when BWPC next reviews its own regulations, and the next review should be delayed until NALC publishes the new model regulations.

I selected a further sample of transactions from months 7 to 10 of the financial year.

I tested a direct debit payment to Winchester CC. I have not been able to locate any evidence that direct debit payments have been approved at Council meeting. Financial regulations state that :

5.6. If required, for each financial year the Executive Officer or RFO/Finance Manager shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the

I recommend that a schedule of all direct debits and standing orders should be taken to the next available council meeting for approval.

I tested a £50K payment to Gravity Engineering for the new skatepark, this is the first payment on a £163K project. I confirmed that the Council sought competitive quotes for this work, 3 quotes were considered. The decision to select Gravity Engineering is recorded in F&PR minutes in April 23 (minute 4.4.23) , and Halls and Grounds Committee 21 March 23 (minute HG 314.22). These minutes record details of the three designs submitted and considered. Whilst I am satisfied that the Council sought competitive quotes for this project, it does not appear that the contract was advertised on the Contract Finder website, and the Council did not follow the requirements of Standing Order 18c. I also tested a £33,829 payment relating to footpath works, again this was not advertised on the Contract Finder website.

This repeats a matter raised at my first interim audit. I have followed up this matter, and checked that contracts for the Solar Array at Jubilee Hall and Albany Park Playground have been properly advertised.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

First Interim Audit

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. I confirmed with the RFO that the risk assessment will be presented to Full Council in February 2024.

The Council is insured by Zurich Municipal, on a standard local council policy. I reviewed the insurance certificate and confirmed it is in date with an expiry date of 3 December 2023.

Building	Sum insured
Jubilee Hall	£1,650K
Pavilion Hoe Road	£550K
Estate Shed Hoe Road	£84K
Well House	£286K
Club House, Elizabeth Way	£408K

Other assets insured include general contents (£187K), Playgrounds (£298K) and Surfaces (£267K).

The RFO confirmed that the last professional assessment of rebuild cost of Council buildings occurred in 2022 and is due to be next completed in 2027. This is necessary to maintain the Council's insurance coverage.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

First Interim Audit

The Council continues to monitor its financial position effectively. F&PR meets monthly, and at each meeting the RFO presents the following reports

- Schedule of payments for approval
- Bank account reconciliations for the month
- Balance sheet and assessment of the Council finances
- Income and Expenditure report
- Earmarked reserves report
- budget monitoring

I reviewed reports produced for the 3 October meeting of F&PR, which reported on the period to the end of period 5 23-24. Reporting to members is comprehensive and timely.

I note there are a number of excel spreadsheets used in producing finance reports for councillors. I recommend that these are reviewed, and the RFO should use reports produced direct from the accounting system wherever possible. I suggest that:

- Consideration should be given to adding the purchase order module to the RBS system. This would permit commitment accounting reports to be produced
- RFO should discuss reporting with the F&PR Committee, to agree exactly what reporting is required, and with what frequency

I confirmed by review of minutes that budget setting for 2024-25 is well under way. A timetable was agreed at the F, P&R meeting on 5 September. Draft proposals have been submitted to committees, and are due to be considered by F,P&R in November 23. Full Council is due to review the budget and precept in December 23, with final approval anticipated in January 2024.

Second Interim Audit

The budget and precept for 24-25 was approved at the Full Council meeting in December 2023 (minute 195/23) A precept of £592,822 was set. The 24-25 budget was published as an agenda item for this meeting. A deficit budget of £99K has been approved, funded from reserves. I am satisfied that precepting authority deadlines have been met and that the budget and precept are properly recorded within minutes.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

First Interim Audit

Halls and Ground Rates for 23-24 were approved at a meeting of the Finance, Policy and Resource Committee in January 2023, this is recorded in minutes

The sales ledger balance at 3.11.23 stood at £1,694, all current debt. The sales ledger is well managed.

I selected a sample of receipts at random from the cashbook from the first 7 months of the financial year. For all items tested I was able to

- Agree receipt back to invoice raised by the Council
- Confirm fees charged could be agreed back to approved fees and charges, or lease in the case of the nursery

2nd interim audit.

I checked a receipt of £45k CIL income from WCC from the cashbook and agreed to remittance advice note from WCC Finance Department.

F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

First Interim Audit

A petty cash float of £100 is held. I will check this at year end . Petty cash is reconciled and signed off every month.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Second interim audit

2nd interim audit.

Payroll is processed by a payroll agency, Humphreys. The RFO sends details of any changes to payroll (overtime and any other changes) to the Humphreys each month.

Payroll is then processed and sent to the RFO for checking. Final payroll output is checked by the RFO prior to payroll being set up at bank.

I carried out audit tests on the December 2023 payroll. I was able to agree payroll payments recorded in the cashbook back to payroll summary documents produced by Humphreys. I selected 4 members of staff from the payroll. For all officers selected I was able to agree gross pay for the month back to pay award letter for the 23-24 pay award, signed off by the Clerk. Pay was checked back to pay scale points issued by JNC.

I have one recommendation. It was not possible to access the Council's payroll account with HMRC whilst I was at the Council office. It is recommended that login to this account is re-established, and checked periodically to ensure that RTI submissions and payments to HMRC are kept up to date. Humphreys may be able to assist in this matter.

H - Asset and investments registers were complete and accurate and properly maintained.

First Interim Audit

A new asset register accounting policy has been approved by the Council since my last audit. As a consequence a number of items (typically fees and charges from architects and project managers) that were previously capitalised have been written off of the asset register. The value of this write-off is £440K. This will mean that the 22-23 fixed asset balance will need to be restated when the accounts are produced this year-end. An explanatory note will be needed for external audit.

I will audit this restatement and the rest of the asset register at my year end audit – the Finance Manager has shared the draft asset register with me, I will review this in advance of the year end audit.

I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

The Council has four bank accounts, 3 with Barclays Bank, and 1 account with Arbuthnot Latham. I reviewed the bank reconciliation file and there is clear evidence that reconciliations on all accounts are completed promptly each month by the RFO. Evidenced review of the bank reconciliations is provided by the reviewing councillor.

I reperformed the bank reconciliations for September 2023.

	Balance sheet	Cashbook per bank reconciliation	Bank statement	Notes on bank rec
Barclays Current	16,208	16,208	16,208	Reconciliation signed by RFO and chair 20 October
Barclays Active Saver	553,599	553,599	553,599	Reconciliation signed by RFO and chair 24 October
Arbuthnot 3 month	407,641	407,641	407,641	Reconciliation signed by RFO and chair 24 October.
Total	1,210,943	1210943	1210943	

I note that at the time of my audit the Council was in the process of reviewing deposit balances, to improve returns, and is planning to take out a new deposit account with Arbuthnot and moving other cash balances to Unity Bank. There is evidence that cash balances are being effectively managed.

