



## 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 12<sup>th</sup> August 2025.

Dated this 5<sup>th</sup> August 2025.

*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 8<sup>th</sup> July 2025
8. Actions arising from the minutes of the meeting of 8<sup>th</sup> July 2025 - *for information*
9. To note end of Casual Vacancy notice period and advertise a co-option – *for consideration*
10. Applications for Co-option to Council – *for consideration*
11. Electronic Summons to Meeting for Councillors – *for readoption*
12. To receive current financial statement and balance sheet
13. Appointment of the Internal Auditor – *for consideration and approval*
14. Reinvestment of Funds – *for approval*
15. West Hoe Cemetery Management Committee Internal Audit Outcome – *for consideration*
16. Planning Applications:  
To ratify the recommendations from the Planning & Highways Committee
17. VJ 80 Day Commemoration – *for information only*
18. Correspondence: Highways Route Query – *for consideration*
19. Chairman's Report - *for information only*



20. Councillors' Reports – *for information only*
21. Executive Officer's Report – *for information only*
22. ACSO's Report – *for information only*
23. Southern Parishes Minutes of Meeting 28.7.25 - *for information only*
24. Councillors' Surgery – Report and Future Meetings – *for consideration*
25. Requests for future agenda items - *for information only*
26. Date of next meeting – 9<sup>th</sup> September 2025
27. Motion for confidential business:

**The following motion will be moved on the completion of the above business:**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**

28. Land Transfers – Update – *for consideration*
29. Meon Valley Bowls Club Lease – Final Version – *for consideration and approval*
30. Quotations for Tree Survey around the South Pond perimeter – *for consideration*
31. Papers from the Finance, Policy and Resources Committee
  - i) Cost of Purchase of Wheelchair to be Stored at the Jubilee Hall - *for ratification*
  - ii) Quotations for Section of Priory Park Ecological Survey - *for consideration*
  - iii) Quotations for Relining Works in the Jubilee Hall Car Park - *for consideration*
  - iv) Cost of Skip for Albany Road Cricket Ground - *for ratification*
32. Staffing Matters – *for consideration*



## **Bishop's Waltham Parish Council**

**12<sup>th</sup> August 2025**

### **Agenda Item 6 – Acceptance of Committee Minutes**

Since the last Parish Council meeting (8<sup>th</sup> July 2025) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy and Resources Committee	1.7.25
Halls and Grounds Committee	17.6.25
Community and Environment Committee	23.6.25
Planning and Highways Committee	24.6.25

### **Proposal:**

**To accept the Committee minutes as tabled.**



**BISHOP'S WALTHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on Tuesday 8<sup>th</sup> July 2025**  
**In the Ruby Room of The Jubilee Hall commencing at 7pm**

**Present:**

Cllr Conduct	Chairperson
Cllr Homer	
Cllr Latham	(and WCC Councillor)
Cllr Marsh	
Cllr McLean	(Newly co-opted)
Cllr Nicholson	Vice Chairperson
Cllr Sherwood	
Cllr Wilson	
Cllr Wood	

**In attendance:**

Mrs E McKenzie	Executive Officer
Mrs C Wilkinson	Committees Officer

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

**PC84/25 To receive and accept apologies for non-attendance**

Cllr Jones – family commitments  
Cllr Webb – family commitments  
Cllr Williams – work commitments

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

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**PC85/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**  
None.

**PC86/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda**

Cllr Latham – Scouts agenda item - PC113/25

**PC87/25 Public Session**

The member of the public mentioned the unfortunate rise in dog fouling in the town. Locations were advised to be reported to the WCC dog warden for further monitoring and action.

Cllr Latham noted that the Parish Council could advise HCC on blockages on the road and request clearance via the Road Traffic Act. This proposal would be referred to the Planning and Highways Committee to action.

**PC88/25 To receive the reports from the County Council and District Council Representatives**

Cllr Miller and Cllr Williams had offered their apologies for non-attendance this evening.

Cllr Latham noted the following:-

- The Local Government Reform was taking dominance at meetings and surveys were now advertised for public consultation. The process was fast moving and a local session was suggested to be set up in Bishop's Waltham but Parish and District Councillors.

**PC89/25 To receive the Minutes of the Committees of the Parish Council**

**Resolved: To receive the Minutes of the Committees of the Parish Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Latham**

**All in favour**

**PC90/25      To approve the Minutes of the Meeting 10<sup>th</sup> June 2025 and Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**Resolved: To approve the Minutes of the Meeting 10<sup>th</sup> June 2025**

**Proposed: Cllr Wilson**

**Seconded: Cllr Sherwood**

**All in favour who were in attendance at the Meeting 10<sup>th</sup> June 2025**

**Resolved: To approve the Minutes of the Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**Proposed: Cllr Conduct**

**Seconded: Cllr Latham**

**All in favour who were in attendance at the Extra Ordinary Meeting 20<sup>th</sup> June 2025**

**PC91/25      Actions arising from the Minutes of the Meeting of 13<sup>th</sup> May 2025**

The Executive Officer provided updates on the actions sheet tabled.

**PC92/25      To accept the resignation from Council and advertise a vacancy**

The resignation of Cllr Stallard from Council was noted and accepted. The subsequent casual vacancy arising would need to be advertised.

**Resolved:**

**i) To accept the resignation of Cllr Stallard from the Parish Council**

**ii) To advertise the Notice of Casual Vacancy**

**Proposed: Cllr Wilson**

**Seconded: Cllr Sherwood**

**All in favour**

**ACTION: Executive Officer**

**PC93/25      Applications for Co-option for Council**

One application had been received which was duly considered.

