



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

I hereby give you notice that a **MEETING of the PARISH COUNCIL** will be held at **7.00pm** in the Jubilee Hall, Little Shore Lane on Tuesday 11th June 2024.
Dated this 4th June 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. Applications for Co-option to the Council (1 vacancy) – *for consideration*
5. Standing Orders – Update – *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 14th May 2024
10. Actions arising from the minutes of the meeting of 14th May 2024 - *for information*
11. To receive current financial statement and balance sheet
12. Annual Governance and Accountability Return for Financial Year ending 31 March 2024 – *for consideration*
13. Banking Mandates – *for consideration*
14. Planning Applications:
To ratify the recommendations from the Planning & Highways Committee
15. Basingwell Street Car Park Bin Store Facility – Update – Recommendation from the Planning and Highways Committee - *for consideration*
16. Review of Men's Shed Request – *for consideration*
17. Chairman's report - *for information only*
18. Councillors' and Clerk's reports – *for information only*



19. CSO Report – *for information only*
20. Councillors' Surgery – Report and Future Meetings – *for consideration*
21. Requests for future agenda items - *for information only*
22. Date of next meeting – 9th July 2024
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.**

24. Staffing Matters – *for consideration*
25. Quotation for Landscaping around Skate Zone – *for approval*
26. Purchase of Land Request – Recommendation from the Finance, Policy and
Resources Committee – *for approval*



Bishop's Waltham Parish Council

11th June 2024

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

Councillors are to consider the two applications received for the one current vacancy, in accordance with the adopted Co-option Procedure for Bishop's Waltham Parish Council.

- Mr Mike Homer
- Mr Alex Coles

Proposal: to consider the applications received and vote on whether to co-opt an applicant to the council, and which one, or not.

**Executive Officer
5.6.24**



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

NameMike Homer.....

Address.....[REDACTED] Bishops Waltham, [REDACTED].....

[REDACTED]

Contact Details:

Email: [REDACTED]

Telephone: [REDACTED]

Criteria for eligibility: (see attached for full details)

- Aged 18 or over ☒
- British citizen ☒
- Meet criteria of residency ☒ Which one?(a) resident.....
- Be clear of any reason of disqualification ☒

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.

<p>Why do you wish to become a Parish Councillor?</p> <p>Having lived in the village and surrounding areas since birth I was fortunate enough to grow up and reside in an area with a great community spirit. I now feel it's time for me to contribute and give back to the community that helped shape me by championing our cause.</p>
<p>How would you contribute to the Parish Council and actions to help improve our community?</p>

My developing interest in the workings of the Parish Council has required me to attend a couple of meetings in recent months as well as corresponding directly with the Parish Clerk on matters of highway safety. I feel that with new ideas and alternative viewpoints / approaches developed in my professional life I can assist in the protection of our community and add value to the Parish Council and the village.

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

While not actively undertaking community work locally, through my professional career I have always strived to help society and communities where we are located. Previous examples have included clearance / maintenance and upgrading of outdoor classrooms, community gardens, children's play parks as well as charity and fund-raising events for food banks etc.

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. However, in acknowledgement of the commitments I have in both my family and professional life, I can manage and co-ordinate my diary to be able to attend and contribute to the various meetings, various community initiatives and working groups as required.

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, again provided there was sufficient notice, planning etc I would be willing to take responsibility and / or provide others with the level of support required.

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

Name: Alex Coles Address: [REDACTED] Bishop's Waltham, [REDACTED]

Contact Details: Email: [REDACTED] Telephone: [REDACTED]

Criteria for eligibility: (see attached for full details)

- Aged 18 or over ☒
- British citizen ☒
- Meet criteria of residency ☒ Which one? A and D
- Be clear of any reason of disqualification ☒

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've been a lifelong resident of Bishop's Waltham, and have in that time developed a close relationship with the community. Serving as Parish Councillor would be a natural extension of my connection to BW as a commitment to contributing positively to the area I'm so fortunate to call home. I'm passionate about making Bishop's Waltham a vibrant and inclusive place for everyone, where everyone feels heard and valued. I see serving as Parish Councillor as an opportunity to give back to the community that has given me so much, and to play a part in shaping its future for the better.

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

I'm eager to work collaboratively with other councillors to address the challenges that face BW, whether it's enhancing local amenities, supporting local business, or advocating for initiatives that promote sustainability and environmental responsibility. Community engagement and listening to residents are not just tick boxes on a to-do list; they would be fundamental to my approach as Parish Councillor. The best solutions to BW's challenges come from within our community itself, which is why I'd be committed to prioritising the perspectives of BW's residents in decision making.

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

I recently ran for District Councillor, and this gave me firsthand experience in engaging with residents and listening to their concerns. I'm extremely grateful for the opportunity to connect with residents from many different backgrounds, and to really understand the issues that matter most to them. Engaging with the community at a grassroots level allowed me to really understand our community fabric, whether it be those concerned about the high street, local development, or our amenities, such as the GP. Such engagement really reinforced my belief in community engagement, as to really use local government's powers to benefit BW's residents as best it can.

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

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 – absolutely!



Bishop's Waltham Parish Council

11th June 2024

Agenda Item – Standing Orders – Update - *for consideration*

1. Standing Order Review

Standing Order 4d: All chairman or vice chairman in their absences a delegated representative of standing committee will sit on FP&R.

This no longer applies because of point (v), where all councillors are now invited by email to be a replacement/ substitute to any committee.

The substitution method should also apply to any committee and Working Groups where there are absent councillors.

(vi) shall permit a standing committee, committee or working group to appoint its own chairman at the first meeting of the committee.

To also include and appoint its own note taker at Working Groups.

Working Groups do not need a clerk to be present at meetings. Having a clerk present is duplicating work. For an example at the Newsletter Working Group, there are three councillors and two clerks.

Cllr Patricia Wilson

30.3.24

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2. Standing Order Review

Standing Order 4e: A Councillor may be Chairman / Chair of only one standing committee.

Proposal to change this point to:

'If a Councillor is suitably skilled and able to take on additional responsibility, then it can be proposed that a Councillor can Chair two standing committees'.

Cllr Judy Marsh

5.6.24

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Proposal: To consider the two suggestions for amendments to Standing Orders tabled and decide whether or not to adopt them.

6.6.24



Bishop's Waltham Parish Council

11th June 2024

Agenda Item – Acceptance of Committee Minutes

Since the last Parish Council meeting (14th May 2024) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy & Resources Committee	7.5.24
Halls & Grounds Committee	16.4.24
Community & Environment Committee	22.4.24
Planning & Highways Committee	23.4.24

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
held on Tuesday 14th May 2024 at The Jubilee Hall
commencing at 7pm

Present:	Cllr Jelf	
	Cllr Jones	
	Cllr Marsh	
	Cllr Nicholson	Newly Elected Chairman
	Cllr Pavey	
	Cllr Smith	
	Cllr Stallard	
	Cllr Webb	
	Cllr Wilson	
	Cllr Wood	Newly Co-opted Councillor
In attendance:	Mrs E McKenzie	Executive Officer
	Mrs C Wilkinson	Administration Officer

Members of the public: 3

The Retiring Chairman, Cllr Judy Marsh, welcomed all attendees to the meeting.

PC01/24 Election of the Chairman of the Council

Cllr Nicholson was nominated for Chairman of the Council with no further nominations made.

Proposed: Cllr Marsh

Seconded: Cllr Jones

8 in favour, 1 abstention

PC02/24 Receipt of Chairman's Declaration of Acceptance of Office

Cllr Nicholson thanked Cllr Marsh for her exemplary leadership over the previous two years, which had not been without challenges following covid and catching up on previous plans. Highlights were noted with many projects successfully completed. Cllr Nicholson noted that the councillor membership was active and focused and he was looking forward to the year ahead leading the Council.

Cllr Nicholson signed the Chairman's Declaration of Acceptance of Office, which was then received and signed by the Executive Officer.

PC03/24 Election of the Vice Chairman of the Council

Cllr T Conduct was nominated for Vice Chairman of the Council with no further nominations made.

Proposed: Cllr Jones

Seconded: Cllr Marsh

8 in favour, 1 abstention

PC04/24 Receipt of Vice Chairman's Declaration of Acceptance of Office

Deferred in the absence of the Vice Chairman and delegated to the Executive Officer as an operational action.

PC05/24 To receive and accept apologies for non-attendance

Cllr Conduct – Family Commitments

Cllr Latham – Work Commitments

Cllr Williams – Work Commitments

Resolved: to accept apologies for non-attendance

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

PC06/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None.

PC07/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC08/24 Applications for Co-option to the Council

The candidates were thanked for their applications and enthusiasm. A question was asked to all three candidates to reply to before the public were asked to withdraw from the room while the Council made their deliberations.

Resolved: To co-opt Mrs Josie Wood to the Parish Council as a Councillor

Proposed: Cllr Marsh

Seconded: Cllr Jones

8 in favour, 1 for alternative candidate

The candidates and public rejoined the meeting.

Mrs Wood joined the Council Table and signed the Declaration of Acceptance of Office, which was then received and signed by the Executive Officer.

PC09/24 Co-option to the Council

No notification to fill the vacancy by election had been received and so the vacancy was agreed to be advertised for co-option.

Resolved: To advertise the casual vacancy as a co-option to the Council

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

PC10/24 Approval of Standing Committees for 2024/25

The Standing Committees were agreed and amendments made to the paper tabled (updated as appendix).