The Council continues to operate a sound system of bank reconciliations . All accounts are reconciled promptly, and councillor review is carried out in line with financial regulation requirements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to the F&PR Committee on a regular basis.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and

Year end test

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

First Interim Audit

Year end test

M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 22-23 accounts were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	13 June Full Council
Date Inspection Notice Issued and how published	19 June - noticeboards and website
Inspection period begins	20 June
Inspection period ends	28 July
Correct length	29 days

The inspection period was 1 day too short, and this was picked up by external audit – see extract from the certificate below

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

The Council must mark box 4 of the Annual Governance Statement as "NO".

N – Compliance with Publishing Requirements 22-23 Accounts

The Council's 22-23 AGAR and the external audit certificate are published on the financial information tab of the Council website. External audit certificate is clear, bar the point raised in section M above and is dated 29 September 2023. The Conclusion of Audit certificate is also published, dated 2 October, after the statutory deadline of 30 September. This is because the external audit certificate was received so late. The Council has met reporting obligations. The audit certificate has been reported to the October meeting of Full Council. I am satisfied that the Council published the completion of audit certification as soon as possible, given the late completion of the audit by external audit. However, external audit may make further comment on this matter.

O - Trust funds (including charitable) The Council met its responsibilities as a trustee.

The Council is not a trustee – confirmed with RFO

I attach my invoice for your consideration. I look forward to seeing you on 22 May for the year end audit. I would like to thank Hannah for her assistance.

Yours sincerely



Mike Platten CPFA

Appendix A – Matters Arising 23-24 Audit First Interim Audit

Matter Arising	Recommendation	Council Response
Payment approval report	I suggested that the RFO may wish to work with RBS to develop a payment approval report directly from the purchase ledger system to replace the excel document currently produced	Thank you for your suggestion. However, the Council feels that the current report allows for quick and easy access to information, without the need to purchase additional systems.
I reviewed the Montagu Road project in more detail. It does not appear that the contract was advertised on the Contract Finder website.	The Council should ensure that it follows standing orders when placing all higher value contracts. I note that the Council has advertised the Albany Road playground contract on Contracts Finder, so changes to processes have already been actioned.	All councillors and staff are now fully aware of the financial regulations to be followed when higher value contracts are being sought. All contracts in this financial year have followed the correct procedure.
I note there are a number of excel spreadsheets used in producing finance reports for councillors.	<p>I recommend that these are reviewed, and the RFO should use reports produced direct from the accounting system wherever possible. I suggest that:</p> <ul style="list-style-type: none"> - Consideration should be given to adding the purchase order module to the RBS system. This would permit commitment accounting reports to be produced - RFO should discuss reporting with the F&PR Committee, to agree exactly what reporting is required, and with what frequency 	Thank you for your recommendation. However, after discussion it was agreed that the Council are happy to continue with current reports and their frequency. These reports provide valuable information that is easy for all to understand.

April Skies

Accounting

The inspection period was 1 day too short, and this was picked up by external audit	The Council must mark box 4 of the Annual Governance Statement as "NO".	The Council and Finance Manager (RFO) will ensure this recommendation is fulfilled.
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Second Interim Audit

Matter Arising	Recommendation	Council Response
I have not been able to locate any evidence that Direct Debit payments have been approved at Council meeting	I therefore recommend that a schedule of all direct debits and standing orders should be taken to the next available Council meeting for approval	
It was not possible to access the Council's payroll account with HMRC whilst I was at the Council office.	It is recommended that login to this account is re-established, and checked periodically to ensure that RTI submissions and payments to HMRC are kept up to date. Humphreys may be able to assist in this matter.	



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Financial Regulations and Financial Risk Assessment *- for consideration*

Financial Regulations

The Financial Regulations are due for consideration but advice was given by the Internal Auditor on this matter (see report included and extract of minutes below). A recommendation is made as below.

Financial Risk Assessment

The Financial Risk Assessment has been considered and recommended updates were presented to the F,P&R Committee last week. These were approved by Committee and now referred to Full Parish Council.

The report was considered at the Finance, Policy and Resources Committee meeting on 5.3.24 as minuted below.

FPR219/23 Financial Regulations and Financial Risk Assessment

It was noted that the Internal Auditor had alerted the Council to imminent changes to the Financial Regulations by NALC and therefore an internal review at this time was not necessary.

The updated Financial Risk Assessment was tabled and duly considered.

Resolved:

- i) **To continue with the Financial Regulations currently in force and review as and when changes are recommended by NALC, or whenever else appropriate before March 2025.**
- ii) **To recommend the tabled updated Financial Risk Assessment and Action Plan for 2024/5 for approval at Full Council.**

Proposed: Cllr Iro

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer

Proposal

- i) **To approve the continuation of the Financial Regulations currently in force.**
- ii) **To consider and approve the FRA attached.**
- iii) **To approve and note the Action Plan for 2024/25**

Executive Officer

7.3.24

Bishop's Waltham Parish Council

RISK ASSESSMENT – for the year ending 31.3.25

TOPIC	WHAT COULD GO WRONG?	INDEX (refer to policy)	CONTROLS/MANAGEMENT OF RISK	REVIEW/ASSESS/ REVERSE	ACTION BY
ASSETS	Loss of physical assets	1	Buildings insured – Adequacy of cover through Zurich Insurance Plc Policy no. YLL-2720872143 LTA 3 years until 2025 Asset Register maintained and kept up to date. Annual physical asset check undertaken.	Diary entry for September each year for renewals and updates. Cover reviewed with insurers 2023-24	Executive Officer EO) /Finance Manager (FM)
	Inadequacy of insurance cover	2	Re-valuation of building assets was undertaken in 2021 and 2022. Recommended review every 4 years. Review of asset register and physical check carried out annually. Asset disposal & transfer forms to be completed by the Finance Manager and signed off by the Executive Officer and Chairman of the relevant Committee. Passed to FM for action.	Current procedures adequate.	Halls Manager/Administration Officer/ H & G Committee Asset Register Check – E/JRS Finance Manager
	Insecurity of buildings, equipment etc	4	Properties alarmed – Jubilee Hall, Priory Park, Hoe Road (Pavilion and Estates Shed), Well House . Alarm systems annually serviced and maintained. Add in St John Ambulance Hall when appropriate. Add in CCTV ? Key Safe?	Annual review of security systems – record now kept by Halls Manager.	Administration Officer/Halls Manager/H & G Committee