**Resolved: To co-opt Mr David McLean as a Parish Councillor for Bishop's Waltham Parish Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Conduct**

**All in favour**

Mr McLean joined the Parish Council table and duly signed the Declaration of Acceptance of Office.

*Cllr Latham left the meeting at this point (7:14pm)*

**PC94/25      To receive current financial statement and balance sheet**

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

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**PC95/25      Planning Applications: To ratify the recommendations from the Planning & Highways Committee**

An update on the 25/01050/FUL Glebe Farm application was provided to explain the comment submitted.

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

**Proposed: Cllr Wood**

**Seconded: Cllr Marsh**

**6 in favour, 1 abstention**

**PC96/25      Bishop's Waltham Cricket Club – Site Visit Report**

The reports by the Executive Officer and Cllr Homer were noted and the visit outcomes duly discussed. Concerns were noted regarding the storage of fuel and chemicals on site with a reminder to be sent to the club about H&S regulations and related building insurance. Further clearance areas identified, items for sale by the next review noted, signage requirements noted.

**Resolved:**

- i) To note reports and acknowledge clearance achieved, with further work identified for action
- ii) To write to BWCC Chairman with site visit report, noting thanks for focused work by BWCC and support given to BWCC by BWPC.
- iii) To suggest locations for BWIB tree saplings currently stored at BWCC Ground
- iv) To set the date as Saturday 18<sup>th</sup> October for the next review meeting, following the end of the cricket season
- v) To ensure future communications are directed at/include the BWCC Chairman and Secretary.

**Proposed:** Cllr Homer

**Seconded:** Cllr Wilson

**All in favour**

**ACTION:** Executive Officer / Cllr Homer

**PC97/25 Bishop's Waltham Parish Fishing Club – Site Visit Report**

The site visit report was noted with matters arising duly considered in regard to the pavement works undertaken by Beechcroft resulting in debris along the Pond perimeter and misalignment with access gates, unkempt viewing area and tatty barrier fencing identified for remedial works. Tree maintenance works were due as well as eel pass checks and silt/water levels remedial works.

**Resolved:** To write a letter to Beechcroft, outlining issues arising and ongoing, and offer a meeting if appropriate.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Executive Officer

**PC98/25 CCTV in the High Street**

Actions scheduled by the Planning and Highways Committee were noted.

**PC99/25 WCC 'Our Place, Our Future' Survey**

The survey currently available online was noted for public consultation. The need for local advertisement was identified.

**Resolved:** To advertise survey online across social media and organise a local event in Bishop's Waltham to highlight this public consultation to the community.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Marsh

**All in favour.**

**ACTION:** Marketing, Communications and Events Manager, Executive Officer, Cllr Conduct, Cllr Latham, Cllr Williams

**PC100/25 Chairman's Report**

Noted. In addition, the Chairman had attended an online training course on Planning issues and escorted the Mayor of Winchester at the KidStreat event in the High Street on Sunday 7<sup>th</sup> July.

**PC101/25 Councillors' Reports**

Reports noted from Cllr Latham regarding the Bishop's Waltham to Swanmore pathway project and Cllr Jones on the recent online finance training.

**PC102/25 Executive Officer's Report**

No matters arising further to tabled agenda items.

**PC103/25 ACSO Report**

Noted. The increase in dog fouling also mentioned by the ACSO and further action planned to tackle this issue.

**PC104/25 Councillors' Surgery – Report and Future Meetings**

The report from the surgery of 28.6.25 was noted.

Attendance for Councillors' Surgery on 25.7.25 noted as Cllr Conduct, Cllr Jones and Cllr Wood.

Attendance for Councillors' Surgery on 30.8.25 noted as Cllr Homer.

**PC105/25      Requests for future agenda items**

Anti-Social Behaviour monitoring – Late Night Disturbances – Report from ACSO, PCSO, Beat Bobby  
Update on The Avenue Junction for the community.

**PC106/25      Date of next meeting – 12<sup>th</sup> August 2025**

Noted.

**PC107/25      Motion for confidential business:**

The following motion will be moved on the completion of the above business:

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

**PC108/25      Land Transfers – Update**

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

**Resolved:** To ratify the decision to proceed as advised by the Solicitor to remove the option clause, in the S106 agreement for Bishop's Meadow, as agreed with Bargate Homes.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Marsh

All in favour

**PC109/25      Well House – Update**

**Resolved:** To ratify the decision made at the Extra Ordinary Meeting of 20.6.25 to sell Well House at a price of £200,000.00 and acknowledge ongoing conveyancing costs

**Proposed:** Cllr Conduct

**Seconded:** Cllr Marsh

All in favour

**PC110/25      Tollgate Farm Site - Update**

The recent meeting of 7.7.25 was noted as undertaken by Cllr Latham, Cllr Sherwood, Cllr Williams and the Executive Officer with the representative of the owner of the site and their advisor. Positive relationships were being fostered to further the aim to progress the site as outlined for development within the Local Plan.

**PC111/25      Meon Valley Bowls Club Lease – Draft and Update**

Noted.

**PC112/25      Priory Park Clubhouse Project - Update**

The Committees Officer explained an update on the Priory Park Clubhouse project in terms of the stage reached in shaping the future design and also short-term measures to adapt the building to be fit for purpose for the 2025/6 football season ahead.