Resolved: To appoint the Standing Committee members for 2024/25 as tabled

Proposed: Cllr Webb

Seconded: Cllr Pavey

All in favour

PC11/24 Reappointment of Council Working Groups for 2024/25

None at this time.

PC12/24 Approval of Representatives to Outside Bodies for 2024/25

Outside Body	Representative	Reserve
Hampshire Association of Local Councils	Chairman of Parish Council	Vice Chairman of Parish Council
Winchester District Association of Parish Councils	Vice Chairman of Parish Council	Chairman of Parish Council
Community Safety Partnership/Police	Cllr Jelf	Cllr Stallard
Swanmore Management Committee	Cllr Wood	Cllr Pavey
Southern Parishes	Cllr Nicholson	Cllr Williams

Resolved: To appoint the representatives to outside bodies for 2024/25 as above

Proposed: Cllr Nicholson

Seconded: Cllr Smith

All in favour

PC13/24 Acceptance of Calendar of Meeting Dates for 2024/25

Resolved: To approve the calendar of meeting dates for 2024/25 as tabled

Proposed: Cllr Webb

Seconded: Cllr Marsh

All in favour

PC14/24 Readoption of the General Power of Competence

Resolved: To readopt the General Power of Competence under the Localism Act 2011

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

PC15/24 Readoption and Signing of the Civility and Respect Pledge

Resolved: To readopt the Civility and Respect Pledge for 2024-25

Proposed: Cllr Jones

Seconded: Cllr Stallard

All in favour

ACTION: To print the pledge ready for councillors to sign

ACTION: Executive Officer

PC16/24 Public Session

- It was noted that St Peter's Church were appreciative of the agreed churchyard maintenance funding.
- The Educational Institute Funding was highlighted as a key source for community groups to apply for.
- The Admin Officer reminded Councillors about the 80th commemoration event for the D-Day Landings and encouraged their attendance at the planned beacon lighting on 6th June 2024.
- The NALC online information sessions were noted and would be shared at the next Southern Parishes meeting to consider more joint approaches to common topics in the sector.
- Concerns continued regarding the junction of The Avenue and the B2177 and additional cones were to be positioned on the double yellow lines at the site.

PC17/24 To receive the report from the County Council and District Council Representatives.

Cllr Humby's report was noted.

Cllr Latham, Cllr Miller and Cllr Williams had sent their apologies for non-attendance due to work commitments.

The roles and responsibilities for each level of authority was noted for regular publicity.

PC18/24 To receive the Minutes of the Committees of the Parish Council

Resolved: to receive the Minutes of the Committees of the Parish Council

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

PC19/24 Approval of the minutes of the meetings 9th, 22nd and 30th April 2024

i) Resolved: to approve the minutes of the meetings 9th April 2024

Proposed: Cllr Wilson

Seconded: Cllr Smith

All in favour who were in attendance at the meeting of 9th April 2024

ii) The approval of the meeting minutes of 22nd April 2024 were deferred due to incomplete minutes. ACTION: Complete and return to next meeting ACTION: Executive Officer

iii) Resolved: to approve the minutes of the meeting 30th April 2024

Proposed: Cllr Webb

Seconded: Cllr Marsh

All in favour who were in attendance at the meeting of 30th April 2024

PC20/24 Actions arising from the minutes of the meeting 9th April 2024

Noted.

Cllr Stallard advised that he provide a statement on mobile connectivity via the Community and Environment Committee. Action complete.

PC21/24 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Jones

Seconded: Cllr Stallard

All in favour

PC22/24 Funding Receipts and Allocations 2018-2026

Noted.

PC23/24 Updated Model Financial Regulations

It was advised that due diligence would be undertaken in reviewing the new model financial regulations and necessary updates would be made at the Finance, Policy and Resources Committee.

PC24/24 Coronation Hall – Costs of Purchase Overview and Option to Tax

i) Resolved: to ratify the cost of purchase of The Coronation Hall

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

ii) Resolved: to ratify the decision to not 'opt to tax' The Coronation Hall and review in April 2025

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

PC25/24 Grant Awards

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Festival	Leaflet drops (£200) Purchase and printing of reusable cups (£400) Reduce ticket costs (£250)	£600 (Applied for £850)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Van costs (£3,000), Watering (£1,500)	£1,250 (Applied for £4,500)	Local Government Act 1972 s.144
Bishop's Waltham Museum Trust	Device for taking donations as electronic payments	£395 (Applied for £395)	Local Government Act 1972 s.144
Folk Association of South Hants (FASH)	Contribution towards event for 220 children in the Meon Valley area. Project facilitator (£140) 3 Musicians (£270) School Liaison (£24.20)	£439.20 (Applied for £439.20)	Local Government Act 1972 s.145
Home Start Hampshire	Supporting local family	£1,300	Local Government Act 1972 s.137
Meon Valley Heartstart	Contribute to updating and making more instructional videos.	£750 (Applied for £2,000)	Local Government Act 1972 s.137
Bishop's Waltham Town Team	Communications drive for volunteers and opportunities (£260) Annual licence for volunteer database hosting (£240)	£500 (Applied for £500)	Local Government Act 1972 s.145
	Total of funds recommended	£5,234.20	

Resolved: to ratify the recommendations for grant awards as tabled

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

ACTION: To inform grant applicants and make payments **ACTION:** Exec Officer / Finance Manager

PC26/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

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

Proposed: Cllr Pavey

Seconded: Cllr Smith

All in favour

PC27/24 Draft Specification for Parish Council Website Update

The draft specification was noted with further input requested from Cllr Stallard as an area of expertise.

Resolved: To agree in principle to the draft specification for the Parish Council website update and approve further suggestions made to be incorporated into next steps taken by the working group

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: Progress plans for the website update **ACTION:** CEC working group & Cllr Stallard

PC28/24 Review of Men's Shed Request and Current Situation

It was confirmed that the Parish Council wish for the Men's Shed to remain in Bishop's Waltham and they offered any support possible to facilitate this. It was noted that an offer of help had been made by a member of the public which would be followed up as appropriate.

Resolved:-

i) To write a letter to the Men's Shed and confirm active support for the group to remain in BW

ACTION: Executive Officer

ii) To pursue the planning application to site a community building at Albany Road and create a robust reply to WCC outlining PC plans for the site, addressing their concerns and highlighting community need/benefit. (Long term plan for Men's Shed location)

ACTION: Executive Officer/Working Group

iii) To pursue the idea of siting portacabins at the rear of the Scout Hut in Hoe Road Recreation Ground (Temporary plan for Men's Shed location) and check planning requirements with SDNP for such.

ACTION: Executive Officer/ Working Group *(Re Point 3 also need to liaise with Scouts/Grounds team)*

iv) To appoint Cllr Marsh, Cllr Pavey, Cllr Webb, Mr Mike Homer and Mr Chris Barfoot to a working group to advise on this project and make recommendations to the H&G Committee and PC as appropriate

ACTION: Executive Officer

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

PC29/24 Chairman's Report

Noted.

PC30/24 Councillors' Reports

- An online meeting regarding the Basingwell Street Car Park public toilets had been held in the morning of 14.5.24. The plan for WCC to refurbish the facility was progressing and the cleaning contract was scheduled to pass to the Parish Council in January 2025.
- A meeting with a WCC representative regarding the bin store in the main car park had been held on 10.5.24 as per agenda item for this meeting.

- An online meeting of WCC's Local Cycling and Walking Infrastructure Plan (LCWIP) had been held on 9.5.24 and the consultation link sent to councillors and circulated on social media. This project would be further discussed at the next Planning and Highways Committee meeting.

PC31/24 CSO Report

Report noted.

CCTV due to be installed at the Skate Zone shortly – a contractor had been appointed and a date for works to commence requested.

PC32/24 Councillors' Surgery – Report and Future Meetings

Report noted. The police also held a 'Beat Surgery' at the same time and it felt beneficial to have their visibility and support at community gatherings.

For the surgery of May 2024, it was requested to hold a stand at the Mother's Union Fayre in the Churchyard.

ACTION: To confirm BWPC attendance at the Mother's Union Fayre on 25.5.24

ACTION: Executive Officer/ Cllr Wilson

PC33/24 Requests for future agenda items

- HCC Future Services summary highlights
- Devolution opportunities to raise at Southern Parishes meetings
- Update from Men's Shed working group

PC34/24 Date of next meeting - Tuesday 11th June 2024

Noted.

The members of the public left at this time.

PC35/24 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.

PC36/24 Staffing Matters

Council was informed of the recent resignations presented to the Executive Officer.

Resolved: To note and approve the resignations of the West Hoe Cemetery Management Committee Clerk, the Halls Manager and the Administration Assistant.

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

The low interest in the temporary part time caretaker was noted. Further advertisements would be placed.

The list of appraisals completed were noted. The remaining appraisals would be undertaken before the end of the month.

Resolved:

- i) **To note the recommendations of the Staffing Sub-Committee in relation to the updates to the job descriptions for the Senior Groundsman and two Groundsmen (one replacing the Parish Lengthsman) following consultation with the relevant employees**
- ii) **To approve the occupational health assessment for two members of staff at prices tabled.**
- iii) **To liaise with Swanmore Parish Council in regard to the WHCMC Clerk role**
- iv) **To agree in principle the job description for the replacement Halls Manager as an Estates Manager and advertise the position with delegation to the Staffing Sub-Committee (SSC) to progress the recruitment process.**
- v) **To agree in principle to the retention of the Projects Manager role with further consideration at the next SSC meeting and Finance, Policy and Resources Committee meeting.**

Proposed: Cllr Pavey

Seconded: Cllr Stallard

All in favour.

