



**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 10th September 2024.
Dated this 3rd September 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. Public Session – to last no longer than 30 minutes - *for information*
5. To receive the reports from the County Council and District Council Representatives
6. To receive the Minutes of the Committees of the Parish Council
7. To approve the Minutes of the Meeting 13th August 2024
8. Actions arising from the minutes of the meeting of 13th August 2024 - *for information*
9. To receive current financial statement and balance sheet
10. Annual Governance and Accountability Return 2023/2024 – for approval
11. Planning Applications:
To ratify the recommendations from the Planning & Highways Committee
12. Membership of Standing Committees – Update – *for consideration*
13. Dedication of Hoe Road Recreation Ground Land for Bishop's Waltham to Swanmore Pathway Project – *for approval*
14. Chairman's Report - *for information only*
15. Councillors' Reports – *for information only*
16. CSO Report – *for information only*
17. Councillors' Surgery – Report and Future Meetings – *for consideration*
18. Requests for future agenda items - *for information only*



19. Date of next meeting – 8th October 2024

20. 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.**

21. Draft Invitation to Tender for Priory Park Overflow Car Park – *for approval*

22. Quotations for Electrical Installation Condition Reports – *for approval*

23. Quotations for Speedwatch Camera Replacement – *for approval*

24. Land Acquisition Update – *for approval*



Bishop's Waltham Parish Council

10th September 2024

Agenda Item – Acceptance of Committee Minutes

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

Finance, Policy & Resources Committee	6.8.24
Halls & Grounds Committee	16.7.24
Community & Environment Committee	22.7.24
Planning & Highways Committee	23.7.24
West Hoe Cemetery Management Committee	23.5.24 & 11.7.24

Proposal:

To accept the Committee minutes as tabled.



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

Present:	Cllr Conduct	Vice Chair of the Council
	Cllr Homer	
	Cllr Jelf	
	Cllr Jones	
	Cllr Latham	(and WCC Councillor)
	Cllr Marsh	
	Cllr Nicholson	Chair of the Council
	Cllr Pavey	
	Cllr Stallard	
	Cllr Webb	
	Cllr Williams	(and WCC Councillor)
	Cllr Wilson	
	Cllr Wood	
In attendance:	Cllr Miller	WCC Councillor
	Mrs E McKenzie	Executive Officer
	Mrs C Wilkinson	Committees Officer

Members of the public: 5

PC95/24 To receive and accept apologies for non-attendance

Cllr Smith – family commitments

Resolved: to accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

PC96/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None.

PC97/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC98/24 Public Session

A member of the public, who was representing the Cricket Club, spoke regarding cricket provision in the town and a request was made for the Albany Wood estate open space to be considered for a second cricket ground. The resident also mentioned the debris found on the newly landscaped open space which had been reported to Winchester City Council. The cricket club renewal of lease was still ongoing it was noted, and the option to sell the cricket ground to the club was reinstated. The Parish Council confirmed that this option had been declined. The discussion on the open space linked in with the relevant agenda item following.

An offer was made by a member of the public in regard to supporting any town water projects such as pollution awareness. The contact would be fostered if any such projects arose.

The planning application for a skate ramp was of concern to a third member of the public who raised awareness of the countryside alongside the ramp and anti-social behaviour experienced at the site. Large numbers of people had attended a recent event with increased vehicles in the area with no appropriate parking provision. The Planning and Highways Committee Chairman provided an explanation on the planning application, advised the resident to keep a record of activities at the site and to bring any continued concerns to the attention of WCC Enforcement Team and the Committee.

It was noted that the Meon Valley Food Bank team were looking for a base in Bishop's Waltham and would be in touch with the Parish Council office to discuss any opportunities possible.

It was queried if the Council office had received any comments about the new speed bumps at Priory Park car park recently installed. The Committees Officer replied that two emails and one phone call had been received and these would be discussed at the Halls and Grounds Committee meeting next week.

The Executive Officer offered the Cricket Club's invitation to Parish Councillors to visit the Presentation Day in September which the Council warmly accepted.

PC99/24 To receive the reports from the County Council and District Council Representatives

Cllr Miller informed Council that the waste collection day was changing as of October and the public would be made aware in due course.

The numbers of housing allocations were explained as due to increase and the approval of the current proposed Local Plan would be key to ensuring the increase was more manageable. The planned refurbishment of the public toilets was still in progress but no designs had been shared as yet.

It was confirmed that no weekend charges were being applied to market town car parks at present (unlike Winchester City Centre).