**Resolved:** To approve the current building designs as appropriate to form the basis for public consultation regarding the potential redevelopment of Priory Park Clubhouse and to delegate the organisation of such to the Halls and Grounds Committee

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Sherwood

All in favour

**ACTION:** Halls and Grounds Committee/ Committees Officer/Projects Manager/  
Marketing, Communications & Events Manager

**Resolved:** To approve the expenditure of up to £1800 to support short term measures to enable the return of Dynamos Football Club's Seniors team to play at Priory Park.

**Proposed:** Cllr Homer

**Seconded:** Cllr Sherwood

All in favour

**ACTION:** Committees Officer / Projects Manager / Estates Manager

**PC113/25 Scout Hut Extension – Initial Paper from Bishop's Waltham Scout Group**

Noted, with support. Further papers to be tabled at the Halls and Grounds Committee as appropriate.

**PC114/25 Quotations for Tractor**

The quotations from suitably local suppliers, who could provide ongoing maintenance support, were duly deliberated and the recommendations from Committee noted. This process was in accordance with Public Procurement Regulations and the award of contract would be publicised via Contracts Finder. Funding consideration noted from ear marked reserves with advice being sought from WCC on appropriate S106 spending.

**Resolved:** To approve the purchase of an Iseki TG6687 67hp (with 7 front weights) tractor from T H White at a cost of £36,457.00 excluding VAT. *(Noting quotations from suitably local suppliers, who could provide ongoing maintenance support, were duly deliberated and the recommendations from Committee noted. This process was in accordance with Public Procurement Regulations and the award of contract would be publicised via Contracts Finder.)*

**Proposed:** Cllr Conduct

**Seconded:** Cllr Wilson

**All in favour**

**ACTION:** Committees Officer / Finance Manager

**PC115/25 Delivery Network Operator Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels**

**Resolved:** to ratify the payment of £300.00 (no VAT was applied) to Cinergi Ltd for the fee charged by the DMO to inspect the additional batteries installed at the Jubilee Hall to store electricity generated by the solar panels, and refer to Full Council

**Proposed:** Cllr Conduct

**Seconded:** Cllr Sherwood

**All in favour**

**PC116/25 Quotations for Event Gazebo**

**Resolved:** To approve the purchase of a midnight blue gazebo from UK Tents, with the Paish Council's logo on the front panel of the canopy and 'Bishop's Waltham Council' written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT.

**Proposed:** Cllr Conduct

**Seconded:** Cllr Sherwood

**All in favour.**

**ACTION:** Marketing, Communications and Events Manager

**PC117/25 HCC Licence for Consent to Cultivate the Highways**

As an unbudgeted item, this item was recommended by the relevant Committees and referred to Full Council for ratification.

**Resolved:** To ratify the cost of £230.50 for the HCC licence, for a period of three years, as consent to cultivate the public highway in partnership with Bishop's Waltham in Bloom.

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Marsh

**All in favour.**

**PC118/25 Quotations for HCC Installation and Provision of Speed Indicator Poles**

As a budgeted item from the previous year with a grant awarded, this item was recommended by Committee and referred to Full Council for approval to draw funds back from general reserves for this spend.

**Resolved:** To approve the quotation from HCC for provision and installation of the poles for the speed indicator devices at a cost of £2,253.53 (including 15% admin fee) using £1,251.00 from the 2024/25 underspend from the Speed Indicator Device HCC grant award, transferred back from general reserves, plus £1002.53 from Planning and Highways Committee budgeted capital spend: 4403 Street Furniture.

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Conduct



All in favour.

**ACTION: Executive Officer / Finance Manager**

*The Committees Officer left the meeting at this point (8:10pm).*

**PC119/25      Staffing Matters**

**1. Work Experience Student**

The Council approved the placement of a work experience student from Swanmore College for a week in July. Due checks on the Council's safeguarding policy and training were noted.

**Resolved: To confirm the work experience placement within the Parish Council office for a week commencing 14.7.25**

**Proposed: Cllr Sherwood**

**Seconded: Cllr Wood**

**All in favour**

**2. Part Time Caretaker**

The return of the part time caretaker was approved to cover summer hall activities on a zero hours contract and SCP2 salary.

**Resolved: To confirm a zero hours contract for July and August 2025 for the previous part time caretaker at SCP2 salary.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

*Cllr Latham rejoined the meeting at this point (8:25pm).*

**3. Ongoing Staffing Matter**

**Resolved:**

- i) To note the resolutions of the Extra Ordinary Meeting of 20.6.25
- ii) To ratify the cost of £550.00 plus VAT for legal fees as tabled
- iii) To approve the tabled letter to be sent from the Solicitor
- iv) To note the original settlement fee as still valid.

**Proposed: Cllr Conduct**

**Seconded: Cllr Wood**

**6 in favour, 2 abstentions**

**ACTION: Executive Officer/ Finance Manager**

There being no other business the meeting ended at 8.42pm.