	Damage to buildings, office equipment, street furniture, notice bins, bus shelters, seats etc	2	<p>All buildings maintained as necessary. Electrical fixed wiring testing carried out in 2019. Re-test due 2024.(note -- quotations and actions by HMI/AO)</p> <p>Fire alarms, fire safety equipment, heating systems all serviced annually and maintained regularly. PAT testing conducted annually or as best practice/legally required.</p> <p>Regular checks made by Council staff and any issues reported to office.</p> <p>Lawes Marsh (left 2021) Solent Safety Services Limited (app June 2022) appointed by Council to review all Health & Safety issues. New H&S policy documents created December 2023.</p> <p>Health & Safety checklists completed regularly.</p> <p>Ensure public liability insurance is adequate. Current level £10,000,000.</p>	<p>Maintenance Plan regularly reviewed and updated where necessary.</p> <p>To be reviewed as considered necessary by the H & G Committee – record kept by Halls Manager.</p> <p>Current procedures adequate.</p> <p>Annual meetings held to review policies/actions.</p> <p>New consultant in place June 2022.</p> <p>Annual review with Insurers to ensure level is adequate.</p>	<p>Halls Manager/ Administration Officer</p> <p>Halls Manager/ Administration Officer</p> <p>Lawes-Marsh/ Solent Safety Services Limited Administration Officer/Halls Manager</p> <p>Halls Manager/Caretakers</p> <p>Executive Officer / Finance Manager</p>
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FINANCE	Precept – request not submitted	1	Minutes to record. Executive Officer to submit request.	Diary Entry for Dec/Jan. Reminder letter rec'd from WCC in Dec.	Executive Officer / Finance Manager
	Precept – not paid by WCC	1	Executive Officer to check receipt of precept - mid April and mid-September.	Diary Entry	Executive Officer / Finance Manager
	Inadequacy of precept received	3	The Council undertakes sound budgeting to underlie the annual precept. Each Committee monitors its budget information and a monthly review is undertaken by the Finance, Policy & Resources Committee. The budget and precept are considered by the F, P & R Committee in November prior to making a recommendation to the Council in December/January.	Monthly Review undertaken at all Committee meetings.	All Committees/F, P & R Committee
	Errors in Banking	2	All monies held with Barelays-Bank Unity Trust Bank and Arbuthnot Latham. Appropriate balances to be maintained in accounts. Any interest received is accounted for. Check statements and bank reconciliations monthly and review balances weekly.	Regular Review by FM and monthly review of balance sheet by F, P & R Committee.	FM / F, P&R Committee
	Risk of consequential loss of income	4	Zurich Insurance cover- Business Interruption. Total sum insured £63,500. (CHECK)	Annual review with Insurers to ensure level is adequate.	Executive Officer / Finance Manager
	Loss of cash through theft, dishonesty or fire	3	Minimal cash kept on any premises. Cash taken at Council Office is kept in locked fire proof safe and banked as soon as is practicable. Ensure security procedures over cash adequate and effective. Access to the locked safe, is limited to the EO/FM only. Car park ticket machines to be emptied regularly.	Regular Review	Executive Officer/ Finance Manager Admin-Officer/Halls Manager/F, P & R-Chairman Executive Officer/ Finance Manager Admin-Officer/ Senior-Admin Asst (Finance)/RFO Halls Manager / Finance Manager

	Errors or fraud	3	<p>Monthly bank reconciliation prepared by RFO and approved by the Chairman of the F, P & R Committee prior to the monthly meeting.</p> <p>Two signatories on each cheque. Internal and external audit carried out. Interim reports from the Internal Auditor to be reviewed by the F, P & R Committee before approval by the full Council and actioned accordingly.</p>	Monthly Review	<p>Finance Manager / Chairman, F, P & R Committee</p> <p>F, P & R Committee/Council</p>
	Staff and Councillors not following Financial Regulations	3	<p>All staff and councillors to be supplied with copy of Financial Regulations. Appropriate training to be undertaken. Record of training to be held.</p>	<p>Training provided for all Councillors by Chairman of the F, P & R Committee.</p> <p>Training record kept.</p>	<p>Executive Officer/Chairman F, P & R</p> <p>Executive Officer</p>
	Loss of data	3	<p>Regular back up of computer records shall be made and stored securely off site. Arrangements for computer protection by use of antivirus, firewall etc. will ensure high level of security for the Council.</p> <p>Consider Cyber Security.</p>	<p>Change of IT consultant in 2019. Arrangements reviewed and considered adequate.</p>	<p>Omega (Rialtas Suite) backed up by FM. (Set timescale)</p> <p>Digi Toolbox backed up office desktops. (Monthly)</p>
	<p>Loss of Income Received from</p> <p>Hirers</p> <p>football pitches-and</p> <p>hall-hire;</p> <p>leases;</p> <p>licences;</p> <p>contracts;</p> <p>grants-etc- and</p> <p>including Car</p>	3	<p>All cash income receipted on specifically printed receipt books in duplicate. Sequential numbering in date order. Receipts are entered in record book and monies banked at least monthly or as required.</p> <p>Cash deposits logged on booking system when received.</p> <p>Direct credits to be reviewed and posted by the Senior Admin Assistant (Finance).</p>	<p>Procedures considered adequate.</p>	<p>Notes</p> <p>No cash now taken. All bookings are invoiced and receipted. All leases are recorded, signed and reviewed as necessary.</p> <p>H&G to regularly review conditions and rates as well as facility usage to maximise income and advertise to offer hire opportunities</p>

park ticket machines		All hire charges made are reviewed annually by the H & G Committee and ratified by the F, P & R Committee – new charges apply from 1st April each year. Licence/lease charges are now reviewed annually in accordance with the terms of the licence/lease.	Annual Review	
Misaccounting of expenditure	2	<p>Receipt of grants. Ensure audit trail is recorded correctly and reserve for grant set up if necessary.</p> <p>Invoices are held for all expenditure. FM prepares the cheques* and BACS payments weekly for payment which are vetted by the Executive Officer. The cheques/BACS payments are then signed by any 2 from the 4 authorised signatories. List of payments is ratified by the F, P & R Committee monthly prior to payment.</p> <p>Awarding of all grants including Section 137 and GPC expenditure. BWPC has a grants award policy and applications are made to the Community & Environment Committee and recommendations ratified by the full Council. Expenditure agreed is documented in minutes.</p>	<p>Procedures considered adequate.</p> <p>Procedures considered adequate.</p> <p>Procedures considered adequate.</p>	<p>Senior Admin-Assistant, Finance Manager Executive Officer H&G / F,P&R</p> <p>*Rarely now used</p>
Non-compliance with HMRC Regulations ref. VAT	1	VAT is identified and entered in cashbook. Quarterly reclaim for VAT are made online and refunds paid direct into Current account. Consideration given to partial exemption if appropriate. Checked by Internal Auditor.	Quarterly Review	RFO Finance Manager
Lack of forecasting to underlie annual precept	1	Detailed draft budget prepared by Executive Officer, Administration Officer Finance Manager and Committees for approval by Finance, Policy & Resources Committee in November for ratification by full Council in	Annual Review	Executive Officer/Administration Officer/ Finance Manager Committees/Council