Cllr Williams reiterated the focus needed on the Local Plan approval and also mentioned the importance of responding to the National Planning Policy Framework (NPPF) consultation.

Cllr Latham agreed with City Councillor colleagues and reassured Council that careful attention was being trained on planning issues arising for the Winchester District.

PC100/24 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 Jelf

Seconded: Cllr Latham

All in favour

PC101/24 Approval of the Minutes of the Extra Ordinary Meeting 22nd April 2024

Resolved: to approve the minutes of the Extra Ordinary Meeting 22nd April 2024

Proposed: Cllr Conduct

Seconded: Cllr Williams

All in favour who were in attendance at the meeting of 22nd April 2024

PC102/24 Approval of the minutes of the meeting 9th July 2024

Resolved: to approve the minutes of the meeting 9th July 2024

Proposed: Cllr Conduct

Seconded: Cllr Jones

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

PC103/24 Actions arising from the minutes of the meeting 9th July 2024

The Executive Officer provided updates.

PC104/24 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

Cllr Marsh gave apologies and left the meeting at 8pm.

PC105/24 Hampshire Pension Scheme

Resolved: to approve the Hampshire Pension Scheme to be available to all Council employees

Proposed: Cllr Wilson

Seconded: Cllr Stallard

All in favour

PC106/24 Reinvestment of Funds

Resolved: to approve the reinvestment of £427,466.35 with Arbutnot Latham for 3 months at 4.8%

Proposed: Cllr Wilson

Seconded: Cllr Jones

All in favour

The Chairman then signed the necessary authorisation letter.

PC107/24 Appointment of Internal Auditor

The Council considered the tenders received for independence, competence, and scope before approving a preferred supplier for appointment.

Resolved: to approve the appointment of April Skies Accounting as the Council's Internal Auditor for the period 2024-2027

Proposed: Cllr Stallard

Seconded: Cllr Wilson

All in favour

PC108/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

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

Proposed: Cllr Conduct

Seconded: Cllr Jones

10 in favour, 2 abstentions

PC109/24 Possible Usage of Albany Wood Open Space

Cllr Nicholson presented the paper and expressed his concern about the quality of the soil levels at the site which had been relayed to WCC and the Developer. This matter was noted as being investigated and monitored. The points raised by the Cricket Club representative were duly noted and deliberated. A meeting of the Halls and Grounds Committee Chair and Vice Chair, and Cllr Williams, with a WCC representative was considered necessary to discuss concerns about the soil and also to discuss the possibility of a cricketing facility at the site.

ACTION: To arrange a meeting with the WCC Open Space Officer to discuss concerns regarding the Albany Wood Open Space and the possibility of a cricket facility on the land ACTION: Exec Officer

PC110/24 Christmas Tree Proposal

The paper was discussed and a location debated. The involvement of other community groups was suggested with the Parish Council working group as the main steer for this initiative.

Resolved: to agree in principle to a Christmas Tree installation in the vicinity of St George's Square and to appoint a working group of Cllr Smith, Cllr Conduct, Cllr Stallard, Cllr Jelf and Mr Barfoot to progress this project through the Community and Environment Committee.

Proposed: Cllr Nicholson

Seconded: Cllr Latham

All in favour

ACTION: Working Group and CEC Committee

PC111/24 Jubilee Hall Solar Panel Project Update

Resolved: i) To ratify the revised quotation for the solar panel project at the Jubilee Hall of £61,374.42, excluding VAT

ii) To note that the Administration Officer had sought advice to ensure compliance with the Public Contracts Regulations 2015 and had received confirmation that no further action was required.

Proposed: Cllr Wilson

Seconded: Cllr Pavey

All in favour

PC111/24 Membership of Standing Committees - Update

Resolved: to confirm the changes to appointments to Standing Committees as tabled.

Proposed: Cllr Nicholson

Seconded: Cllr Latham

All in favour

PC112/24 Chairman's Report

Noted.

Thanks were given to the team leading the tour for the judges of the Village of the Year nomination.

PC113/24 Councillors' Reports

The Chairman highlighted recent attendance at a Peer Review meeting of Winchester City Council. Note was made of the interest in possibly increasing Parish Councillor numbers at a local Parish Council and a request made to investigate this procedure when time available.

PC114/24 CSO Report

Report noted.

PC115/24 Councillors' Surgery – Report and Future Meetings

Noted. Location outside 'Labels' was recommended for future events. The results of the survey on the bin store was discussed and noted.

The 30th August surgery confirmed to be held in the Jubilee Hall with Cllr Conduct and Cllr Wood.