**Bishop's Waltham Parish Council**  
**Actions Arising from the meeting of the 8.7.25**

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 iii) Work on Maintenance & Improvement with Beechcroft iv) Undertake tree survey	i) Oct 23 iii) Dec 23 (set schedule) iv) Dec 23 (H&G)	i) EO iii) EO iv) H&G Clerk	Tree works undertaken April 2024 & September 2024. Visit held 10.6.25 Agenda Item July 25.
PC135/23, PC247/23, PC286/23, PC321/23, PC210/24, PC233/24	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.
PC36/24, PC65/24	Staffing Matters 1	ii) OH assessments	ii) June 24 - Closed - review at next SSC in 2025	ii) EO	One complete, one pending - refer to SSC
PC39/24, PC214/24, PC249/24	Access Gateway at Priory Park	i) To liaise with Catholic Church ii) To consider signage iii) Liaise with Bargate	01/08/2024 iii) March 25	EO iii) MH	Agenda Item 14.1.25
PC83/24	HCC Future Services	To provide report on impact for BW	01/09/2024 - Closed - over a year overdue	WG = RL, RS, Jwi	
PC195/24, PC214/24	Southern Footpath	i) To support pathway works to completion ii) To liaise with key stakeholders	Mar-25	EO (H&G)	Met with landowners 9.12.24. In contact with WCC. Meetings held Jan/April 25
PC251/24	Design Statement	To plan a review of this	Mar-25	EO (P&H)	Refer to P&H
PC261/24	Land Purchase at Morley Drive	To sell land at price agreed with covenant with associated price	Mar-25	EO	
PC262/24, PC70/25	Montague Road Resident Lease	i) To lease land as tabled under conditions listed ii) To discuss legal fee with residents	i) March 25 ii) August 25	EO	In progress. Meeting 12.3.25 RL. Meeting with residents 17.3.25
PC298/24	Community Spaces Feasibility Study	To consider opportunities and report back to PC	Jul-25	MH, RL, RS	
PC361/24	Safeguarding Policy	To circulate and upload to website	Complete	EO	
PC365/24	WCC Assets in BW	To investigate potential devolved services	Nov-25	BN	
PC24/25	Potential Development Sites in SDNP	To write letter to SDNP To write to landowners	Jul-25	EO/ Jwo	Checking landowners
PC29/25	BWCC Site Clearance	To provide skip for June To visit 28.6.25	Complete	EO / MH	Skip booked.
PC39/25	Bishop's Meadow	To liaise with solicitor To write to Bargate	Jul-25	EO	Solicitor progressing transfer May 25
PC92/25	Notice of Vacancy	To advertise the NOV	Complete	EO	
PC96/25	BWCC Letter	To write letter to BWCC	Complete	EO	
PC97/25	Beechcroft Letter	To write letter re: South Pond lease	Complete	EO	
PC99/25	LGR Survey	To advertise survey and set up local event	Complete	MCE, EO, TC, RL, JW	
PC112/25	PPC Project	i) To refer consultation plan to H&G ii) To note funds for PPC adaptation	Complete	H&G / CO / PM/ MCEM / EM	
PC114/25	Tractor	To publicise award	Complete	CO/FM	
PC115/25	Event Gazebo	To purchase	Complete	MCEM	
PC118/25	HCC SID poles	To purchase	Jul-25	EO / FM	Paid HCC Invoice 1 of 2.
PC119/25	Staffing Matters 3	To action resolutions	Complete	EO/FM	



## **Bishop's Waltham Parish Council**

12<sup>th</sup> August 2025

### **Agenda Item 9 – To note end of Casual Vacancy notice period and advertise a co-option – *for consideration***

The Parish Council currently has one casual vacancy. The appropriate notification has been published.

No applications have been received for the vacancy.

**Proposal: to re-advertise the casual vacancy and to seek to fill such vacancy by co-option at the meeting on 9<sup>th</sup> September or 14<sup>th</sup> October 2025.**

**Executive Officer  
6.8.25**



## **Bishop's Waltham Parish Council**

12<sup>th</sup> August 2025

### **Agenda Item 10 – Application for Co-option to the Council (1 vacancy)** *– for consideration*

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

- Mr Stephen Miller

*\*Application available via the Council office (due to GDPR)*

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

**Executive Officer**  
**5.8.25**



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### Agenda Item 11 – Electronic Summons to Meetings for Councillors

*- for consideration*

Following the resolution in March 2019 to trial electronic summons to meeting and the adoption thereafter of this procedure as of November 2019, I need to ensure all councillors have signed up for this procedure in accordance with Standing Orders point 15.

### 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Executive Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer (or other delegated officer) shall:
  - i. **at least three clear days before a meeting of the council, a standing committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

**Proposal: To ensure all councillors have given consent for summons to meetings by email by the signing of the form provided by the Executive Officer (Proper Officer).**

**Executive Officer**

**5.8.25**

## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	133,758	
105	VAT Control Account	10,195	
219	A&L 3m Fixed Term Deposit A/c	441,098	
221	Unity Current 20496238	19,900	
222	Unity Savings 20496241	208,490	
223	Unity Savings 20496254	201,328	
<b>Total Current Assets</b>		<b>1,014,769</b>	
<u>Current Liabilities</u>			
500	Creditors	24,043	
565	Holding Deposits	3,572	
<b>Total Current Liabilities</b>		<b>27,615</b>	
<b>Net Current Assets</b>			<b>987,154</b>
<b>Total Assets less Current Liabilities</b>			<b>987,154</b>

Represented by :-

300	Current Year Fund	302,459
310	General Reserves	115,708
314	Albany Wood IGOS Maintenance	96,705
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	5,621
318	Coronation Hall Renovations	10,000
320	Replace Pickup Truck - CIL	15,000
325	Play Area Equip Maint - CYF	9,112
330	Replace Tractor - CYF	33,500
336	EV Chargers	11,000
340	Replace Topper / Mower - CYF	23,500
341	Replace IT Equipment	3,078
345	Election Expenses - CYF	2,500
350	Bldings Replace / Refurb - CYF	82,838
354	Fencing Replacement - CYF	2,000
355	Tennis Court Maintenance - CYF	14,100
356	Car Park Maintenance - CYF	2,500
357	Play Area Surface Maint - CYF	2,000
358	Southern Footpath Maintenance	1,000
359	HR Track/Drainage - PC	20,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	3,152
371	Intruder Alarm Upgrade (JH)	2,500
373	South F'path -CIL/WCIL/S106	46,009
376	EMR-Building Decarbon (JH)	38,631
377	Extend Parking PP - CIL	537
379	Building Maintenance - CYF	29,500
389	Parish Council Website	2,650
395	WCC CIL Receipts 2023-24	37,111
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
398	SDNP CIL Receipts 2023-24	2,321
399	WCC CIL Receipts 2024-25	15,822
400	SDNP CIL Receipts 2024-25	6,827