			December/January. Once approved, precept request is sent to District Council in January. Monthly expenditure against budget figures circulated to members of all appropriate Committees and reviewed monthly by the F, P & R Committee before ratification by the full Council.			
	Non-compliance with borrowing restrictions	1	Council resolution (December 2019) to borrow £100,000 over 10 years from the PWLB for the JH car park extension. Borrowing approval received January 2020.		Review annually and report to FP&R	Finance Manager and FP&R Committee
	Insufficient Reserves held	2	Ensure that adequate general reserves are available at year end. General rule is that total reserve should be at least 3 months' and no more than 12 months' expenditure. Ensure that earmarked reserves are summarised. Ensure that fidelity guarantee is at correct level. Zurich Insurance £5,000,000 (CHECK)		Annual Review	FPR Committee
	Annual Governance and Accountability Return (AGAR) not submitted within time limits	1	AGAR is completed by the FM, signed by the FM and Internal Auditor and tabled for signing by the Council Chairman and Executive Officer. Return is submitted within the guidelines provided by the External Auditor		Annual review with Insurers to ensure level is adequate. Procedures considered adequate.	Finance Manager Executive Officer Council Chairman
Liability	Risk to third party, property or individuals	3	Zurich Insurance (as listed in Assets section above). Risk assessments of individual events undertaken. Play areas/trees/open spaces etc. checked regularly.		Annual Review Twice daily checks undertaken by groundstaff. Checklists to be completed and handed to office.	Executive Officer

				<p>Annual inspection by suitably qualified contractor undertaken. Records kept and reported to H & G Committee for any actions.</p> <p>Annual review with Insurers to ensure level is adequate.</p>	<p>Administration Officer / H&G Committee</p> <p>Administration Officer / H&G Committee</p> <p>Executive Officer and F,P&R Committee</p> <p>Administration Officer</p> <p>Halls Manager</p> <p>Executive Officer</p>
				<p>Tree surveys currently undertaken on half the sites every year and works recommended undertaken.</p> <p>Public liability cover to be a minimum of £10,000,000 to be reviewed with insurance company at renewal.</p> <p>Risk assessments of events carried out as necessary.</p> <p>Certificate of Insurance displayed in all buildings.</p> <p>Annual review of policies/assessments undertaken to ensure efficiency of cover.</p> <p>Insurance in place as listed above.</p> <p>Play areas checked twice daily and recorded. Full inspection annually.</p>	<p>Annual Review</p> <p>See comments above re checks.</p>
Employer Liability	Legal liability as consequence of asset ownership (e.g. Cemetery, play areas)	3	3	<p>Parish Council have contract with HALC Employment Law. Employers' Liability Insurance included in Zurich policy – as listed in Assets section above.</p>	<p>Executive Officer/ Administration Officer/ Groundstaff</p>
	Non-compliance with Employment Law		3	<p>Payroll undertaken by Humphry & Associates on Council's behalf and provides information for the monthly payments to HMRC. Payments made by FM.</p>	<p>Executive Officer</p> <p>Finance Manager</p>
	Non-compliance with Inland Revenue requirements		3	<p>Monthly Review</p>	

				Internal Auditor carries out regular test checks. FM to check HMRC returns regularly.			
	Non-payment of salaries	3		J Humphrey (see above) contracted to undertake payroll. Monthly Salaries paid through Barelays software to agreed authorised salaries. Paid direct to employees through Barelays -BACS system. FM and Executive Officer to authorise payments which are ratified by the full Council retrospectively.	Monthly Review	Finance Manager / Executive Officer	
	Danger to staff and visitors	3		24-hour CCTV on Jubilee Hall, Priory Park and Hoe Road. Maintenance and service contract in place. Staff aware of lone working issues – policy in place.	Regular Review	Administration Officer/Halls Manager/H & G Committee Executive Officer	
	Loss of key personnel	3		Ensure contingency plan in place for continuity of business. Ensure admin staff are aware of procedures, door codes, keys, IT passwords etc.	Annual Review. Procedures considered adequate. Reminders to be issued regularly.	Executive Officer	
Employee Liability	Causing injury (damage) to employee property	1		Employer's Liability insurance in place.	Procedures considered adequate		
Legal Liability	Activities outside legal powers	3		Executive Officer to clarify legal position on any new proposal. Legal advice to be sought where necessary from the Council's appointed legal advisors (HALC/HCC).	Procedures considered adequate		
	Minutes/ Agendas/ Statutory Documents – Accuracy and legality. Non-compliance	1		Minutes and agendas are produced in the prescribed method and adhere to legal requirements. (Exec Officer is CilCA qualified). Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval.	Procedures considered adequate		

	with statutory requirements.		Where possible draft minutes are circulated shortly after the meeting. Minutes and agendas are displayed according to legal requirements.		
	Illegal activity or payment	3	Ensure Councillors have an understanding of their Powers, training to be undertaken. All Councillors to confirm receipt of Standing Orders and Financial Regulations.	Annual Review	Executive Officer/Councillors
	Incomplete Financial Records	3	BWPC uses the Omega software from Rialtas. Checked by FM and monthly payment reconciliations, together with balance sheet and revenue statements , are signed by the FM as appropriate and tabled at monthly F, P & R Meetings to note and then Council for acceptance.	Monthly Review Procedures considered adequate.	Finance Manager / F, P & R Committee
	Loss of documents	2	Original lease documents etc. stored in metal filing cabinets in Council Office.	Originals scanned in 2018.	
Councillors' and staff propriety	Personal Interests affecting decisions	4	Register of interest completed by all Councillors and published on WCC website. Copies held in Council office. ROI form to be reviewed on an annual basis. Declaration of Interest is item on every agenda. If Interest declared, procedure in Standing Orders is followed and recorded in the minutes. Gifts/hospitality recorded on separate list. Register of relevant interests held for staff.	Procedures considered adequate.	Executive Officer
Council Reputation	Bringing the Council into disrepute	1	All Councillors should receive training and refresher training on the Code of Conduct and other relevant policies i.e. social media. A professional approach is undertaken on all Parish Council matters.	Check?? Procedures considered adequate	Executive Officer

Financial Risk Assessment reviewed by the **Chairman of the FP&R Committee, the Executive Officer and Finance Manager. February 2024.**

Considered by the Finance, Policy & Resources Committee on **5th March 2024 before ratification by the full Council on **12th March 2024.****

Financial Risk Assessment Action Plan

Subject	Recommendations/Action	Action by	Date for completion	
Annual Asset Register Check	To ensure the check is carried out annually, as usual, and that the register is fit for purpose	F,P&R Committee / Executive Officer	March 2024	Asset register check in progress February 2024. ON TARGET FOR COMPLETION.