A surgery on 21st September to be added in at the Parish Council Stand at St Peter's Church Country Fayre, with the Admin Officer to co-ordinate councillors attending.

The planned surgery for 28th September to be held in the High Street with Cllr Wilson.

PC116/24 Requests for future agenda items

None arising at this time.

PC117/24 Date of next meeting - Tuesday 10th September 2024

Noted.

Cllr Williams and Cllr Wood offered their apologies for non-attendance, as did the Executive Officer.

All members of the public had left the meeting by this point.

PC118/24 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.

PC119/24 Staffing Matters

Resolved: To note the 20% discount applied to the HALC invoice received

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour.

PC120/24 Lilypad Pre-School Fundraising Event, September 2024 – Draft Licence and Fee

Resolved: To approve the licence and fee for the Lilypad Pre-School Fundraising Event on Hoe Road Recreation Ground on Sunday 1st September 2024

Proposed: Cllr Jones

Seconded: Cllr Conduct

All in favour

ACTION: Committees Officer

PC121/24 Quotations for Water Risk Assessments

Item withdrawn.

There being no other business the meeting ended at 8:25pm.

Bishop's Waltham Parish Council
Actions Arising from the meeting of the 13.8.24

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.
PC271/23	Mobile Connectivity	To write standard response	Apr-24	RL / RS	
PC19/24	Minutes 22.4.24	To update	Complete	EO	Bring to June meeting to sign
PC27/24	Website	To progress plans	Jul-24	AO/CEC WG	Inc Cllr Stallard
PC28/24, PC57/24	Men's Shed	i) To write letter ii) To write reply to WCC Planning Officer iii) To pursue HR site as temporary option iv) To meet with Men's Shed	i) Complete ii) Complete iii) July 24 iv) Complete	EO WG (JM, MP, AW, M Homer, C Barfoot)	WG met 1) 17.5.24 with KE 2) 22.5.24 3) 1.7.24
PC36/24, PC65/24	Staffing Matters 1	i) Update JDs for grounds staff ii) OH assessments	i) June 24 ii) June 24	i) KJ/EO ii) EO	i) In progress ii) In progress
PC39/24	Access Gateway at Priory Park	i) To liaise with Catholic Church ii) To consider signage	Aug-24	EO	
PC46/24	Standing Orders	To update	Jul-24	EO	
PC65/24	Staffing Matters 2	i) Internally advertise for CO ii) externally advertise for MEC Manager iii) ASCO title update iv) Liaise with WHCMC	i) Complete ii) Complete iii) Complete iv) Complete	i) SSC ii) SSC iii) EO iv) EO/JM	
PC67/24	Land at Morley Drive	To write to resident with process plan	Complete	EO	
PC71/24	Letter to Government	To write letter about planning changes	Complete	P&H	Refer to P&H
PC71/24	New employment policies	To consider at FP&R	Sep-24	FP&R	Refer to FP&R
PC83/24	HCC Future Services	To provide report on impact for BW	Sep-24	WG = RL, RS, Jwi	
PC92/24	MCE Manager	To advertise and recruit	Sep-24	SSC and EO	In progress
PC109/24	Meeting re: Albany Wood Open Space	To arrange a meeting	Complete	EO	WCC officer gave reply 15.8.24
PC110/24	Christmas Tree	To progress project plan	Nov-24	CEC (WG - JS, TC, RS, EJ, CB)	Refer to CEC
PC120/24	Lilypad Event	To ensure licence is signed and fee paid	Complete	CO (H&G)	

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	338
105	VAT Control Account	7,151
219	A&L 3m Fixed Term Deposit A/c	422,356
221	Unity Current 20496238	20,655
222	Unity Savings 20496241	136,300
223	Unity Savings 20496254	181,968
250	Petty Cash	0
Total Current Assets		768,769
<u>Current Liabilities</u>		
500	Creditors	58,055
565	Holding Deposits	3,128
Total Current Liabilities		61,183
Net Current Assets		707,585
Total Assets less Current Liabilities		707,585
<u>Represented by :-</u>		
300	Current Year Fund	19,721
310	General Reserves	350,025
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	23,500
341	Replace IT Equipment	2,078
350	Bldings Replace / Refurb - CYF	85,000
355	Tennis Court Maintenance - CYF	16,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	3,152
373	South F'path -CIL/WCIL/S106	(25,068)
374	Replace Skate Park - CIL/WCIL	15,676
375	Floor Polisher - CYF	334
376	Solar Panels JH - CIL/WCIL	40,563
377	Extend Parking PP - CIL	51,228
378	Albany Road Play - S106/OSF	(14,415)
379	Building Maintenance - CYF	18,500
380	Name Sign JH - CYF	5,000
390	Stackable Chairs JH - CYF	926
393	WCC CIL Receipts 2021-22	5,011
394	WCC CIL Receipts 2022-23	3,062
395	WCC CIL Receipts 2023-24	42,889
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		707,585