**Detailed Balance Sheet - Excluding Stock Movement**  
**Month 3 Date 30/06/2025**

---

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>987,154</u>

**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	£4,013	£4,411	£6,158	£1,806	£5,709	£3,846	£1,726	£6,286	£3,706	£1,706	£6,206	£3,666	£49,249	£47,219	£2,030	4%	
Total Expenditure	£43,206	£44,484	£45,375	£47,507	£40,231	£43,958	£37,826	£53,590	£53,802	£44,027	£38,582	£49,456	£542,044	£55,534	£6,510	1%	
Total Net Revenue Expenditure	£39,183	£40,073	£39,217	£45,701	£34,522	£40,112	£36,100	£47,324	£50,096	£42,321	£32,376	£45,760	£492,795	£488,315	£4,480	1%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£250	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£250	£0	0%	
Total Net Committee Expenditure	£39,183	£40,073	£39,217	£45,701	£34,522	£40,112	£36,100	£47,324	£50,096	£42,321	£32,376	£46,010	£493,045	£488,565	£4,480	1%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£9,225	£23,185	£6,147	£9,379	£9,815	£8,329	£7,478	£10,390	£7,477	£7,664	£121,313	£114,227	£7,086	6%	
Total Expenditure	£8,640	£5,016	£19,726	£23,748	£7,572	£5,816	£33,447	£6,586	£7,983	£22,931	£6,675	£21,374	£169,414	£191,265	£21,851	11%	
Total Net Revenue Expenditure	£13,180	£4,512	£10,501	£563	£1,425	£3,563	£23,632	£1,743	£505	£12,541	£802	£13,710	£48,101	£77,038	£28,937	38%	
Total Capital Income	£2,258	£23	£743	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23	£0	£23	Unbudgeted	
Total Capital Expenditure	£2,258	£27,325	£1,743	£5,120	£23,384	£62,250	£1,866	£0	£43,330	£2,500	£0	£2,500	£172,276	£149,250	£23,026	15%	
Total Net Capital Expenditure	£0	£27,302	£1,743	£5,120	£23,384	£62,250	£1,866	£0	£43,330	£2,500	£0	£2,500	£172,253	£149,250	£23,003	15%	
Total Net Committee Expenditure	£10,922	£31,814	£12,244	£5,683	£24,809	£58,887	£25,498	£1,743	£43,835	£15,041	£802	£16,210	£220,354	£226,288	£5,934	3%	
Community & Environment Committee																	
Total Income	£0	£0	£80	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,080	£1,000	£80	8%	
Total Expenditure	£1,431	£5,527	£3,272	£2,750	£0	£2,200	£4,100	£300	£1,615	£100	£719	£1,852	£23,866	£24,584	£718	3%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,192	£2,750	£0	£1,200	£4,100	£300	£1,615	£100	£719	£1,852	£22,786	£23,584	£798	3%	
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	£604	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Capital Expenditure	£0	£0	£0	£604	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Committee Expenditure	£1,431	£5,527	£3,192	£3,354	£0	£1,200	£4,100	£300	£1,615	£100	£719	£1,852	£23,390	£24,084	£694	3%	
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	£231	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,681	£3,450	£231	7%	
Total Net Revenue Expenditure	£0	£0	£231	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,681	£3,450	£231	7%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	100% 20 is Plenty project cancelled	
Total Capital Expenditure	£0	£85	£0	£1,200	£1,853	£0	£0	£0	£0	£0	£0	£165	£3,303	£42,050	£38,747	92% 20 is Plenty project cancelled	
Total Net Capital Expenditure	£0	£85	£0	£1,200	£1,853	£0	£0	£0	£0	£0	£0	£165	£3,303	£2,050	£1,253	61%	
Total Net Committee Expenditure	£0	£85	£231	£1,200	£2,853	£0	£450	£0	£0	£0	£0	£2,165	£6,984	£5,500	£1,484	27%	
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	£14,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£14,000	£0	£0	£0	£0	£0	£14,000	£14,000	£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	£14,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Funding																	
Total Income	£313,219	£0	£0	£0	£0	£313,218	£0	£0	£0	£0	£0	£0	£626,437	£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	-£313,219	£0	£0	£0	£0	-£313,218	£0	£0	£0	£0	£0	£0	£0	£0	-£626,437	£0	0%
Total Capital Income	£18,098	£133,226	£0	£0	£0	£226,745	£0	£0	£0	£0	£0	£0	£0	£0	£378,069	£211,290	79% Albany Wood S106
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	-£18,098	-£133,226	£0	£0	£0	-£226,745	£0	£0	£0	£0	£0	£0	£0	£0	-£378,069	-£211,290	79%
Total Net Committee Expenditure	-£331,317	-£133,226	£0	£0	£0	-£313,218	-£226,745	£0	£0	£0	£0	£0	£0	£0	-£1,004,506	-£837,727	20%
Total Net Committee Expenditures																	
Total Income	£357,049	£138,163	£15,462	£24,991	£11,856	£327,443	£238,286	£14,595	£11,184	£12,095	£13,683	£11,360	£1,176,168	£1,040,173	£135,995	13%	
Total Expenditure	£55,434	£82,495	£70,346	£80,929	£74,040	£114,224	£91,689	£50,476	£106,730	£69,558	£45,976	£77,597	£929,434	£960,883	£31,449	3%	
Total Net Revenue Expenditure	-£301,615	-£55,728	£54,884	£55,938	£62,184	-£213,219	-£148,597	£45,881	£95,546	£57,462	£32,293	£66,237	-£246,734	-£79,290	£167,444	211%	
EMR Movements	-£15,840	-£105,551	£1,743	£5,120	£26,034	£62,250	-£222,879	£0	£43,330	£2,500	£0	-£20,000	-£223,293	-£79,290	£0		
Total Income/Expenditure	-£285,775	£49,823	£55,141	£50,818	£36,150	-£275,489	£76,282	£45,881	£52,216	£54,962	£32,293	£86,237	-£23,441	£0			
Current Year Fund	£301,615	£357,343	£302,459	£246,621	£184,337	£397,566	£644,163	£498,272	£402,726	£346,264	£312,971	£246,734					
General Reserves	£219,517	£113,965	£115,708	£120,828	£146,882	£209,112	-£13,767	-£13,767	£29,563	£32,063	£32,063	£12,063					
General Reserves Position Months	521,132 10	471,308 9	418,167 8	367,349 7	331,199 6	606,668 12	530,386 10	484,505 9	432,289 8	377,327 7	345,034 7	258,787 5					
Total Reserves (Bank)	986,370	1,042,038	987,154	931,216	869,032	1,082,251	1,228,848	1,182,967	1,087,421	1,029,959	997,666	931,429					