Subject	Recommendations/Action	Action by	Date for completion	
Signage for CCTV and Alarm	Undertake an audit of such	Halls Manager	June 2024	
Staff List of Interests	Draw up such and keep in staff files	Executive Officer	May 2024	
Electrical Hard Wire Testing	Gather quotations for such, undertake testing and relevant remedial actions	Halls Manager/ Clerk to H&G Committee	October 2024	
Regular Banking of Car Park Ticket Machines	Set schedule for regular emptying of machines and banking thereof	Halls Manager and Finance Manager	April 2024	
Cyber Security	To discuss at FP&R Committee	Finance Manager	April 2024	
Play Park Checks	Confirm if both weekday/weekend checks required	Halls and Grounds Committee	May 2024	
Lone Working Policy	Reminder to be given to staff annually/regularly (Staff Handbook)	Executive Officer	May 2024	
HMRC returns	To regularly check returns online	Finance Manager	April 2024	
Social Media Policy	To review and ensure up to date	CEC – Executive Officer	June 2024	



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Standing Orders – *for information*

Standing Orders are due for review and the Chairman will be undertaking this during March with the Executive Officer.

If there are any suggestions for amendments or clarifications, then councillors are invited to review the document and offer such before Monday 1st April.

Full document sent as a separate document as too large a file within standard papers.

Executive Officer
7.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Standing Committees – Membership - *for consideration*

In an email of 27.2.24, Cllr Wilson has tendered her resignation from the Community and Environment Committee and wishes to be considered for appointment to the Halls and Grounds Committee.

Normally, the membership to Standing Committees is reviewed in April for formal appointment at the Annual Meeting of the Council in May.

The Parish Council is aware of vacancies on Standing Committees due to the two resignations of councillors. The current action of using Standard Order 4dv to substitute members onto a Committee, when necessary, is working effectively.

Also to consider is that Council will, hopefully, be co-opting to the two vacancies by May and need to consider the new applicants for Standing Committees at this time.

Proposal: To consider whether to appoint councillors to Standing Committees mid-Council year or use the current substitution Standing Order 4dv until the April/May consideration and appointment of Standing Committee members.

Executive Officer

7.3.24

4. STANDING COMMITTEES, SUB-COMMITTEES & WORKING GROUPS

- a **Unless the Council determines otherwise, a standing committee may appoint a sub-committee or Working Group whose terms of reference and members shall be determined by the committee.**
- b **The members of a standing committee or Working Group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee or Working Group may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary,

Standing Committees shall not consist of more than 50% of the total Council's approved membership, currently 7 of 14. If there are more than 7 applications, its membership will be decided by a Councillors' vote at the Parish Council Annual Meeting.

Elected councillors will be required to sit on at least two Standing Committees, currently these are Finance, Policy & Resources Committee, Halls & Grounds Committee, Community & Environment Committee and Planning & Highways Committee. Also included is the West Hoe Cemetery Management Committee.

All Chairmen /Chairs, or in their absence a delegated representative of Standing Committees will sit on the Finance, Policy & Resources Committee - *this relates to Bishop's Waltham Parish Councillors only.*

The Council

- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall permit a standing committee, committee or working group to appoint its own Chairman / Chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.
- e. A Councillor may be Chairman / Chair of only one standing committee.
 - f. The members of a previously determined sub-committee or working group shall be appointed at the first meeting of the appropriate committee following the Council's annual meeting.
 - g. The Chairman / Chair of all sub-committees, working groups and advisory groups must provide a written report of its activities/ recommendations to its Standing Committee within 14 days of any meeting.



Bishop's Waltham Parish Council

12th March 2024

Agenda Item - Planning Applications - To ratify the recommendations from the Planning and Highways Committee

24/00109/FUL

Closing Date: 27.2.24

Proposed change of use of the ground floor of the former Banks Bistro, Bank Street, Bishop's Waltham to residential, creating two x two bedroom flats

Banks Bar and Bistro, The Old Granary, Bank Street, Bishop's Waltham

No objection.

24/00059/LIS

Closing Date: 27.2.24

Proposed change of use of the ground floor of the former Banks Bistro, Bank Street, Bishop's Waltham to residential, creating two x two bedroom flats

Banks Bar and Bistro, The Old Granary, Bank Street, Bishop's Waltham

No objection.

24/00302/DIC

Closing Date: 29.2.24

Plans and Reports

Annexe, Newtown Farm House, Tangier Lane, Bishop's Waltham SO32 1BA

No objection. Monitoring.

24/00320/TPO

Closing Date: 1.3.24

T2 Oak – Remove/fell to near ground level

T5 Oak – Remove/fell to near ground level

T6 Oak – Remove/fell to near ground level

Reason: Clay shrinkage subsidence damage at the property

The Bungalow, Woodlea Nurseries, Wintershill, Durley

Neutral: No objection. Follow root barrier recommendation in professional report.

SDNP/24/00333/FUL

Closing Date: 4.3.24

Installation of 15kw of solar to power granted building SDNP/21/03396/FUL.

Ground mounted on plot roughly 20 x 3m

Ivy Cottage, Vernon Hill, Bishop's Waltham SO32 1FH

No objection. Solar panels already in situ.

24/00028/LIS

Closing Date: 8.3.24

Proposal to change four timber windows, to be replaced with new traditional timber butt casement windows. *(Further detail listed in application)*

Midi Cote, Bank Street, Bishop's Waltham SO32 1AN

No objection.

SDNP/24/00650/HOUS

Closing Date: 18.3.24

Front porch and single storey rear extension (Amended Scheme)

Farthings, 5 Dean Lane, Bishop's Waltham SO32 1FX

No objection.