Income & Expenditure Report
2024-2025

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 £2000)
<u>Finance, Policy and Resources Committee</u>																	
Total Income	£2,377	£5,015	£4,321	£348	£5,410	£2,440	£320	£5,209	£2,800	£300	£4,800	£2,290	£35,630	£20,798	£14,832	71%	Bank Interest
Total Expenditure	£35,136	£32,866	£26,962	£34,980	£28,509	£14,082	£25,893	£40,671	£33,362	£36,134	£30,785	£39,351	£378,621	£425,222	£46,601	11%	
Total Net Revenue Expenditure	£32,759	£27,851	£22,531	£34,632	£23,099	£11,642	£25,573	£35,462	£30,562	£35,834	£25,985	£37,061	£342,991	£404,424	£61,433	15%	
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%	
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£906	£0	£0	£0	£0	£250	£1,500	£1,500	£0	0%	
Total Net Committee Expenditure	£32,759	£28,195	£22,531	£34,632	£23,099	£11,642	£26,479	£35,462	£30,562	£35,834	£25,985	£37,311	£344,491	£405,924	£61,433	15%	
<u>Halls and Grounds Committee</u>																	
Total Income	£16,252	£3,156	£7,959	£9,262	£5,591	£7,719	£9,004	£6,871	£6,722	£8,879	£6,721	£7,143	£95,279	£89,788	£5,491	6%	Hire Increases & WCC Open Space Fund
Total Expenditure	£8,286	£15,844	£7,940	£23,372	£11,380	£8,250	£34,423	£12,187	£12,167	£17,530	£9,429	£21,263	£182,071	£183,091	£1,020	1%	
Total Net Revenue Expenditure	£7,966	£12,688	£-£19	£14,110	£5,789	£531	£25,419	£5,316	£5,445	£8,851	£2,708	£14,120	£86,792	£93,303	£6,511	7%	
Total Capital Income	£0	£0	£0	£0	£45,319	£0	£40,000	£0	£0	£0	£49,000	£0	£134,319	£58,797	£75,522	128%	Additional funding
Total Capital Expenditure	£43,541	£4,580	£74,967	£42,423	£20,576	£95,233	£27,894	£0	£0	£111,000	£0	£0	£420,194	£242,448	£177,746	73%	Additional expenditure unbudgeted
Total Net Capital Expenditure	£43,541	£4,580	£74,967	£42,423	£24,743	£95,233	£12,106	£0	£0	£111,000	£-49,000	£0	£285,875	£183,651	£102,224	56%	As above
Total Net Committee Expenditure	£35,575	£17,248	£74,948	£56,533	£-£18,954	£95,764	£13,313	£5,316	£5,445	£119,851	£-£46,292	£14,120	£372,667	£276,954	£95,713	35%	As above
<u>Community & Environment Committee</u>																	
Total Income	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£100	£900	900%	
Total Expenditure	£35	£5,504	£610	£2,038	£1,300	£1,000	£3,809	£1,550	£65	£0	£2,169	£1,433	£19,513	£23,395	£3,882	17%	
Total Net Revenue Expenditure	£-£965	£5,504	£610	£2,038	£1,300	£1,000	£3,809	£1,550	£65	£0	£2,169	£1,433	£18,513	£23,295	£4,782	21%	
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%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£0	0%	
Total Net Committee Expenditure	£-£965	£5,504	£610	£2,038	£1,300	£1,000	£4,059	£1,550	£65	£0	£2,169	£1,683	£19,013	£23,795	£4,782	20%	
<u>Planning & Highways Committee</u>																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Expenditure	£0	£0	£0	£0	£1,840	£0	£450	£0	£0	£0	£0	£0	£2,290	£2,300	£-£10	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£1,840	£0	£450	£0	£0	£0	£0	£0	£2,290	£2,300	£-£10	0%	
Total Capital Income	£800	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£5,600	£500	£5,100	1020%	
Total Capital Expenditure	£0	£484	£0	£0	£0	£7,500	£1,250	£0	£0	£0	£0	£250	£9,484	£2,000	£7,484	374%	SD Underspend from 23/24
Total Net Capital Expenditure	£-£800	£484	£0	£0	£0	£2,500	£1,250	£0	£0	£0	£0	£250	£3,884	£1,500	£2,384	159%	As above
Total Net Committee Expenditure	£-£800	£484	£0	£0	£1,840	£2,500	£1,700	£0	£0	£0	£0	£250	£6,174	£3,800	£2,374	62%	As above
<u>Joint Managed Services</u>																	
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	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£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	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	
<u>Funding</u>																	
Total Income	£296,411	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£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	£0	£-£296,411	£0	£0	£0	£0	£0	£-£592,822	£-£592,822	£0	0%	