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### **Agenda Item 13 – Appointment of the Internal Auditor**

*– for consideration and approval*

Please consider the attached Terms of Engagement from April Skies Accounting for the Councils Internal Audit arrangements for 2025-26.

The internal auditor will carry out two interim audits and one year end audit at a cost of £960.00 plus travel from Farnham, Surrey.

Particular consideration should be given to the effectiveness of the internal audit arrangements, the independence and competence of the internal auditor and the details of the scope of the audit.

.....

#### **From Finance, Policy and Resources Committee meeting 5.8.25**

##### **FPR62/25 Appointment of Internal Auditor**

The cost of £960.00 for the internal audit arrangements by April Skies Accounting and consideration of the effectiveness of the audit arrangements, independence, and competence of the internal auditor selected and the details of the scope of the audit was duly deliberated.

**Resolved:** To recommend to Full Council the approval of the cost of £960.00 for the internal audit arrangements by April Skies Accounting and confirmation of the effectiveness of the audit arrangements, independence, and competence of the internal auditor selected and the details of the scope of the audit.

**Proposed:** Cllr Jones

**Seconded:** Cllr Marsh

**All in favour**

**ACTION:** Finance Manager / Executive Officer

.....

**Proposal:** To approve the cost of £960.00 for the internal audit arrangements by April Skies Accounting and confirmation of the effectiveness of the audit arrangements, independence, and competence of the internal auditor selected and the details of the scope of the audit.

**Finance Manager 6.8.25**

Hannah Fisher

Bishops Waltham Parish Council

7 July 2025

Dear Hannah

**Internal Audit 2025-26 - Terms of Engagement**

I am writing to confirm terms of engagement for the 25-26 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Bishops Waltham Parish Council. April Skies Accounting is able to carry out the internal audit for the Council for 25-26 financial year at a cost of £960 plus travel from Farnham in Surrey. This covers the cost of

- Two interim audits, to be completed in, December and March
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

For 25-26 April Skies Accounting will carry out an interim audit at all councils where we are engaged for internal audit services.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

**I. Responsibilities of the Council**

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.

• 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

## 2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

**Table 1 – Internal Control Objectives**

**Source:** Annual Return for Local Councils in England

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept 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 council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
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 where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review ( smaller councils only)
L	Transparency Code ( smaller councils compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

### **3. Scope of Audit**

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."

3.2 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 will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.

3.3 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.

### **4. Communication**

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

**5. Electronic Publication**

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility and we accept no responsibility for changes made to audited information after it is first posted.

**6. Limitation of liability**

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Bishops Waltham Parish Council. We neither owe nor accept any duty of care to any other third party.

**7. Competence**

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Bishops Waltham Parish Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

**8. Continuity and Substitution**

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

**9. Insurance**

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.

• 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

**Company Registration Number 14174016**

6 Uplands Road. Farnham GU9 8BP

**10. Independence**

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Bishops Waltham Parish Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

**11. Period of engagement**

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2026. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

**12. Fees**

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

**13. Agreement of terms**

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

**Bishops Waltham Parish Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_





## Certificate of Insurance

**Issue date:** 22 June 2025

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	CHBS3589971XB
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2025
Policy end date	30 June 2026

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers  
Group CEO, Simply Business



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### **Agenda Item 14 – Reinvestment of Funds – *for approval***

The 3-month fixed deposit investment will mature on 22<sup>nd</sup> August 2025.

I propose that the total matured funds of £445,100.17, with an additional £184,554.10 of funds held with Unity Trust Bank, a total of £629,654.27 are reinvested with Arbutnot Latham for a further 3 months at 3.4%.

The remaining reserves will continue to be held in an instant access savings account to allow cashflow needed for projects.

.....

### **Finance, Policy and Resources Committee meeting 5.8.25**

#### **FPR64/25      Reinvestment of Funds**

The opportunity to reinvest funds was carefully considered.