SDNP/24/00673/FUL

Closing Date: 18.3.24

Proposed demolition of existing stable block, to be replaced with barn containing 6 stables and storage for tractor and hay

Seagrave Stables, Vernon Hill, Bishop's Waltham SO32 1FH

No objection.

Proposal: Bishop's Waltham Parish Council ratifies the recommendations of the Planning and Highways Committee.

Executive Officer 7.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Annual Meeting of the Parish 2024 - for consideration

The Annual Meeting of the Parish (AMP) Working Group met on Monday 26th February, the notes from the meeting are overleaf.

At the Full Council meeting held on Tuesday 16th February information was requested regarding the budgeted cost of the event (see below) and how a wide range of demographic groups would be encouraged to attend (see working group meeting notes).

Event draft budget

Item	Budgeted Cost	Notes
A5 Invitations (including printing and delivery)	£500	estimate based on 2023
Refreshments	£370	actual spend in 2023 was £352
Total estimated budget	£870	

Proposal: To note the information above and make any relevant recommendations.

Administration Officer 07.03.24

Annual Meeting of the Parish Working Group – Meeting Notes 26.02.24

Present: Cllr Marsh, Executive Officer, Administration Officer Apologies: Cllr Iro, Cllr Latham

Draft budget information

Invitation cost

(including printing and delivery)

£500 (estimate based on 2023)

Refreshments cost

£352 (actual spend in 2023)

Total estimated budget

£852

(£235 was spent on hire of display equipment in 2023 – not planned for 2024)

Invitation

The WG reviewed the invitation. Could use more graphics, (some examples were shown e.g. <https://www.canva.com/templates/EAferfmAME4-grey-modern-business-meeting-invitation/>)

Action: AO to draft new invitation and to see whether time could be saved using templates available online.

Considered whether to include phrase " Children welcome" however, it was felt that since there weren't plans for any children's activities this might not be suitable and might prove a disappointment.

Community Groups

Invitation to be sent to community groups to offer spaces. If take up was high (as was the case last year), half of a table would be available per organisation. BWPC would not offer display boards this year.

Councillor Introduction

Would be good for residents to know who councillors are so that they can raise questions/discuss issues later in the evening. WG suggest that Councillors are all asked to come and stand briefly at the front of the meeting during Chair's introduction. Then Councillors who would not be delivering a section of the presentation would return to reserved seating at the ends of isles. Councillors who would be giving a presentation would have reserved seating at the front of the audience.

How to gather more input for Forward Plan and use opportunity to ask for community input

- Suggested that a card be given to each attendee asking residents to give us their suggestion of a key focus/action/idea they would like BWPC to take forward in the coming years (whilst considering the PC's sphere of influence).

Marketing

How to target wide range of groups was considered.

Increased use of Facebook to request questions from residents might help to increase engagement from a wider range of residents. Two opportunities to influence the event:

- i) Do you have a question you would like to put to the Council?
- ii) Do you have any thoughts about what should be included in the meeting or any topics that you would like to be included?

The following would be contacted to request questions/input (in addition to Facebook posts)

- Schools (email)
- Community Partnership members (email)
- Lunch Clubs (leaflets)
- Country Market (leaflets)

The same input would also be requested via Councillors Surgeries.

Refreshments

Range of beverages (to include wine, lager, ale, cider, gin and tonic, apple juice, orange juice.

Food – Approach local food business to provide quotation for some savoury bites, to be available alongside crisps/pretzels and some sweet options (brownie bites etc). **Action: AO**

Logistics

Need to check that both microphones are working.

Action: AO to request check from Halls Manager



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Request for Land at Albany Road **– Response from the Men's Shed - for consideration**

At the last Parish Council meeting on 13.2.24 the minutes below were recorded.

PC255/23 Response to Men's Shed Request for Land Lease at Albany Road

The draft response was duly deliberated. The focus was hoped to show Parish Council support of the group with the balance of viewing the area carefully in respect to future land usage for the whole community. The Men's Shed would be encouraged to undertake a feasibility study to return to Parish Council for further consideration.

Resolved: to approve the tabled statement to be sent as a letter to the Men's Shed group in reply to their request to lease Parish Council land at Albany Road.

Proposed: Cllr P Wilson

Seconded: Cllr Jones

All in favour

ACTION: Administration Officer

The response following has been received from the Men's Shed Chairman.

Proposal: To consider the correspondence received and recommend actions as a result.

Executive Officer

7.3.24

Bishop's Waltham Men's Shed



Ref: Parish Council Letter dated 16th February 2024

29th February 2024.

Dear Judy,

Thank you for the letter outlining the Council's thoughts on our New Shed proposal. We understand that decisions regarding this matter have to take into account many issues beyond our own requirements.

Just to make our understanding of your needs clear, we recognise that you are not currently prepared to formally approve leasing the dog walking area adjacent to the Cricket Club and Allotments to us. Further that you agree that we can make an approach to the Planners in Winchester to see if our proposal is likely to lead to a planning approval. Also, as part of a feasibility study, we should approach the Gardening Club and Cricket Club to see what synergy exists in terms of the use of this area, principally in terms of shared parking.

You also require us to finance this feasibility study and thus take on the financial risk of the Planners in Winchester indicating that planning approval would be unlikely. The Trustees recognise that as a registered charity we have to be aware of the constraints placed upon us by the Charities Commission. Taking on this financial risk will be done bearing these constraints in mind.

Should the feasibility study show that planning approval would be forthcoming we will look to Parish Council to swiftly commit to allowing us to lease the land so that we can straightaway seek the necessary Planning Approval and funding for the new building. This funding exercise is likely to take at least a year and probably more.

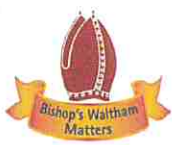
So what are we prepared to do now? We will approach the Garden Club and the Cricket Club in order to bring them on board and demonstrate that the development will benefit a wider community. We will carry out the pre-planning exercise with Winchester Planners and receive their verdict. In parallel, and with urgency, we need to increase the useable space on the cricket club site to accommodate another Portacabin and a storage container. The area behind our current Portacabin would be suitable and convenient. This will require the cooperation of both the Parish Council and the Cricket Club to facilitate making this area available.

Once again thank you for your consideration of our proposal and we look forward to your response to this letter.

Kind regards

David Dibb-Fuller

Secretary to Bishops Waltham Men's Shed



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Chairman's Report

- *for information only*

Since the last Parish Council meeting in February, I have undertaken the following:-

- Attended relevant Standing Committee meetings for Halls and Grounds, Community and Environment, Finance, Policy & Resources and West Hoe Cemetery Management
- Attended a meeting with the Men's Shed at the Cricket Club
- Attended the Bishop's Waltham Youth Club Quiz Night 24.2.24
- Attended a meeting with Bishop's Waltham Cricket Club representatives 5.3.24 in regard to the tidy up of the car park.
- Attended the Mayor of Winchester's Community Awards 7.3.24 to support and celebrate nominees from Bishop's Waltham.