Total Capital Income	£661	£30,022	£0	£0	-£661	£0	£331	£0	£0	£0	£0	£0	£0	£0	£0	£30,353	£30,353	£0	0%
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	-£661	-£30,022	£0	£0	£661	£0	-£331	£0	£0	£0	£0	£0	£0	£0	£0	-£30,353	-£30,353	£0	0%
Total Net Committee Expenditure	-£297,072	-£30,022	£0	£0	£661	-£296,411	-£331	£0	£0	£0	£0	£0	£0	£0	£0	-£623,175	-£625,175	£2,000	0%
Total Net Committee Expenditures																			
Total Income	£317,301	£38,193	£12,280	£9,610	£55,659	£311,570	£49,655	£12,080	£9,522	£9,179	£60,521	£9,433	£895,003	£793,158	£101,845				13% As above
Total Expenditure	£86,998	£59,602	£110,369	£102,813	£63,605	£126,065	£94,875	£60,408	£45,594	£164,664	£42,383	£68,797	£1,026,173	£892,456	£133,717				15% As above
Total Net Revenue Expenditure	-£230,303	£21,409	£98,089	£93,203	£7,946	-£165,505	£45,220	£48,328	£36,072	£155,485	-£18,138	£59,364	£131,170	£99,298	£31,872				32% As above
EMR Movements																			
Total Income/Expenditure	£43,145	-£25,462	£74,437	£42,423	-£25,404	£95,233	-£19,011	£0	£0	£111,000	-£49,000	-£25,000	£222,351	£99,298					
	-£273,448	£46,871	£23,652	£50,780	£33,350	-£280,738	£64,231	£48,328	£36,072	£44,485	£30,862	£84,364	-£91,191	£0					
Current Year Fund	£231,214	£209,808	£111,721	£18,518	£10,572	£196,077	£150,857	£102,529	£66,457	-£89,028	-£70,890	-£130,254							CYF-TNE
General Reserves	£258,628	£233,165	£307,602	£350,025	£324,621	£419,854	£400,843	£400,843	£400,843	£511,843	£462,843	£437,843							GP's-EMR
General Reserves Position Months	489,842 10	442,973 9	419,323 8	368,543 7	335,193 7	615,931 12	551,700 11	503,372 10	467,300 9	422,815 9	391,953 8	307,589 6							GP's-CYF
Total Reserves	919,079	897,670	799,581	706,378	698,432	883,937	838,717	790,389	754,317	598,832	616,970	557,606							MH-A-TNE



Bishop's Waltham Parish Council

10.9.24

Agenda Item – AGAR 2023/2024 – *for consideration*

The review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 is now complete and the signed external auditors report and certificate was provided by BDO LLP on 22nd August 2024.

Action is now required to: -

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2024** which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Please note section 2 of the external auditor's report. Assurance has been provided to the external auditors that the inspection period of the accounts for the year ended 31 March 2024, will be checked and confirmed before publication, to ensure proper provision for the exercise of public rights during 2024/25 and that full consideration would be given when appointing an internal auditor for the 2024/25 financial year.

Proposal:

To note the external auditor's report for the 2023/24 financial year, and the other matters brought to the Council's attention.

Finance Manager
5.9.24

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Bishop's Waltham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

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

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor responses to internal control objective M in the annual internal audit report.

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1...

SIGNATURE REQUIRED

Date

20 August 2024

YYYY



Bishop's Waltham Parish Council

10th September 2024

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

**24/01599/TPO
2024**

Closing Date: 16th August

Holm oak - remove as causing damage to boundary wall and pillar supporting electric gate.

Oak Lodge Bank Street Bishops Waltham Southampton Hampshire SO32 1AN

Objection. Due to not providing engineering or surveyor documentation and no different possible solutions given to help save the tree. Alternative suggestions to save the tree and accommodate the wall can and should be investigated.