PC37/24 Well House – Update

There was no further update on the property currently on the market for sale.

Resolved: To give notice to Weller Patrick estate agency to end the contract after one month (end of June) and to move to Pearsons estate agency from end of June

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour.

ACTION: Executive Officer/ Working Group

PC38/24 Land Investigation – Update from Working Group

The update tabled from the Extra Ordinary meeting of 30.4.24 was noted.

An online discussion with the appointed solicitor was scheduled for 17.5.24.

PC39/24 Access Footpath & Gate to Priory Park – Update from Landowner

The response from the Catholic Church was considered. More information on the access gateway location was requested. A 20mph sign was favourably permitted to be installed by the Church if this was legally authorised by the road owner. A 'children at play' sign would be requested to accompany this.

Resolved:

- i) to gather more information on the access gateway anticipated
- ii) to agree to permit 20 mph signage, if permissible by road owner, along with 'Children at Play' sign

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Executive Officer

PC40/24 Suspension of Standing Orders

Resolved: To suspend Standing Orders under 3x to extend the meeting longer than 2.5 hours

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

PC41/24 Recommendation from the Finance, Policy and Resources Committee

a) From the Halls and Grounds Committee

i) **Quotations for Mower Purchase**

Resolved: To purchase a Trimax Stealth S3 Roller Mower from D.J Scott at a cost of £17,150.00 excluding VAT

Proposed: Cllr Wilson

Seconded: Cllr Stallard

All in favour

ii) **Quotations for Drainage Work on Priory Park Football Pitches**

Resolved: To appoint PJ and CM Froud Brothers to undertake the drainage maintenance works on Priory Park football pitches at a cost of £8,950.00 excluding VAT.

Proposed: Cllr Webb

Seconded: Cllr Jones

All in favour

iii) **Restructure of Jubilee Hall Car Park Season Tickets**

Resolved: To approve the proposed pricing structure as tabled with an advertising campaign to run alongside the changes and a review date set for November 2024.

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

There being no other business the meeting ended at 9:40pm.



Agenda Item – Standing Committees for 2024/25

Bishop's Waltham Parish Council

Standing Committees for 2024/25

Finance, Policy and Resources Committee

Kevin Jones
Judy Marsh
Barry Nicholson
Micky Pavey
Rowan Stallard
Jonathan Williams
Patricia Wilson (7)

Halls and Grounds Committee

Ritchie Latham
Judy Marsh
Micky Pavey
Jo Smith
Rowan Stallard
Andy Webb
Patricia Wilson (7)

Community and Environment Committee

Tracy Conduct
Ed Jelf
Ritchie Latham
Judy Marsh
Barry Nicholson
Andy Webb
Josie Wood (7)

Planning and Highways Committee

Tracy Conduct
Ed Jelf
Kevin Jones
Barry Nicholson
Jo Smith
Jonathan Williams
Patricia Wilson (7)

West Hoe Cemetery Management Committee

Tracy Conduct
Judy Marsh
Josie Wood (3)

**Executive Officer
Agreed in PC Meeting of 14.5.24**

Bishop's Waltham Parish Council
Actions Arising from the meeting of the 14.5.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
PC072/23	Assets of Community Value	To relist Blanchard Road play area	Aug-23	EO	
PC125/23, PC271/23	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	Tree works undertaken April 2024
PC135/23, PC247/23, PC286/23, PC321/23	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, PC292/23	Well House	To investigate options	Complete	DI (EO)	Meeting held 12.12.23 (KJ,JW)
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, PC319/23	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
PC231/23, PC244/23, PC258/23, PC271/23, PC303/23	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) Complete ii) Complete iii) June 24	EO	Email sent to WCC and initial response gained 17.1.24. All in progress. Meetings 9/10.5.24
PC271/23	Mobile Connectivity	To write standard response	Apr-24	RL / RS	
PC318/23	Temp Job Advert	To advertise for temporary caretaker	Ongoing	EO	Agency provided staff for 2 weeks
PC319/23, PC37/24	Well House	i) To liaise with EA and lower price ii) to monitor interest iii) to delegate decision on sale (£250-275K) iv) to give notice to WP and move to Pearsons	i) Complete ii) June 24 iii) June 24 iv) June 24	Working Group & EO	Notice given - move to Pearsons end of June
PC09/24	Co-option	To advertise for co-option to Council	Complete	EO	Posters on NBs / social media
PC15/24	Civility & Respect	To print for signing	Jun-24	EO	Awaiting new Cllr
PC19/24	Minutes 22.4.24	To update	Jun-24	EO	Bring to June meeting to sign
PC25/24	Grant awards	To make payments	Complete	EO	Payments made 24.5.24
PC27/24	Website	To progress plans	Jul-24	AO/CEC WG	Inc Cllr Stallard
PC28/24	Men's Shed	i) To write letter ii) To write reply to WCC Planning Officer iii) To pursue HR site as temporary option	i) Complete ii) July 24 iii) July 24	EO WG (JM, MP, AW, M Homer, C Barfoot)	WG met 1) 17.5.24 with KE 2) 22.5.24
PC32/24	Cllr Surgery 25.5.24	To confirm location	Complete	EO/PW	
PC36/24	Staffing Matters	i) Update JDs for grounds staff ii) OH assessments iii) Liaise with SPC iv) Estates Manager ad v) Projects Manager role extention	i) June 24 ii) June 24 iii) June 24 iv) Complete v) June 24	i) KJ/EO ii) EO iii) EO/SSC iv) EO/SSC v) EO/SSC	i) In progress ii) In progress iii) In progress iv) In progress v) In progress
PC39/24	Access Gateway at Priory Park	i) To liaise with Catholic Church ii) To consider signage	Aug-24	EO	

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 01/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	9,850
105	VAT Control Account	7,832
219	A&L 3m Fixed Term Deposit A/c	417,362
221	Unity Current 20496238	16,854
222	Unity Savings 20496241	247,548
223	Unity Savings 20496254	238,024
250	Petty Cash	0
Total Current Assets		937,471
<u>Current Liabilities</u>		
500	Creditors	13,572
516	Employer NIC Control	394
517	Overtime Control	(2,760)
520	Employer Pension Control	2,366
565	Holding Deposits	3,381
Total Current Liabilities		16,953
Net Current Assets		920,517
Total Assets less Current Liabilities		920,517
<u>Represented by :-</u>		
300	Current Year Fund	232,652
310	General Reserves	258,828
315	Montague Rd Play - S106/CIL	548
325	Play Area Equip Maint - CYF	4,744
330	Replace Tractor - CYF	33,500
336	EV Chargers	11,000
340	Replace Topper / Mower - CYF	33,500
341	Replace IT Equipment	2,078
350	Bldings Replace / Refurb - CYF	85,000
351	Purchase of Community Asset	3,311
355	Tennis Court Maintenance - CYF	16,000
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	7,438
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	18,500
380	Name Sign JH - CYF	5,000
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		920,517