**Resolved: To recommend to Full Council to approve the reinvestment of £629,654.27 with Arbutnot Latham for 3 months at 3.4%.**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Executive Officer**

.....

#### **Proposal:**

**To approve the reinvestment of £629,654.27 with Arbutnot Latham for 3 months at 3.4%.**

**Finance Manager  
6.8.25**



ARBUTHNOT LATHAM  
Bankers since 1833

## Fixed Term Deposits for Commercial Clients (GBP)

### Summary Box

Account Name	Fixed Term Deposit		
What are the interest rates?	Balance	£50,000 - £99,999	£100,000+
	Term length	Gross annual interest rate	
	1-month	N/A	3.00%
	2-month	N/A	3.20%
	3-month	2.90%	3.40%
	6-month	3.20%	3.70%
	9-month	3.30%	3.80%
	12-month	3.35%	3.85%
	24-month	2.95% AER* 2.99%	3.45% AER* 3.51%
	<p>We calculate interest daily, which will accrue from the day that your Fixed Term Deposit account is opened and funded with the minimum account opening balance.</p> <p>We will pay interest at maturity; we will credit any interest to your nominated account held at Arbuthnot Latham.</p> <p>For the 24-month deposit, interest will be paid annually. For the first annual interest payment, this can be added to the fixed term deposit or paid to your nominated account. At maturity, interest will be paid to your nominated account.</p>		
Can Arbuthnot Latham change the interest rate?	No, the interest rate is fixed and cannot be changed during the term of your deposit.		
What would the estimated balance be at maturity based on a £50,000 and £100,000 deposit?	Balance	£50,000	£100,000
		Balance at maturity	
	1-month	N/A	£100,247
	2-month	N/A	£100,535
	3-month	£50,362	£100,848
	6-month	£50,798	£101,845
	9-month	£51,234	£102,842
	12-month	£51,675	£103,850
	24-month	£52,950	£106,900
	<p>These are illustrative examples only. They assume interest is paid at maturity except the 24-month illustration where annual interest is credited to your nominated account. Interest is rounded to the nearest pound. Please review your deposit confirmation on receipt.</p>		

<b>How do I open and manage my account?</b>	Fixed Term Deposit accounts are available to existing Arbuthnot Latham clients. You can open a Fixed Term Deposit account and give instructions by contacting your banker by phone or email. The minimum balance for the Fixed Term Deposit is £50,000. Our Fixed Term Deposits for Commercial Clients are applicable for Non-Personal, Micro Enterprises, Small Charities, Corporate and Non-Corporate clients.
<b>Can I withdraw money?</b>	At maturity, the original deposit and interest (as applicable) on your Fixed Term Deposit will be credited to your nominated account held in your name at Arbuthnot Latham. We will advise you 10 days before this date to let you know that your deposit is maturing.  As this is a Fixed Term Deposit, you cannot make withdrawals, transfers or close the account during the fixed term unless there are exceptional circumstances in accordance with our Terms & Conditions. Charges and interest penalties may apply.
<b>Additional information</b>	Please note, we reserve the right to withdraw this product at any time.  *AER is the annual equivalent rate. This illustrates what the annualised interest rate would be if it was paid and compounded during the term.

## Key Information

Information provided in the summary box outlines the key features of the Fixed Term Deposit account and is not intended to be a substitute for reading the Terms & Conditions that apply to the account. You can find these on our website or ask us for a copy: [www.arbuthnotlatham.co.uk/products-terms](http://www.arbuthnotlatham.co.uk/products-terms)



**Bishop's Waltham Parish Council**  
**Parish Council Office**  
**The Jubilee Hall, Little Shore Lane**  
**Bishop's Waltham**  
**Hampshire, SO32 1ED**  
**01489 892323**

Arbuthnot Latham & Co., Limited (the **Bank**)  
Arbuthnot House  
7 Wilson Street  
London  
EC2M 2SN

12<sup>th</sup> August 2025

Dear Sirs,

**Deposit Account**

1. We request the bank to open a new deposit account in the following name of Bishop's Waltham Parish Council.
2. Can a minimal initial lump sum of £629,654,27 be placed on a Fixed Deposit for 3 months at an interest rate of 3.4% p.a. gross.
3. The Bank's Commercial Banking Terms and Conditions shall be applicable to the Arbuthnot Latham Current Account and we acknowledge in particular Term 2.11 (variation in interest rates), [and] Term 2.13 (fixed term deposit accounts) [and Term 2.14 (notice accounts)] of the Commercial Banking Terms and Conditions.
4. Payments made to and from the Current Account will be received from and made to our current account with Unity Trust Bank. The account details are as follows:

Bank: Unity Trust Bank  
Sort Code: 60-83-01  
A/C Number: 20496238  
Account Name: Bishops Waltham Parish Council

5. We agree that:
  - (a) In the event of any conflict between this letter and the terms of the Commercial Banking Terms and Conditions, the terms of the Commercial Banking Terms and Conditions shall prevail;
  - (b) No variation to this letter shall be effective unless it is in writing;
  - (c) This letter shall be governed by the laws of England and Wales, and the courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this letter or its subject matter or formation (including non-contractual disputes or claims).

.....  
Signatory

.....  
Signatory

Date: .....



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### **Agenda Item 15 - West Hoe Cemetery Internal Audit Outcome – for consideration**

During the recent internal audit of the West Hoe Cemetery Management Committee the Finance Manager brought to the auditor's attention that the current arrangement of recording and treatment of funds for the joint committee is not in line with the SAPP (Smaller Authorities Proper Practices Panel) Practitioners Guide for 2025.