Cllr Judy Marsh

7.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillors' Reports – Banking Hub - for information only

Meeting with the Post Office Sub-Postmaster and PO Manager

The Parish Council office received the email below and set up a meeting to discuss this matter further.

.....
I understand from my Post Office manager that the Parish Council is looking for space in which to host a Banking Hub for Bishops Waltham.

We at the Post Office in fact have space at the rear of our premises which used to be occupied by Royal Mail as the local Sorting Office which could easily be repurposed.

We have been looking at options for how this space could be utilised since Royal Mail moved out in August 2021. Removal of the fees that we were paid by the Post Office to host Royal Mail in the space has had an impact on the Post Office and we had in fact considered looking into a Banking Hub as this could be an ideal solution for securing the future of our Main's Post Office for the town and surrounding area..

I understand that there is some interest within the town to look into the possibility of a Banking Hub. From my experience the loss of all banks from the town has had a big impact on the town.

I'd be happy to have a chat with you regarding the space in the old sorting office.

Subpostmaster, Bishops Waltham PO

.....
19th February 2024

Cllr Marsh, Cllr Williams and the Executive Officer met with the Sub Postmaster and the Manager of Bishop's Waltham Post Office in the Silver Room of the Jubilee Hall.

Points raised:-

Possibilities of use of the old Sorting Office and opportunity for the PO and town

Previous discussions with LINK and the required criteria for Banking Hub

Actions

To review criteria and try to evidence need for Banking Hub (EO/JW)

To set a date for a future meeting to further discuss the case to present to LINK (EO)

Executive Officer 7.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillors' Reports - WDALC - *for information only*

Winchester District Association of Local Councils (WDALC) Meeting

The WDALC held a general meeting online via zoom on 28.2.24.

The **guest speaker was Cllr Patricia Stallard** (Chairman of HCC and Cllr for Winchester Southern Parishes). She highlighted the work of the County Council and the population it served. The aging community was noted. Statutory services were focused upon and the increase in precept explained.

There followed a discussion on the **potential impact on Parish Councils following the HCC Future Services Consultation**. It was suggested that HCC could consider not cutting services but increase the precept further. If services were cut now then may be harder to restart when needed again in the future. The growth of Whiteley was discussed and the challenges it was currently facing. It was agreed to keep targeting residents to ensure they responded to the consultation.

Councils were invited to bring examples of 'poor services' to the **Southern Parishes meeting** so shared concerns could be considered and how each service potentially due to be devolved to parish level were being budgeted for i.e. drainage works, public toilets, street cleaning, verge cutting, school crossings, HWRCs.

Cllr Hyland gave a brief **update on SDNP matters**.

A short **update on HALC** was given. The annual conference was considered at quite a costly fee.

The **WDALC Priority Plan** was noted as reviewed and updated. This would be circulated to all in the group.

Next meeting due in June at Marwell Hotel. Guest speaker hoped to be invited to discuss Planning and Enforcement.

Executive Officer

7.3.24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillors' Reports

- *for information only*

Meeting with Bishop's Waltham Cricket Club

On 2nd March 2024 we met members of the Bishop's Waltham Cricket Club Committee to check on the clearance of items from the site to make more parking space at the Cricket Ground at Albany Road.

The draft of the new licence was given to them so that the Club leaders could check all the licence details between the Parish Council and the Cricket Club.

The Cricket Club Groundsman was also present and told us that two skips had been filled with general waste and taken away.

Councillors Judy Marsh and Barry Nicholson

Meeting with HCC regarding the Accessibility Project – Design Review Stage

5th March 2024 2:30-4:30pm in Bishop's Waltham Town Centre

BWPC Reps: Cllr Nicholson, Cllr Williams (PC& WCC), Cllr Wilson, Executive Officer (EMc)

HCC Reps: Maisie Burrows (HCC Senior Project Officer)

Damian Walsh (Havant Link - Civil Engineering Team Leader)

The meeting was called by HCC in response to requests by BWPC for updates on the progress on the 2019 Accessibility Project.

The group moved around various locations considering the design proposals presented.

1. Houchin Street – upper area.

Plans presented to adjust pavement areas by car park entrance – crossing pads with tarmac lead ins (replacing old style large slabs).

White lining planned to create and highlight pedestrian walkway alongside right hand side of buildings towards the area opposite the Social Club.

Additional signage (adult and child) proposed at site near Social Club.

2. Bank Street – outside Outlaws Barbers, opposite St Peter's Street.

Plans show crossing pads either side of the road with pavement widening to allow for buggies/frames. Some small block paving to be retained.

3. Bank Street – outside No60.

Plans show crossing pads either side of the road with pavement widening.

Cllrs expressed concern at pavement widening at this point due to the vehicles turning space required at that junction.

HCC design engineer to review plans and check turning arc. **ACTION: HCC**

4. Bank Street – Outside Miss Batt's Cottage/ Friends

Plans show widening of pavement.

Query over cellar/vent outside Friends – to be clarified.

5. Bank Street and start of (Upper) Basingwell Street

Pavement to be sloped to ease edging for cyclists and wheeled assistance.

Query over requirement for bollards when lighting post blocks vehicular access.

Consider removal of two bollards (replace with planter?). **ACTION: PC – HCC**

6. Basingwell Street (Lower) – At car park entrance junction, and onwards towards St George's Square

Plans show widening of pavement and pedestrian area to slow traffic. Pavement mostly tarmac to replace old paving slabs in state of decay. (Area to cover from start of 2 cottages to Merlin Mews car park – then small block paving – then tarmac pavement again). Tarmac pavement continues to right and around the corner towards Health Space. The pavement will then be blended in to join current paving. Block paving planned to be lifted. (PC requested retention of blocks for replacements in other areas in future for parts of the conservation area of town.)

Phase 2 plans show removal of traffic island outside The Crown as not used for pedestrians and considered not effective for traffic management/flow. *(Maybe included in Phase 1? Check)*

7. St George's Square/Houchin Street (continuation of above)

Area around R2 building to be enhanced blended pavement – probably tarmac.

8. Eastways – entrance

Plans show two crossing pads for pedestrians.

9. (Mid) Houchin Street – by the Social Club/car park.

Lamp post and Finger Post to be moved slightly to increase pavement width. Potential move of the Community Noticeboard too.