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	Material Variance Reason (over 25% or £200k)
Finance, Policy and Resources Committee																	
Total Income	£2,377	£6,307	£2,822	£1,292	£6,402	£2,932	£1,312	£3,352	£2,792	£1,292	£3,292	£2,282	£36,454	£20,798	£15,656		75% Bank Interest
Total Expenditure	£35,136	£38,528	£32,179	£37,280	£30,422	£33,858	£46,669	£30,853	£31,993	£37,283	£30,980	£39,857	£424,838	£425,222	£-384	0%	0%
Total Net Revenue Expenditure	£32,759	£32,221	£29,357	£35,988	£24,020	£30,926	£45,357	£27,501	£29,201	£35,991	£27,688	£37,375	£388,384	£404,424	£-16,040	4%	4%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Capital Expenditure	£0	£344	£0	£0	£0	£0	£906	£0	£0	£0	£0	£250	£1,500	£1,500	£0	0%	0%
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£906	£0	£0	£0	£0	£250	£1,500	£1,500	£0	0%	0%
Total Net Committee Expenditure	£32,759	£32,565	£29,357	£35,988	£24,020	£30,926	£46,263	£27,501	£29,201	£35,991	£27,688	£37,625	£389,884	£405,924	£-16,040	4%	4%
Halls and Grounds Committee																	
Total Income	£17,164	£2,374	£5,345	£7,941	£5,517	£9,268	£9,096	£6,782	£6,633	£9,056	£6,632	£7,054	£92,822	£89,788	£3,034	3%	3%
Total Expenditure	£8,286	£17,328	£17,761	£11,945	£10,573	£7,784	£35,134	£11,779	£10,473	£16,307	£8,972	£23,072	£179,414	£183,091	£-3,677	2%	2%
Total Net Revenue Expenditure	£-8,878	£14,954	£11,416	£4,004	£5,056	£-484	£26,078	£4,997	£3,840	£7,251	£2,340	£16,018	£86,592	£93,303	£-6,711	7%	7%
Total Capital Income	£0	£25,815	£40,000	£18,797	£0	£0	£49,000	£0	£0	£0	£0	£0	£133,612	£56,797	£74,815	127%	Additional funding
Total Capital Expenditure	£43,541	£107,130	£154,939	£11,000	£15,676	£100,228	£25,604	£0	£0	£0	£0	£0	£458,118	£242,448	£215,670	89%	Additional expenditure unbudgeted
Total Net Capital Expenditure	£43,541	£81,315	£114,939	£-7,797	£15,676	£100,228	£-23,396	£0	£0	£0	£0	£0	£324,506	£183,651	£140,855	77%	As above
Total Net Committee Expenditure	£34,663	£56,269	£129,355	£-3,793	£20,732	£99,744	£2,682	£4,997	£3,840	£7,251	£2,340	£16,018	£411,098	£276,954	£134,144	48%	As above
Community & Environment Committee																	
Total Income	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£0	0%	0%
Total Expenditure	£35	£5,234	£4,300	£0	£950	£0	£3,856	£1,550	£65	£0	£2,319	£1,623	£19,932	£23,395	£-3,463	15%	15%
Total Net Revenue Expenditure	£35	£5,234	£4,200	£0	£950	£0	£3,856	£1,550	£65	£0	£2,319	£1,623	£19,832	£23,295	£-3,463	15%	15%
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	£250	£0	£0	£0	£0	£250	£500	£500	£0	0%	0%
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£0	0%	0%
Total Net Committee Expenditure	£35	£5,234	£4,200	£0	£950	£0	£4,106	£1,550	£65	£0	£2,319	£1,873	£20,332	£23,795	£-3,463	15%	15%
Planning & Highways Committee																	
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	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£0	0%	0%
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£0	0%	0%
Total Capital Income	£600	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£600	£500	£100	20%	20%
Total Capital Expenditure	£0	£484	£0	£0	£0	£0	£1,250	£0	£0	£0	£0	£250	£1,984	£2,000	£-16	1%	1%
Total Net Capital Expenditure	£-600	£484	£0	£0	£0	£0	£1,250	£0	£0	£0	£0	£250	£1,384	£1,500	£-116	8%	8%
Total Net Committee Expenditure	£-600	£484	£0	£0	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£3,684	£3,800	£-116	3%	3%
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	£6,000	£12,000	£12,000	£0	0%	0%
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	0%
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	£6,000	£12,000	£12,000	£0	0%	0%
Funding																	
Total Income	£296,411	£0	£0	£0	£0	£296,411	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£0	0%	0%
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Net Revenue Expenditure	£-296,411	£0	£0	£0	£0	£-296,411	£0	£0	£0	£0	£0	£0	£-592,822	£-592,822	£0	0%	0%

[illegible]



Bishop's Waltham Parish Council

11.6.24

Agenda Item – Annual Governance and Accountability Return for financial year ending 31 March 2024 – for approval

The documents below were tabled at the Finance, Policy and Resources Committee at their meeting of 4.6.24 and recommended to Full Council for approval.

- i. Final Internal Auditor Report 2023/24
- ii. Annual Internal Audit Report 2023/24
- iii. Section 1 – Annual Governance Statement 2023/24
To be completed by the Parish Council and signed by the Executive Officer and Chairman with the full council minute reference prior to that of Section 2.
- iv. Section 2 - Accounting Statements 2023/24
To be confirmed by the Executive Officer and signed by the Chairman with the full council minute reference following that of Section 1.
- v. BDO LLP Conflict of Interest
To note the appointment of BDO LLP as External Auditor, confirm there are no known conflict of interest and signed by the Executive Officer and Chairman with the full council minute reference.

Proposal:

To approve the documents tabled (Internal Auditor Report, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements and Conflict of Interest Form for 2023/24)

Finance Manager
5.6.24

Emma McKenzie
Bishop's Waltham Parish Council

22 May 2024

Dear Emma

Bishop's Waltham Parish Council Internal Audit 2023-24

Final Audit Report

The internal audit for the 23-24 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR). I have one minor comment:

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

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in 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 my internal audit work for 23-24. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in three stages. Interim audits were completed on 7 November and 19 February, these concentrated on in year financial transactions and governance controls. The final audit was completed on 22 May and concentrated on the statement of accounts and balance sheet.

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.

Final Audit

The accounting statements have been agreed back to balance sheet and income and expenditure reports produced from the RBS accounting system. All comparatives reported in the financial statements have been agreed back to the audited 22-23 accounts, as published on the Council website.

The Council considered my second interim audit report at the FP&R Committee meeting on in February (minute FPR 218/23) and recommendations raised were actioned and noted.

The quarter 4 VAT return has been completed. A claim of £24,461 was submitted to HMRC on 19 April. The claim has been agreed to the VAT report produced by the accounting system. The refund has been paid by HMRC, this was checked into the Council's bank on 22 April 24.

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.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £741,621 up from £298,956 in 22-23.

4 additional transactions were selected from the period 11 and 12 cashbooks. The value of these transactions was £267K. 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

2 payments related to the purchase of St Johns Hall. I confirmed that the Council approved the purchase of the Hall at the extraordinary meeting of Full Council on 26th February. I am satisfied that this asset purchase has been approved in line with Financial Regulation requirements.

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.

Final Audit

The Council has completed the annual review of the Financial Risk Assessment and Action Plan. The risk assessment appears comprehensive, and there is evidence of update in year. The risk assessment was approved at Full Council on 12 March and an appropriate minute recorded (minute 280/23). The Council has met its obligations in this area for the 23-24 financial year.

There is limited mention of cyber risk in the risk assessment. It is recommended that the Council should carry out a cyber risk assessment with the assistance of the ICT support company in 24-25. This should document controls in place, areas where controls should be strengthened, and an assessment of whether cyber insurance should be purchased should be recorded.

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.

Final Audit

Reserves at 31 March 2024 were £687,865 (22-23 £961,134).

General reserves at year end were £200K. This represents 37 % of precept, which is at the lower mid end of recommended levels set out in the JPAG Practitioners' Guide (3 -12 months of net revenue expenditure).

The Council held earmarked reserves of £472K at 31.3.24. The largest reserves include:

- Tractor reserve - £33K
- Buildings reserve - £85K
- Skate Park CIL - £50K
- Solar Panels CIL - £60K
- Parking PP CIL – 54K

The Council has significantly reduced CIL reserves in 23-24, with a number of projects actioned (Albany park / skate park / St Johns Hall). The RFO confirmed reserves are reported to Finance Committee meetings, and considered in detail as part of budget setting.

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.

Final Audit

Precept per box 2 to the accounts was £532,213 (22-23 £505,255). This has been agreed to third party documentation provided by Central Government.

Income per box 3 to the accounts was £281,843 (22-23 £190,524).

2 further income items were reviewed at the year end visit:

- £2K credit from CAB for cost of end of lease refurbishment. This has been agreed to invoice, receipt checked to bank and billing confirmed to Council agreement with CAB.
- A remittance of £40,000 was received from WCC on 22 March. I have checked this to a remittance advice issued by the District Council, and to the Council's bank account.

The year-end sales ledger balance was £5,059. All debts were raised in March 24 and are therefore current debts. The sales ledger is well managed.

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

Not tested – the year end petty cash balance was £10, and the account is being closed. This is a trivial balance and considered as nil for the purpose of this audit.

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 and final audit

Staff costs per box 4 to the accounts were £334,419 (22-23 £295,770).

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.

At the final audit I confirmed that box 4 only records payments relating to the employment of staff at the Council (Salaries / Overtime / Pensions and HMRC taxes).

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

Final Audit

Fixed assets per box 9 to the accounts were £ 3,788,099 (22-23 £3,367,514 RESTATED)

A new asset register accounting policy has been approved by the Council (5 September Finance Committee minute 43). 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 accounting policy change means that the 22-23 fixed asset balance has been restated - details are set out below:

Balance at 31.3.23 per audited accounts	3797112
Restated balance 22-23 per current AGAR	3367514
Difference	429598

A schedule of adjustments has been prepared by the RFO, these clearly show the transactions that have been written off of the asset register. I have reviewed a sample of these adjustments and they are compliant with the new fixed asset accounting policy.

The asset register balance at 31.3.24 agrees to the fixed asset register.

Additions of £478K have been added to the asset register. Main items are:

St Johns Ambulance Building (£180K)
Skatepark (£120K)
Footpath (£60K)

Deletions of £58K have been actioned. Main items is £45K old skate park.

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.

Final Audit

Box 10 - Borrowings £62,790 (22-23 £72,423)

The year-end balance has been agreed to year end statements supplied by Debt Management Office.

Cash per box 8 to the accounts was £672,648 (22-23 £976,183)

I reperformed the reconciliation for 31 March 2024. Reconciliations for all accounts had been completed by the RFO. I agreed all balances on reconciliations back to bank statements and to reconciliation reports produced from the accounting system, and to the year end balance sheet. The reconciliations had been reviewed by a councillor and this review properly evidenced on the reconciliations and bank statements.

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

BWPC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. Box 7-8 reconciliation and variance report prepared alongside other papers requested by external audit.

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

As a larger Council, with income / expenditure in excess of £200K, BWPC is required to follow the 2015 Transparency Code. This information is clearly set out on the Transparency page of the website

I specifically confirmed that the following information was up to date

- Grants awarded – updated to include 23-24 grant awards
- Payments over £500 – complete to the end of March 2024

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 together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

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.
-------------------------------------------------------------------------------------	-------------------------------------------------------------------------	-------------------------------------------------------------------------------------

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	Direct Debits were approved by full council 12/03/24.
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.	Login re-established and RTI submissions and payments have been checked and confirmed.