Report from Tree Warden: This is a substantial tree with a protection order on it. It is a beautiful, heritage tree. The house is on a large plot having a long wide driveway. With the electric gates quite some way along the drive away from the road. There is ample room to move the pillars supporting the electric gates, away from the tree. The wall alongside the tree cannot be moved as it is a boundary wall. However, it is likely that the roots have damaged the wall foundations. It is not the actual trunk causing damage as this is away from the wall. Small cracks can be seen on the pillar, but I did not observe damage to the wall.

24/01614/HOU

Closing Date: 19th August 2024

Demolition of existing rear single storey lean-to and conservatory and replace with new flat roof single storey extension in same position with extended footprint.

Rose Cottage The Avenue Bishops Waltham Southampton Hampshire SO32 1BP

No objection.

24/01418/HOU

Closing Date: 12th August 2024

Proposed 2 storey rear extension and loft conversion.

8 Princes Close Bishops Waltham Southampton Hampshire SO32 1RL

No objection. The Parish Council requests that the Case Officer be mindful of the objections and the concerns relating to lack of parking for a large four-bedroom house. We would also like the Case Officer to carefully consider the objection from 9 Princes Close

24/01648/FUL

Closing Date: 30th August 2024

Removal of Condition 3 of Application Reference Number DRD.2605.2 to remove agricultural occupancy tie on dwelling house

Orchardleigh, Botley Road, Bishop's Waltham So32 1DR

The vote resulted in 3 in favour and 4 abstentions noted. As no majority was carried, no formal comment could be made as a response from the Parish Council at this time.

23/01391/FUL

Closing Date: 5 September 2024

Proposed renovation and alterations to existing outbuilding with a proposed roof extension to provide tourist accommodation (amended description)

Park House, Botley Road, Bishop's Waltham

Objection – no changes affecting previous decision. Concerns regarding roadway and septic tank usage noted. Dwelling to remain as domicile to main house. Tourist usage to be upheld for at least six months of any one year.

4 in favour, 3 abstentions

Resolved: to make the comments recorded to the relevant Planning Authority

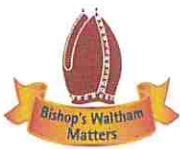
Proposed: Cllr Jones

Seconded: Cllr Smith

Votes as recorded above.

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

Executive Officer 5.9.24



Bishop's Waltham Parish Council

10th September 2024

Agenda Item – Membership of Standing Committees – Update *– for consideration*

From: Jonathon Williams <williams@bishopswaltham-pc.gov.uk>

Sent: 02 September 2024 10:55

To: parishclerk@bishopswaltham-pc.gov.uk

Subject: Committee Change

Due to my role on the planning committee at Winchester City Council and its impact on not being able to vote on planning matters at the Parish level, I have discussed a committee role change with Cllr Wood (*who is in agreement should this change be granted by Parish Council*).

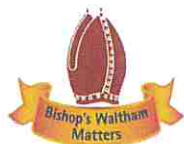
This change would be a swap whereby I resign from the Planning & Highways Committee, and join the West Hoe Cemetery Management Committee, with Cllr Wood doing the reverse.

I still intend to attend P&H meetings as a non-voting observer.

Proposal: to consider the change requested and agree the changes in appointment to the Standing Committees for 2024-25

Exec Officer

5.9.24



Standing Committees for 2024/25

Finance, Policy and Resources Committee

Mike Homer
Kevin Jones
Judy Marsh
Barry Nicholson
Micky Pavey
Rowan Stallard
Jonathan Williams (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
Mike Homer
Ed Jelf
Kevin Jones
Barry Nicholson
Jo Smith
Jonathan Williams – Josie Wood (7)

West Hoe Cemetery Management Committee

Tracy Conduct
Judy Marsh
Josie Wood – Jonathan Williams (3)



Bishop's Waltham Parish Council

10th September 2024

Agenda Item – Dedication of Hoe Road Recreation Ground Land for Bishop's Waltham to Swanmore Pathway Project - *for approval*

Bishop's Waltham - Swanmore shared pathway upgrade project

Background:

We have been working with Swanmore PC, Winchester CC, and landowners along the various footpaths that link Bishop's Waltham and Swanmore through The Moors. At the BWPC meeting of 14/3/2023 a proposal was brought to, in principle, dedicate a portion of Footpath 4 which is owned by the Parish Council, as a Bridleway. This is the footpath along the southern edge of Hoe Road Rec. We have now received consent from all the landowners along this route and need to supply Hampshire Countryside Services with a written dedication for them to begin to draw up dedication agreements.