Bin Store Area/ Houchin Street/Basingwell St Car Park

A review of the Basingwell Street car park bin store was considered in terms of usage to clear the large bins from Houchin Street. It was noted that the size of store, relative to the actual number of bins, seemed out of proportion. Points raised included considering alternative screening of bins such as panels/panels with planters to enhance the street scene. **ACTION: HCC – PC – WCC**

The marked disabled parking bays did not seem to be in accordance with regulations. (No crossed hatching both sides of bay).

Upper High Street Dropped Kerb

Also included in the tour was a review of the High Street (upper section) in relation to the dropped kerb across the upper high street and the road lining. Parked cars blocked the dropped kerb. This needed to be reviewed by the relevant WCC/HCC teams. It was suggested that resizing the two regular bays and one disabled could retain the drop kerb and make it clearer for users.

Timing of this Phase 1 of Actions and Further Progress on Plan Actions

BWPC reps queried the further points of the Project that had been identified for action. The HCC reps explained that these plans had been approved for action with the designs in approval stage so due to happen this summer (6 weeks from mid-June is anticipated timescale). No road closures expected but lane closures and use of traffic lights were. Letters would be sent to all residents/businesses affected by HCC, and BWPC would also inform the community of these budgeted works.

The other project recommendations were being considered for action by HCC in following phases. MB provided a contact for the PC to follow up with and suggested a further site meeting, and discussions to prioritise works. (PC considered the pedestrian refuge highlighted for Winchester Road to be the top priority and most requested by/ greatest safety benefit perceived to residents). **ACTION: HCC & PC**

The teams were thanked for their time and joint approach. Meeting ended at 4:30pm.



CSO MONTHLY REPORT

MONTH/YEAR – February 2024

Report Number -2

Day duties -12

Late duties -6

Total Hours -155+3A/L Days

Anti-Social Incidents / Concerns

It has been reported that some children have been doing knock and run on the Ridgemede est I have increased my patrols in this area and the incident has been reported to the police, I have now spoken to some children I caught up with on Ridgemede regarding this issue and the incidents have now stopped but I will continue to monitor. Youths reported in the grounds and messing about by the swimming pool of BWJS no sign when I arrived this is ongoing. Sam Chapman has been reported to be back in B/W I will continue to monitor his behaviour this is ongoing. Graffiti and rubbish left in the bus stop by Garfield Rd this has been cleaned I will continue to monitor this area. It has been reported that 2 motorbikes were on the football pitches at Hoe Rd churning up the grass some damage has been reported by the groundman this incident has been reported to the police and is ongoing.

Criminal Activities

None Reported

Dog Fouling Issues / Locations

None Reported

Litter Issues / Locations

There have been some minor incidents of fly tipping reported to me by the lengthsman who very kindly reported it to WCC.

CSO Duties / Patrol

I have over the last month patrolled B/W and spoken to some very nice people. The biggest issue I have at the moment is parking in the high street with people parking on double yellow lines and dropped kerbs. Also, residents parking on double yellow lines on Ridgemede est traffic wardens are on site but they are needed more than one or two days a week this is ongoing also more traffic cones have been requested at the Spar shop as the cones there at the moment are broken just waiting for the police to replace the damaged cones this is ongoing.

Members of the public have put up some signs by the ponds asking drivers to slow down there are swans crossing, the signets have now gone and the adult swans are now back on the pond. I have met up with some of the youths in B/W and had some very good feedback and seem to be building a good relationship with them. There has been an increase in people bringing their dogs onto the football pitches on match days at the Priory park football grounds all have been asked to leave and reminded that dogs are not permitted on said pitches this is ongoing. I have been approached by residents who live on Elizabeth Way Priory park complaining about the parking on the road and blocking footpaths on match days this is ongoing. Some art work has appeared over night on the bus shelter wall in the square looks very good and well done not classed as graffiti. There has been reports of traffic congestion at Hoe Rd when the guide hut and tennis courts are being used at the same time it has also been reported that a child was clipped by a car at pick up time I have been monitoring the situation and have put in place some parking cones and encouraging drivers to park at the bottom car park and to walk back and pick up their children all parents/guardians have received emails about the parking situation this is ongoing.



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillors' Surgery Report – *for information only*

Reports from Councillors' Surgery 23.2.24

Location: Country Market in the Jubilee Hall

Cllrs' surgery attended by Cllr Conduct & Cllr Marsh (10am – 12pm).

The market was very busy and we spoke to a good number of residents.

Points noted down:-

Matters brought to the Council's attention	Summary of responses and actions listed below to be put on website or included in Parish News article or Bishop's Waltham Matters newsletter.
Food Recycling Bins	Informed that WCC weren't planning on introducing Food Recycling bins at this moment in time.
Banking Hub	Informed we are still hopeful that this may happen. Talks ongoing with LINK and the Post Office staff.
Annual Meeting of the Parish	Responses: always attend and would like to hear a bit more about what we as a Parish Council had been up to and what we may be planning for 2024/5. With a Q&Q requested at the end.
Toilets in the Basingwell Street Car Park	Informed: WCC manage currently. BWPC hope to take this over in January 2025 after refurbishment and current cleaning contract ends.
Educational Institute Money	It was recommended that we approach St Peter's PPC for money for improvements to Priory Park Clubhouse.
Bishop's Meadow Development	It was requested that a pedestrian crossing be installed. Informed that HCC had stated this wasn't necessary when the estate was planned. Monitoring situation.
Tip Closure	Informed to complete consultation online and make suggestions about what they would like to see.

Overall, it was a good, productive session – least of all for the tea and cake.

We gave the residents the information as we know it regarding the issues they had raised i.e. Winchester weren't planning on introduction Food Recycling bins at this moment in time. We also pointed them in the direction of the Eco Fair.

Cllr Conduct

4/3/24



Bishop's Waltham Parish Council

12th March 2024

Agenda Item – Councillors' Surgeries

Friday	Saturday	Attendees
26.5.23		TC & DI
	24.6.23 (note is same day as BW Festival)	RL & JW
28.7.23		TC & JM
	26.8.23	High St – EJ, KJ Tangier Grdns – JM, RS Albany Wood – MP, JW
29.9.23	23.9.23	JM, DI, EJ, KF, TW, PW, AW, JW, RL, RS,
	28.10.23	KJ, RS
24.11.23		TC, RL
	27.1.24	EJ, MP
23.2.24		TC, JM
	23.3.24	KJ, JWi (Jubilee Hall)
26.4.24		
	25.5.24	

To confirm the Councillors attending on 23.3.24 and future meetings

Executive Officer 5.3.24