Final Audit

Matter Arising	Recommendation	Council Response
There is limited mention of cyber risk in the risk assessment. It is recommended that the Council should carry out at cyber risk assessment with the assistance of the ICT support company in 24-25.	This should document controls in place, areas where controls should be strengthened, and an assessment of whether cyber insurance should be purchased should be recorded	

Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
F	Petty Cash	No petty cash at this council
K	Exemption from limited assurance review	Council had limited assurance review in 22-23
O	Trust Funds	No trusts at this council

Annual Internal Audit Report 2023/24

BISHOP'S WALTHAM PARISH COUNCIL

https://www.bishopswaltham-pc.gov.uk/Home_10171.aspx

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/02/2024

22/05/2024

07/11/2023

Name of person who carried out the internal audit

M PLATTEN CPFA

Signature of person who carried out the internal audit



Date

22/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Bishop's Waltham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2024

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.bishopswaltham-pc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Bishop's Waltham Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	871,366	961,134	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	505,255	532,213	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	190,524	281,843	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	295,770	334,419	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	11,285	11,285	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	298,956	741,621	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	961,134	687,865	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	976,183	672,648	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,367,514	3,788,099	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	72,423	62,790	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2024

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Bishop's Waltham Parish Council
---------------------------	---------------------------------

☐

I confirm that there are no conflicts of interest with BDO

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name



Bishop's Waltham Parish Council

11.6.24

Agenda Item – Banking Mandates – *for approval*

As recommended by the Finance, Policy and Resources Committee at their meeting of 4.6.24, the Parish Council are requested to approve the update to the banking mandates, with respect to the removal of Cllr Judy Marsh and the additions of Cllr Barry Nicholson (Chairman) and Cllr Tracy Conduct (Vice Chairman) as signatories for the following bank accounts:-

Unity Trust Bank
Arbuthnot Latham

Proposal: To approve the updated banking mandates.

**Finance Manager
5.6.24**



Bishop's Waltham Parish Council

11th June 2024

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

SDNP/24/01900/HOUS

Closing Date: 5 June 2024

Single Storey oak framed garden room extension to east elevation. Relocation of glazed canopy from east elevation to south elevation.

Rose Cottage, Beeches Hill, Bishop's Waltham, SO32 1FD

Neutral, no objection, no comment.

24/00833/FUL

Closing Date: 11 June 2024

Installation of 2 Portakabin buildings to be used as 4 clinical rooms with a small waiting area between. The buildings are proposed to be on site for a period of 260 weeks.

The Surgery, Lower Lane, Bishop's Waltham, SO32 1GR

Support.

24/00861/FUL

Closing Date: 12 June 2024

Demolition of former Esso garage and the erection of 6No. new dwellings with car parking and use of existing access onto Winchester Road

Esso, Winchester Road, Bishop's Waltham SO32 1BA

Objection

In principle we welcome the re-development of this key site at this central location in Bishop's Waltham, part of the conservation area of the town, close to the pond and also the historic Palace Ruins, and leading into the town's High Street. However, the Bishop's Waltham Design Statement, as adopted by Winchester City Council in 2016, must be adhered to, with particular regard to Policies 5.1. and 5.2, which this current planning application does not.

Policies 5.1 and 5.2

"Buildings should not dominate...their immediate surroundings" and "buildings should generally be no higher than 2.5 storeys - i.e. top storey in roof".

There are no other surrounding buildings of this height. In fact, the main view of the development will be across the North Pond over which it will definitely dominate. It is also close to the sight lines of the Palace grounds which it should not overlook or detract from. This height level is unacceptable within the Design Statement for the town.

Consideration also needs to be given to the CDM Regulations 2015 for any planning and construction phase plan to include:-

Contractors' parking availability on site

Delivery and storage area

Traffic control during deliveries on the B2177, particularly the road between the ponds, of which there is concern about the weight of lorries using this section.

To summarise, we are in favour of re-development of this site but it must comply with policies set, which this application does not at this time. We have to OBJECT to this application. A reworking of this application could be welcomed to further lower the roof lines, along with open communications between the Developer and the Parish Council, in order to fit in with the local surroundings and comply with WCC Planning Policies and Bishop's Waltham Design Statement

24/00525/HOU

Closing Date: 8 May 2024

Porch to rear

Grasmere, Hoe Road, Bishop's Waltham SO32 1DS

Neutral. No objection.

24/00624/LIS

Closing Date: 14 May 2024

Treat rotten timbers and woodworm damaged timbers and remove only where required retaining original timbers wherever possible. Installation of new softwood framing and rafters to take the loading of the roof structure whilst retaining original oak timbers where possible. Oak replacement purlin where existing oak purlin cannot be retained. Installation of steel patts plates to internal steel frame to support existing walls. Reinstatement of clay pantiles which have been removed under previous application and retained for reuse.

White Hart Stables, Bank Street, Bishops Waltham, SO32

Neutral. No objection.

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

Executive Officer 6.6.24



Bishop's Waltham Parish Council

11th June 2024

Agenda Item – Basingwell Street Car Park – Bin Store Facility Review

Minutes of the meeting of the Parish Council Planning and Highways Committee held at the Jubilee Hall, Bishop's Waltham on Tuesday 23rd April 2024 at 7.00pm

PH248/23 Basingwell Street Car Park – Bin Store Facility Review

The copies of letters sent to HCC from Houchin Street businesses were noted. The Chairman gave a reminder that the bin store facility was being monitored and a review date set for June. A query was raised as to who would pay for the removal of the fencing if the store was abandoned. It was noted that as the facility was owned by WCC, any changes would be at their cost. The member of the public present thanked the Parish Council for their attention to this matter and raised concerns, as previously, regarding the movement of the bins from the rear of premises to the store. It was stated that waste collection companies were also concerned about the change from roadside collection to a bin store facility. The Chairman asked the member of the public to provide the correspondence from the company highlighting this concern. The Chairman reiterated that a joint approach would be required to resolve this situation and the hope was that a review meeting would offer this opportunity in due course.

A meeting was set for Friday 10th May for representatives of BWPC, WCC and HCC to meet on site to review the situation. Unfortunately, an HCC representative was not available but liaised via telephone on this matter on 9th May. The rep felt that a meeting with traders concerned would be useful and encouraged this line of approach. The onsite meeting was attended by a WCC representative, Cllr Smith, Cllr Marsh, Cllr Nicholson and the Executive Officer. The WCC rep was clear on the highways rules regarding obstructions and felt that the bin store would provide traders with a suitable area. It was agreed to liaise with HCC and hold a meeting with traders, particularly those on Houchin Street near the Social Club pinch point.

The Executive Officer attempted to schedule a meeting date and although the WCC representative was amenable to the plan. HCC provided the response on the following page.

With HCC not supporting BWPC and WCC in a consultation with the traders, the Planning and Highways Committee were requested to consider next steps for the bin store facility and the matter of bins being an obstruction on the highway on Houchin Street.

At the Planning and Highways Committee meeting of 28.5.24 the following was resolved to recommend to Full Council:-

PH17/24 Basingwell Street Car Park – Bin Store Facility Review

The update, following meetings and communications with WCC and HCC representatives, was tabled. A discussion was held on the option to remove the store due to lack of enforcement and lack of support from traders to use the facility versus the option to leave the store in place. The need for car parking spaces was highlighted and the factor of whom would take on the cost of removal of fencing and relining.

A vote was carried on options to leave the store as it is (2 votes) or to ask WCC to remove the fencing and reinstate the car parking lines (4 votes) with one abstention.

Resolved: To recommend to Parish Council that WCC is requested to remove the bin store facility and reline the car parking spaces at their cost.

Proposed: Cllr Smith

Seconded: Cllr Conduct

4 in favour, 2 alternative option, 1 abstention



Proposal:

To consider the recommendation from the Planning and Highways Committee to ask that WCC remove the bin store facility and reline the car parking spaces at their cost.

Executive Officer
6.6.24

Accompanying correspondence from HCC Highways Delivery Team regarding the Bin Store and Obstructions in the Highway

From: HCC Highways Delivery

Sent: Monday, May 20, 2024

To: BWPC

Subject: RE: Bishop's Waltham meeting - Car Park Bin Store Facility and Houchin Street Bin Obstruction of the Highway

We don't feel that Hampshire County Council (as Highway Authority) are going to be able to add anything worthwhile to any meeting.

In answer to the bullet point below (your email dated May 13th), Hampshire County Council cannot explain the reason for the bin store being provided as this was a decision made by Winchester City Council and the Parish Council without any involvement or discussion with HCC). *Note from BWPC EO: Email evidence of consultation sent from BWPC to HCC on 29th March 2023 and 3rd May 2023.*

Hampshire County Council's sole involvement here is in relation to the obstruction notices which were issued to affected businesses in relation to the storage of bins on Houchin Street. These notices were sent as a reminder that bin storage is not permitted on the Highway (Unauthorised obstructions on the Public Highway (Highways Act 1980 Sections 132, 143, 148 and 149 and Town Police Clauses Act 1847 Section 28).