Proposal:

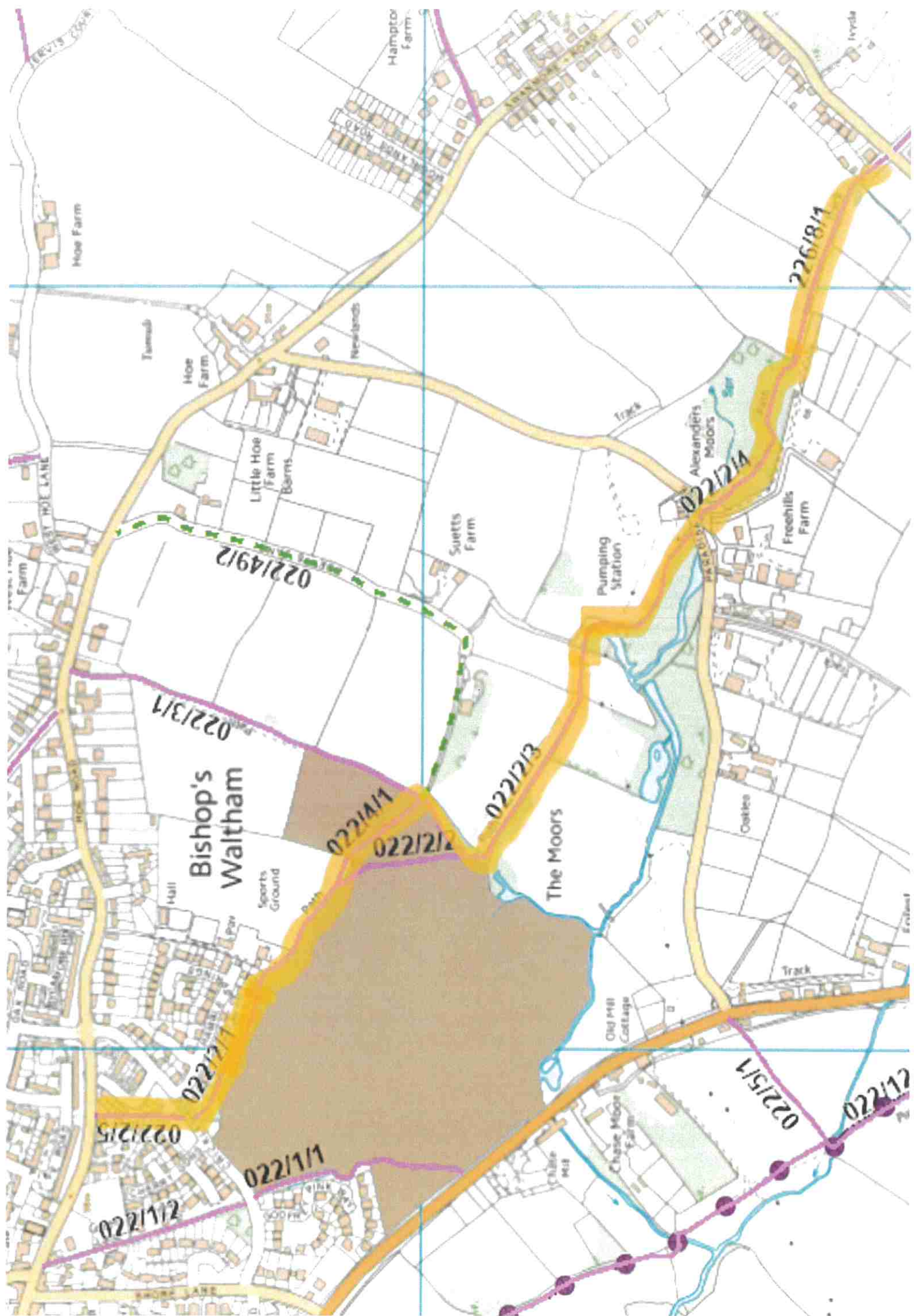
i) That the full council pass a motion as per the following text, which is requested from the Hampshire definitive maps team:

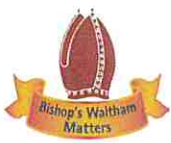
"We agree to dedicate bridleway rights over all parts of the highlighted footpath that falls under our ownership, as shown on the attached map (being paths 022/2/5, 022/2/1, 022/4/1, 022/2/3, 022/2/4, 226/8/1), to include a dedication of additional width to provide for a maximum overall width of 2.5 metres, where possible."