Regarding the specifics of this case, despite the fact that there is clearly an obstruction, there have been no complaints received directly in relation to this, and letters were sent in order to support the use of the bin store recently erected by WCC. Hampshire have no immediate concerns and will not be following up on the obstruction notices at this time. However, the legal point remains, and should we receive complaints in future we reserve the right to take enforcement action at a later date. It's worth noting that should any incident occur as a result of the continued obstruction; the businesses may be liable to any resulting litigation.

There is nothing additional that our officers are going to be able to add beyond the point made above. i.e. that there is an obstruction which we could enforce on but have no plans to do so at present.

Highways Delivery

Universal Services

Hampshire County Council



Bishop's Waltham Parish Council

11th June 2024

Agenda Item - Review of Men's Shed Request - *for consideration*

PC28/24 Review of Men's Shed Request and Current Situation

It was confirmed that the Parish Council wish for the Men's Shed to remain in Bishop's Waltham and they offered any support possible to facilitate this. It was noted that an offer of help had been made by a member of the public which would be followed up as appropriate.

Resolved:-

i) To write a letter to the Men's Shed and confirm active support for the group to remain in BW

ACTION: Executive Officer

ii) To pursue the planning application to site a community building at Albany Road and create a robust reply to WCC outlining PC plans for the site, addressing their concerns and highlighting community need/benefit. (Long term plan for Men's Shed location)

ACTION: Executive Officer/Working Group

iii) To pursue the idea of siting portacabins at the rear of the Scout Hut in Hoe Road Recreation Ground (Temporary plan for Men's Shed location) and check planning requirements with SDNP for such. ACTION: Executive Officer/ Working Group (Re Point 3 also need to liaise with Scouts/Grounds team)

iv) To appoint Cllr Marsh, Cllr Pavey, Cllr Webb, Mr Mike Homer and Mr Chris Barfoot to a working group to advise on this project and make recommendations to the H&G Committee and PC as appropriate

ACTION: Executive Officer

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

Update

- i) Letter written and meeting held with Men's Shed representative, 17.5.24
(notes attached)
- ii) Draft response discussed at working group meeting. To be progressed further.
- iii) Site meeting carried out by the working group, 22.5.24
Planning Permission queries asked with reply supplied (notes attached)
Meeting held with BW Scout Group Leaders, 3.6.24 (notes attached)

Proposal

To note the actions taken by the Working Group and make any further recommendations appropriate as a result

Executive Officer and Working Group 6.6.24

Meeting with Men's Shed

17.5.24 at 3:30pm in the Ruby Room of the Jubilee Hall

Present: Cllr Pavey, Cllr Webb, Executive Officer, E McKenzie and Ken Enticknap (Men's Shed rep).

Ken was welcomed and thanked for his attendance at this meeting. It was emphasised how much the Parish Council valued the Men's Shed community group and their wish to support the group going forward, particularly in trying to find a new venue for the group to operate from. The Exec Officer provided the minutes of the meeting held 14.5.24 highlighting the resolutions of the Parish Council.

Ken thanked those present for their support. He explained that the group had had an offer of a rented cottage next to the Curdridge Reading Rooms. It was felt to be a good opportunity for the group to consider, as a temporary measure in the first instance. He went on to explain that the group wished to have a base in Bishop's Waltham as their home ground and where the majority of their members lived.

The group then considered options as resolved by the Parish Council.

1. Hoe Road Recreation Ground (short term possibility)

Ken outlined the need for a 40ft portacabin (or two 20ft units) which would contain a wellbeing/social side and a workshop area.

A stackable unit could be considered (with height no higher than scout hut roof).

The area behind the scout hut was preferred, or in the front next to the groundsman estate shed entrance.

An outdoor tap or good access to water was required.

A toilet facility (such as Pavilion outside toilets/internal toilets or Scouts toilet)

A drain (speak to Groundsmen about such)

Electricity and power (speak to Groundsmen about such) (Query of 'how much' too)

Planning Permission may well be needed (Exec and WG investigating this)

2. Albany Road

Plans already circulated reviewed. Building (20m x 10m) with parking as key features. Access to services needed (tap into such under trackway). Cess pit, water butts, drainage routes, solar panels – all initially discussed. Route into area considered – from track or cricket ground car park.

Idea of 'community hall' mooted to enable a broader planning permission application and favourably considered by Ken.

Discussion over how to respond to Planning Officer held – EO and WG to draft response and liaise with WCC Planning Dept to further ideas.

Alternative venues considered

- Hoe Road Recreation Ground - rear of Scout Hut / front of Estates Shed – to look at during site visit
- Trinder House – Ken considered this not very suitable
- Cricket Ground – in area alongside lower allotments if copse cut back to allow building to be sited – unlikely to be popular with cricket club, would still need planning permission.
- Andrew Ruddle land offer – under discussion with Men's Shed (land likely to be in Dean or Dundridge). Idea being progressed by Chris Barfoot with Men's Shed.

Next Steps

- BWPC – to check with SDNP re planning permission for HR Rec Ground – temporary portacabin.
- BWPC – to draft reply to WCC Planning Officer re land at Albany Road
- BWPC – to hold WG meeting 22-5-24 at 10am and review actions/site visit to HR Rec
- Men's Shed – to further consider ideas with Curdridge and Andrew Ruddle
- BWPC and Men's Shed – update meeting in w/c 3rd June before next PC meeting on 11th June

E McKenzie

21.5.24

Planning Permission Query on Hoe Road Recreation Ground

From: Emma McKenzie <parishclerk@bishopswaltham-pc.gov.uk> **Sent:** Tuesday, May 21, 2024
To: Planning <Planning@southdowns.gov.uk>
Subject: Planning Permission Query - Hoe Road Recreation Ground, Bishop's Waltham

Dear Sir/Madam,

The Parish Council own the Hoe Road Recreation Ground in Bishop's Waltham as per the map attached and via SO32 1DU <https://www.southdowns.gov.uk/planning-applications/residents/>

We are considering positioning a portacabin to the rear of the brick built Scout Hut on the site as a temporary measure to provide additional space for community group meetings.

Do we require planning permission for this?

Please advise

Emma McKenzie
Executive Officer

Bishop's Waltham Parish Council

From: SDPlanning <sdplanning@winchester.gov.uk> **Sent:** Wednesday, May 29, 2024
To: Emma McKenzie <parishclerk@bishopswaltham-pc.gov.uk>
Subject: RE: Planning Permission Query - Hoe Road Recreation Ground, Bishop's Waltham

Good afternoon,

Thank you for your below email which has been forwarded on to The Southdowns department at Winchester City Council. Your below proposal would be considered permitted development (GPDO 2015, Part 12, subject to conditions), if it was just for the use of the Parish Council, but as you say this is for community group meetings rather than specifically for the Parish Council, then planning permission will be required.

Planning Assistant/Support Officer
South Downs National Park Authority
Winchester City Council
Colebrook Street
Winchester,
SO23 9LJ

sdplanning@winchester.gov.uk



www.winchester.gov.uk
www.visitwinchester.co.uk

Proposal of Temporary Workshop for Men's Shed Group at Rear of Scout Hut

Date of meeting, early evening 3rd June 2024
Venue BW scout hut

Those present

Council:-Andy & Micky

Scouts:- Adrian Pashley, Caroline Brownlie, Nick Woollett

Good meeting with Scouts re Men's shed putting temporary workshop at rear of scouts hut near rear fence line.

Main points plus other talking points raised :-

- Scouts happy with men's shed being at back area of scout hut (towards back of area as we had discussed during our first area meeting).
- They thought the men's shed being there could be beneficial for the scouts.
- They were pleased that we consulted them even though the land belonged to the council.
- They are happy to have a meeting with the men's shed to discuss arrangements.

Talking points raised by Scouts:-

- They would like to store their gas bottles outside (health & safety reasons) and away from scout building so will speak to Trevor. They would like it sited within the cctv cameras range and ideally within the grounds teams locked back area to try and deter thieves. Trevor's insight on where it could be sited would be sought and no guarantees were given.
- They would still like to create a storeroom at back of hut but cost may be prohibitive. We mentioned that getting planning could be difficult due to being in Southdown's park (this could also affect Mens shed putting a temporary workshop on earmarked land). Scouts will look into costings and funding options and bring a proposal to us to look at before seeking planning.

Next steps:

- Meeting with working group about putting together planning request.
- Meeting with Men's shed about temporary site at the back of the scouts and whether this is the direction they wish to go in.

Cllr Pavey
4.6.24



Bishop's Waltham Parish Council

11th June 2024

Agenda Item – Chairman's Report

- *for information only*

Since the last Parish Council meeting in May, when I was elected to Chairman, I have undertaken the following:-

- Attended relevant Standing Committee meetings for Halls & Grounds, Community & Environment, Finance, Policy & Resources and Planning & Highways, and Staffing Sub-Committee meetings.
- Attended a Football Tournament at St Mary's Stadium 18.5.24
- Attended the Mayor's Sunday Service at Winchester Cathedral 19.5.24
- Attended the Southern Parishes meeting 3.6.24

Cllr Barry Nicholson

5.6.24



Southern Parishes Group Minutes

**Minutes of the Meeting of the Southern Parishes Group
held on Monday 3rd June, 2024 at 2.00 p.m.
at Shedfield Pavilion, Shedfield SO32 2JB**

Present:

Cllr Eric Bodger (Chairman)	Curdridge PC
Cllr Jon Woodman (Vice Chairman)	Swanmore PC
Mrs Anne Collins (Administrator)	Clerk to Durley PC and Upham PC
Cllr Loraine Rappe	Wickham & Knowle PC
Cllr Sam Charles	Shedfield PC
Cllr Barry Nicholson	Bishops Waltham PC
Cllr Kevin Andreoli	Denmead PC
Cllr Chris Cooper	Botley PC
Cllr Margaret Jones	Shedfield PC
Cllr Carolyne Trew	Boarhunt PC
Cllr Mike Evans	Whiteley TC
Cllr Louise Hudson	Droxford PC
Cllr Jerry Pett	Corhampton & Meonstoke PC
Cllr Steve Delmege	Durley PC
Cllr Jonathan Williams	Bishops Waltham PC
Erin Taylor	Clerk to Boarhunt PC

In Attendance: There were no other attendees present.

1. Welcome and apologies:

Cllr Bodger welcomed everyone to the Meeting. Apologies for absence were received from Cllr Tiggy Ayoub (Boarhunt PC), Cllr David Ashe (Upham PC), Cllr John Hyland (Soberton PC & SDNP rep), Cllr David Crichton (Newlands PC), Cllr Neil Osborne (Upham PC) and Cllr Nic Holladay (Wickham & Knowle PC).

2. Approval of the Minutes of 6th March, 2024:

The Minutes of this Meeting were approved as a correct record of the Meeting with an amendment to the title of Simon Hoare in item 11. He is the Private Under Secretary of State rather than a Local Government Officer.

3. Matters Arising from the last Meeting not otherwise covered:

There were no matters arising which are not already covered in the Agenda.

4. Facilities study: Report from subcommittee (BW)

Barry (BW) said that a Meeting has not been held yet as the purchase of land is unlikely now and therefore BW are concentrating on the Priory Park site. Andy Webb is now the Lead on this project from BW. Other parishes are still interested in discussing facilities.

Member Councils: Bishop's Waltham; Boarhunt; Botley; Corhampton & Meonstoke; Curdridge; Denmead; Droxford; Durley; Hambledon, Newlands, Owslebury; Shedfield; Soberton; Southwick & Widley, Swanmore; Upham; Whiteley; Wickham & Knowle.

The parishes interested in meeting were Boarhunt, Wickham & Knowle, Whiteley and Botley. Mike Evans will send through a list of potential facilities in Whiteley to members. BW will set up a meeting with interested parishes.

5. Update from parish member of SDNP Authority (John Hyland).

As there was no Report available from John, Jerry Pett (WCC member of the Authority), updated members on the SDNP Local Plan Revidew. It is hoped that a Reg. 18 draft will be available by the end of the year. Discussion then took place about the value of Neighbourhood Plans and Village Design Statements. These documents do have a value to parishes and it is hoped that they will be valued by the relevant Planning Authority, although Government Legislation determines their applicability, and it is not known yet how much value they will have under future legislation. Jonathan Williams said that it is unclear whether they will be defined as a supplementary planning document, but WCC will include them and link them to policies.

6. Training:

Update on Training offer from Steve Tilbury (AC): Anne reported that Tracey was going to organise a further training session with the members of the WDAPC after the Elections and when a Wickham Parish Council Clerk had been appointed. The Wickham Clerk has now been appointed so hopefully this training will be progressed further.

Update on wider participation via WDALC: Jon reported that there is a WDALC General Meeting this Wednesday (5 June 24) when he hoped that all parishes will send along a representative. The main speaker will be Korine Bishop from the Police.

7. HALC and WDALC Matters (Jon Woodman):

HALC Articles: Jon and Eric held a Meeting with Dawn and Amy from HALC and WDALC's proposed amendments were largely agreed, with some minor concessions on our part. Those Articles were approved at the Board Meeting, some amendments were made, but basically we were happy with the outcome. These will be presented for formal adoption at the AGM in October.

How do we influence new HALC Policy forum? A County Forum is to be held on 19th June to which all parishes are invited to attend. If HALC does not know what problems parishes face then they cannot help. Discussion took place about how HALC could help and also whether it is value for money. It is hoped that the forum will allow members to suggest improvements. It was felt that concerns about the governance of HALC could be addressed by publishing a brief summary of decisions taken by the board.

8. NALC Matters (LR):

Loraine asked if members would like to complete an Allowance questionnaire at <https://forms.office.com/e/q30vptj8Vc>

Loraine informed members that there is a new Good Councillors Guide available and it can be downloaded by signing on to the NALC members' area (HALC will provide sign-on details). As there is a General Election looming we should engage with our prospective MPs to promote Parish Councils as the 1st tier of local government. There is a new National Network for Small Parish Councils (those who have a precept of under £10,000). Seven networks exist for Councillors to get involved in, though there is not one with focus on councils with precepts in the £10K to £100K range.. The Star Awards Programme is being promoted, and it would be good to see more councils from the south involved. The concept of "street votes" influencing development has been raised by Government, but NALC feels that parish councils are a more relevant vehicle in rural areas.

NALC continues to promote the freedom for local councils to meet remotely or in hybrid mode, but recognizes that some councils may not wish to incur the necessary expense.

9. Talk on Enforcement by Lorna Hutchings and Madelaine Clavey. Postponed

Because government (national and local) officers are not allowed to engage externally during an election campaign, this item had to be deferred until after the General Election on 4 July. Lorna has agreed to speak at a future meeting, and will be invited to our next meeting. The goal is to explain the enforcement process and advise us on how we can help make enforcement effective.

10. Other Planning Concerns:

Update on issue with Reg.24 compensation provision (KA): Kevin explained that to date there has been no response.

11. Continuing Issues of interest:

Southern Parishes experience with Speed Limit Reminder devices and their data (EB):

Eric said that a number of Parish Councils now have Speed Limit Reminder devices and it would be helpful to share information on how data is collected and used. He noted that Curdridge devices have recorded speeds of up to 100 mph in a 40 mph limit, with a significant proportion exceeding 46. These figures have been repeatedly sent to the Police, but we have not been able to get a mobile camera positioned on any parish road. It was pointed out that Hampshire Police have only six camera vans on the mainland, so other sites would lose camera time if the vans were relocated.

Anne outlined that Upham have three speed indicator signs and once the data is downloaded the police appear to take no action or any notice of the results. Upham has spent money on traffic calming along the Winchester Road and feel that there is little point in taking data if it is not used. Carolyne said that in Boarhunt they have a Community Speedwatch Group and they collect data and the Police follow up with letters. Ian Middleton is their contact. Jonathan said that BW have the same problems where the data is not used until there is a serious accident.

New Speed limits: Hampshire is not willing to undertake the expense of implementing a lower speed limit unless it can be enforced. Jerry explained that if the traffic is going faster all the time then the Police will not support a lower speed limit as traffic will not go at a lower speed. It was felt that this would be a good question to ask Korine at the WDALC Meeting on Wednesday.

12. Group Administration: There were no issues to raise.

13. New concerns from members:

Chris Cooper (Botley PC) asked members if a water and sewage monitoring project could be put on to a future Agenda for discussion. He outlined what the project was and members gave examples of how Southern Water have not meet the standards required in various parishes. Issues included contamination in the rivers, sewage in the streets and homes, and flooding. Members agreed that this should be added to the Agenda for future discussion within the Group. Requirements include: Water monitoring; how money is spent; future planning for infrastructure; and recording of pollution. It was agreed that the Environment Agency should be asked to attend a future Meeting.

Bus provision: Bus schedules were discussed – especially how they link up to trains, school times etc. Jerry agreed to find out who the Head of Transport was at HCC so that we could get in touch with them. The School Transport Officer and Public Transport

Officer would also be two useful contacts. It was agreed to ask Simon Jones to a Meeting as he is the Lead from BW who is pursuing the bus services available in this area.

14. Speakers for future Meetings:

Anne will ask the Enforcement Team to the September Meeting. We will then ask the Environment Agency and Transport representatives if they would come to a later Meeting.

15. Date for next Meeting:

It was agreed that the next Meeting would be on Monday 2nd September, 2024 at 2.00 p.m. at the Jubilee Hall, Little Shore Lane, Bishops Waltham SO32 1ED.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4.25 p.m.

Actions Arising or Carried forward

Matters to follow up			
Subject	Action	Action by	Completion/Notes
Speakers: Enforcement	Invite to September Meeting	Anne Collins	Sept 2024
Arrange a Facilities subcommittee Meeting	Arrange a suitable date	Barry Nicholson	Sept 2024
Public Transport speaker from HCC	Invite Simon Jones/ Head of Transport; School Transport Officer; Public Transport Officer to 4Q24 meeting	Anne Collins	Oct 2024
Environment Agency	Invite to 2025 meeting	Anne Collins	Nov 2024

Report to Southern Parishes Forum
NALC Update - 4th June 2024

From HALC Representative to NALC

i) The **Good Councillor's Guide** has been revised and is easily accessible. As a reminder the resource provides essential guidance for new councillors and for those thinking about becoming local councillors. To read digitally [visit website for a free digital version](#)

ii) In the run up to the General Election and afterwards, NALC will be working with County Associations to engage with current and potential Members of Parliament, political parties, and opinion formers for the purpose of promoting local councils as the first tier of government and explaining about the differences between local Parishes and Town Councils. Also advising about the NALC

[Manifesto for building stronger communities across England](#) that sets out the part that local councils can play in supporting communities and importantly what government can do to help Parishes increase their effectiveness.

iii) A new national network for the smallest local councils has been established. It is for those with an annual precept or expenditure of £10,000 or less. This network will follow the same model as the six other existing NALC networks, which meet roughly quarterly by Zoom to discuss issues relevant to the group's distinct interests. NALC's national networks aim to use the growing use of digital communications with remote meetings and events around common interests and the groups. Undertaken by engaging them around NALC's work and campaigns that can provide mutual support to each other as well as to share learning and good practice. The Network members receive email communications and also have access to network *WhatsApp groups*.