Map attached.

Cllr Ritchie Latham

4.9.24





Bishop's Waltham Parish Council

10th September 2024

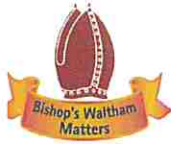
Agenda Item – Chairman's Report *- for information only*

Since the last Parish Council meeting in August, 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 Bishop's Waltham In Bloom Barbeque 25.8.24
- Attended the Southern Parishes Meeting 2.9.24
- Attended Parish Council Workshop 5.9.24

Cllr Barry Nicholson

4.9.24



CSO MONTHLY REPORT

MONTH/YEAR – August 2024

Report Number - 8

Day duties -11

Late duties -5

Total Hours -162.5 + 5 Days A/L+ 1B/H

Anti-Social Incidents / Concerns

Known Individual is back in the village I have spoken to him about his behaviour and is complying this is ongoing. There have been some reports of youths lighting fires at priory park this is ongoing. A youth has been riding an E-Scooter on the footpaths and in the high street when I approach him, he rides off at speed this has been reported to the police and is ongoing. A knife was found in the orchard area of priory park the knife has been handed to the police. Shoplifting has been reported at the COOP & Rowans both incidents have been reported to the police and is ongoing. ASB has been reported at the play park in Blanchard Road I am patrolling this area and all play parks this is ongoing.

Criminal Activities

None Reported

Dog Fouling Issues / Locations

None Reported

Litter Issues / Locations

There have been some minor incidents of fly tipping reported to me by the lengthsman who very kindly reported it to WCC this is ongoing. There has been some flyposting around B/W all posters have been removed this is ongoing.

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. 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. 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. The skate park at priory is now open and is being used by all age groups and they seem to be coming from lots of different areas the feedback is that the skate park is very good and challenging. I have been attending the Monday/ Thursday lunch clubs and having a great time and meet some lovely people. Reports of members of the public bringing their dogs in the play areas at Pondsides Albany & priory park this is ongoing. I was on duty for the funeral at St Peter's church all went well and there were no issues, only one person was found to be intoxicated and I moved him on without any incident. I had a report about a broken branch in a tree on Hoe Road I have reported this to WCC & HCC. I have reported the broken bollard that is outside the crown PH to HCC. Youths playing football on the pitches at priory park all have been asked to leave and reminded that the pitches are closed for the summer and are being prepared for the forthcoming football season this is ongoing. Traffic Accident at the roundabout by Sainsburys involving 2 vehicles police fire rescue & ambulance in attendance no one seriously hurt, police asked me if I would help them with traffic control. I attended an online training course for speed watch.



Bishop's Waltham Parish Council

10th September 2024

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

Reports from Councillors' Surgery 30.8.24

Location: Country Market at The Jubilee Hall

Cllrs' surgery attended by Cllr Conduct and Cllr Wood (10.00am – 12pm).

A number of older residents present and there were four main issues commented upon.

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.
Identifying locations in Bishop's Waltham that they deemed unsafe for pedestrians and cars (using map provided).	
The junctions at: <ul style="list-style-type: none">• The Avenue• Tangier Lane• Charles Hemming Drive Free Street near Maypole Green The junction of Beeches Hill and the Hangers	
Pedestrian Safety <ul style="list-style-type: none">• Along the main artery roads of the B2177, particularly near Sainsburys, Corhampton Road B3035 and Hoe Road• Along Lower Lane near the Doctors Surgery and Banks	
Issues with litter at the Palace Grounds – could a recycling bin be added?	Refer to the Museum Trust who manage waste at the site for response who have said that they are seeking assistance from English Heritage on this matter.
A number of people are concerned about the weeds reducing the sight lines at key junctions.	HCC have a schedule of verge cutting in place.
The new speed bumps at Priory Park are causing concern (no number of concerns listed).	H&G are currently monitoring this change to the roadway.

Cllr Wood 30/8/24



Bishop's Waltham Parish Council

10th September 2024

Agenda Item – Councillors' Surgeries

Friday	Saturday	Attendees	Location
	25.5.24	PW, BN	St Peter's Churchyard
28.6.24		JM	Country Market
	27.7.24 (Note PC event on 20.7.24)	KJ, MP	Outside 'Labels' on the High Street
30.8.24		TC	
	21.9.24	TBC by Committees Clerk	St Peter's Churchyard
	28.9.24	PW	High Street
25.10.24			
	30.11.24		

To confirm the Councillors attending on 21/28.9.24 and future meetings.

Executive Officer 5.9.24