EXISTING NETWORKS are Climate Emergency, Coastal Communities, LGBT+ Councillors, Women Councillors, Young Councillors. To find out more about national networks email policycomms@nalc.gov.uk

iv) The **Super Councils National Network** met on 16 May 2024 to discuss the work of the Rural Services Network. The guest speaker was Nadine Trout, assistant chief executive of the [Rural Services Network](#) (RSN), who informed the group about the RSN's campaign for fair funding in rural areas and provided an overview of the Rural Market Town Group, which is run by the RSN, with support from NALC.

v) The debate on remote meetings continues and at the recent meeting of the Women's network, there were concerns about the financial and logistic burdens these might place on smaller councils.

vi) Earlier this year, a consultation (now closed) sought views on the detailed operation of *street vote development orders*, to inform the content of regulations using new powers in the Levelling Up and Regeneration Act 2023.

Street votes are an alternative to traditional forms of planning permission that gives residents of a street the ability to propose development on their street. For example, it could be for the addition of an extra storey to properties or the building of affordable housing - of course subject to the proposal meeting certain requirements. In response to this consultation, NALC emphasised that street development orders would undermine the plan-led approach to plan-making in communities and opposed the suggestion. NALC called for Parish and Town Councils to be specified as statutory consultees at the examination stage of street vote development

proposals and that the process should also reflect that for neighbourhood and local response plans. It indicated that many parts of England have small Parishes covering less than 50 residential properties and proposed that these Parishes must have the option to be the preferred vehicle to deliver street vote development orders. Further costs will be an issue for small community or resident groups in their preparation for these orders (e.g. commissioning environmental impact assessments), and the government must consider funding support similar to neighbourhood planning.

N.B. *From my reading responses from various organisations to the consultation, there was little support with most offering alternative suggestions in the way the process should be operated.*

vi) NALC has just announced its annual Star Council Awards that celebrate the achievements of the Parish and Town Councils. Entrants can apply for six award categories, namely: - *Council of the Year, Councillor of the Year, Young Councillor of the Year, County Association of the Year, Clerk of the Year and Climate Response of the Year.* The latter one being a new category and will be recognising the proactive efforts of Councils in addressing climate change, emphasising the importance of their role in mitigating impacts, adapting to new conditions, and building resilience for both people and nature. By highlighting successful long-term strategies and community engagement, it aims to inspire other councils to take similar actions for a sustainable future.

The nomination period ends on 6 September 2024, and the winners will be announced at a ceremony in the House of Lords and will be presented with their awards.

N.B. I urge you to consider nominations that could highlight the WDALC /HALC

Winchester District Association of Local Councils

5th June 2024 at Marwell Hotel

Guest speaker was CI Korine Bishop who spoke about policing strategies for her very large area.

B/W to have a response unit hopefully September but realistically October-November which will comprise of 3 officers per shift.

The message was report, report, report on relevant website concerning the incident.

Speedwatch /SIDs the more data we have the more likely we will be to get a police speed van liaison with Ian Middleton who allocates the areas these vans go to Korine also said we could email her directly if we needed too

Hants Alert ..Let's Talk good website for information our dedicated named officer Rob Powell could be asked to visit Parish council meeting occasionally to keep us updated on crime figures.

HALC had been asked to look at family members sitting on the same committees following complaints and make recommendations basically not a good idea and I believe they are putting a motion forward on 9th July illustrating this and it possibly going forward to be discussed and adopted.

Lots of talk about SIDS and CSO's

Meeting finished at 4.20pm.

Cllr Tracy Conduct

5.6.24



CSO MONTHLY REPORT

MONTH/YEAR – May 2024

Report Number -5

Day duties -12

Late duties -8

Total Hours -175+2 B/H+5 O/T

Anti-Social Incidents / Concerns

Reports of some ASB at Sainsbury - Deer Walk, Colville Drive and at Priory Park also reports of a knife being seen all have been reported to the police and a knife has been found at priory park in a hedge by the police this is ongoing. Some graffiti has been reported on the skate park wall at priory park this is ongoing. Some youths on the football pitches at priory park in the dugouts drinking alcohol. I asked them if they could verify there ages to see if they were over 18 years of age which they couldn't so all the alcohol was poured away and they were asked to leave the pitches.

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 this is ongoing. There has been some flyposting around B/W all posters have been removed this is ongoing. I witnessed a resident on the Ridgemedest cutting a small tree down which was on their property and dumping the waste in the hedge row on Rareridge lane I informed them that was in fact fly tipping and against the law and they should remove it and dispose of it properly which they did.

CSO Duties / Patrol

I have over the last month patrolled B/W and spoken to some very nice people. The biggest issue I have now is parking in the high street with people parking on double yellow lines and dropped kerbs and in the loading bay outside the coop. Also, parking on double yellow lines/zigzags and dropped kerbs on Ridgemedest at school drop off and pick up traffic wardens are on site but they are needed more than one or two days a week this is ongoing. Drivers are still parking on dropped kerbs and on the main road outside the spar shop I have asked drivers to move on and to please use the car park at the rear of the shop but they refuse and I am met with very abusive language also I have replaced the parking cones that have been damaged this is ongoing. Unauthorized access on the football pitches at priory park some youths playing football all asked to leave and reminded that these pitches are private and they trespassing this is ongoing.

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 this is ongoing. 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. The skate park at priory is now open and is being used by all age groups most of the people using the park are fine and behaving but there are some who are making a bit of a nuisance of themselves this is ongoing. I was invited to an assembly at BWJS along with 2 PCSO to speak to some pupils about knife crime and other subjects we also went to the skate park and spoke to some youth's there about the same subjects it was very interesting to hear what they all had to say on a question-and-answer Basis. A road sign on hamble springs went missing for a couple of days I spoke to some residents who did not know anything about it but it is now back in place, also a history sign on the hording by Foxes is missing. I attended a football tournament being held at priory park it was very busy and the feedback I received was very good and they were happy I was in attendance I also helped with the parking. I attended the Thursday lunch club I had a great time and meet some lovely people. It has been brought to my attention by members of the public about an abandoned vehicle on inception of this vehicle it has been found to have no Tax or Mot and has been reported to WCC.



Bishop's Waltham Parish Council

11th June 2024

Agenda Item – Councillors' Surgeries

Friday	Saturday	Attendees	Location
	25.5.24	PW, BN	St Peter's Churchyard
28.6.24			
	27.7.24 (Note PC event on 20.7.24)		
30.8.24			
	28.9.24		
25.10.24			
	30.11.24		

To confirm the Councillors attending on 28.6.24 and future meetings.

Executive Officer 5.6.24



Bishop's Waltham Parish Council

11th June 2024

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

Reports from Councillors' Surgery 25.5.24

Location: St Peter's Church Spring Fayre

Cllrs' surgery attended by Cllr Nicholson & Cllr Wilson (10.00am – 12pm). Fine and Sunny.

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.
Dual purpose bins not liked due smell	Noted.
Dog bin requested for Deer Walk	Noted – estate management declined opportunity.
Dog walking should be around Montague play area, not through it	Signage in place directed such.
Concern about water logging and drainage in the above	Drainage works have now been completed.
Visitors from Basingstoke would like to move to BW.	Noted.
2 young couples moved from Southampton to BW, love BW	Noted.
1 Young couple moved from Waterlooville to BW, BW has everything	Noted.
3 reports against bin storage in Basingwell car park	Noted. Agenda item at June PC meeting.
Rawlings Haulage Co. ignoring 'Not Suitable for HGV' signs Free Street	Recommend resident reports this to the Police.
Bank Street needs wider pavements	Comment needs further explanation.
Coppice Hill, too busy to cross	Traffic survey could be requested.
Litter and weeds near Crown roundabout	Report to grounds team (PL duties) and resident recommended to report issues to WCC/HCC
What is happening to BW House	PC unaware of any plans by HCC for this site.
BW street sign in Lower Lane hidden in hedge	Recommend resident reports to WCC/HCC.
Pleased to have traffic enforcement in High Street	Noted.
Request for Zebra Crossing by Sainsbury's	If a formal request then should be made to HCC. A crossing is being considered as part of the Accessibility Project.
J H ticket machines, a pain to use	Noted. We are reviewing the machines.
Not happy with tip closure	Tip closure not confirmed as yet.
Are there dead trees along Godfrey Pink Way	Insufficient information given to pursue.
Between Station Roundabout and Langton Road, speeding traffic, lower the speed limit,	Traffic survey could be requested.
Provide Zebra crossing, SID location, duck crossing warning signs	Requests to HCC could be made about zebra crossing and duck signage. A pedestrian crossing is being considered as part of the Accessibility Project. SID locations under PC remit and reviewing sites regularly.
Love the Skate Park (Zone)	Noted.
Need for new NHS surgery	Noted but not a PC responsibility.
Could we have slide in Montague Rd play area	Comments on designs were requested before approval. Slide at new park in Albany Road.

Cllr Nicholson 4/6/24