In summary, the Practitioners Guide clarifies that joint committees are not bodies corporate, they may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract. The joint committee's income and expenditure, assets and liabilities will either need to be shared as per the joint agreement and accounted for in each participating bodies AGAR or the decision will need to be made that financial responsibility is moved to one authority.

Following the auditor's report being considered by the WHCMC in their meeting held on the 12<sup>th</sup> June, a meeting was scheduled with representatives of both Parish Council to consider how to proceed with the structure of the structure and financial reporting of the West Hoe Cemetery going forward. Notes from this meeting are included overleaf.

In the meeting of the WHCMC that took place on the 17<sup>th</sup> July, the following was resolved:

<b>WH034/25</b>	<b>Report from Meeting with Parish Councils to Discuss Internal Audit Report – for consideration</b> A new agreement document would be drafted to reflect the new arrangement for consideration by both Parish Councils. <b>Action: Clerk to the Committee</b> <b>Resolved: To receive the tabled report and to recommend to both Bishop's Waltham and Swanmore Parish Council that the West Hoe Cemetery Management Committee transition to become a standing committee of Bishop's Waltham Parish Council, who will serve as the host Council, with the West Hoe Cemetery continuing to serve both Bishop's Waltham and Swanmore.</b> <b>Proposed: Cllr Conduct</b> <b>Seconded: Cllr Woodman</b> <b>All In favour.</b>
-----------------	---

For clarity, should this proposal be accepted, Swanmore Parish Council would still make the same financial contribution as is currently the case (one third of the total Parish Councils' contributions).

#### **Proposal:**

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

Committees Officer 05.08.25



## **Meeting with Bishop's Waltham and Swanmore Parish Councils to discuss West Hoe Cemetery Internal Audit Outcome - Meeting Notes**

**Date:** 03.07.25, 2pm

**Attendees:** Cllr Conduct (BWPC Chair), Cllr Newhouse (WHCMC Chair), Cllr Woodman (SPC Chair), Executive Officer (SPC), Finance Manager (BWPC), Clerk to the Committee.

**Location:** Ruby Room, Jubilee Hall

This meeting was held on Tuesday 8<sup>th</sup> July with representatives from Bishop's Waltham and Swanmore Parish Councils to discuss the advice received in the West Hoe Cemetery's recent internal Audit.

The two options available for the financial reporting of the WHCMC going forward were considered to achieve improved transparency:

- Option 1: Continuing with the Joint Committee categorisation with one third of expenditure and income included in SPC financial return and two-thirds accounted for in BWPC's return.
- Option 2: WHCMC moving to become a standing committee of a 'host council' with the committee to continue to be made up of councillors from both Parish Council's and continuing to make operational decisions relating to the cemetery. The Committee would operate under the Standing Orders and Financial Regulations of the host council.

Option 2 was regarded as the more practical and efficient option to avoid an increase workload for both Parish Council's in terms of their financial reporting.

BWPC was regarded as the appropriate party to fulfil the role of host Council, with reasons including land ownership and BWPC's larger financial contribution to the Cemetery.

### **Actions agreed:**

- To report the discussion from the meeting to the WHCMC.
- To propose to both Parish Council's the transition to Option 2 as above.
- To draft an updated agreement between the two Councils to reflect the new working arrangement.



## Bishop's Waltham Parish Council

**12<sup>th</sup> August 2025**

### **Agenda Item 16 - Planning Applications - To ratify the recommendations from the Planning and Highways Committee**

**SDNP/25/00133/FUL**

**Closing Date: 25.07.25**

Erection of an agricultural barn, to accommodate livestock and for general farm storage  
Roke Farm, Roke Lane, Bishop's Waltham SO32 1FJ

**Neutral - no objection.**

**25/01308/HOU**

**Closing Date: 30.07.25**

Single storey rear extension with dual pitched roof  
23 Gunners Park, Bishop's Waltham SO32 1PD

**Neutral - no objection.**

**25/01405/HOU**

**Closing Date: 5.08.25**

Single Storey side extension and rear elevational alterations  
69 Hamble Springs, Bishops Waltham SO32 1SF

**Neutral - no objection.**

**25/01383/FUL**

**Closing Date: TBC**

Change of use of dwelling to allow the premises to be used for supported living for up to 4 adults with learning difficulties

Bishop's Farm, Winchester Road, Bishop's Waltham SO32 1BZ

**Neutral - no objection. However, we would like the Planning Officer to note the concerns regarding noise and ensure any possible remedial measures are considered if this application is to be granted. (Note name change of building from Albany Farmhouse)**

**25/01406/HOU**

**Closing Date: 5.08.25**

Single Storey rear extension, infill of first floor balcony, remainder of garage conversion and front elevational alterations

16 Middlebrook, Bishops Waltham SO32 1AW

**Neutral - no objection.**

**25/01411/HOU**

**Closing Date 13.08.25**

Proposed single storey rear extension (including external patio/steps) to replace existing conservatory

Romans Way, The Avenue, Bishop's Waltham SO32 1BP

**Neutral - no objection.**

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

**Executive Officer 7.8.25**





## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### **Agenda Item 17 - VJ 80 Day Commemoration – for information**

Friday 15<sup>th</sup> August will be the 80<sup>th</sup> Anniversary of VJ Day. The Community and Environment Committee would like to request Full Council's support to mark the occasion within our community.

#### National 2-minute Silence

Members of the public are being encouraged to participate in a national two-minute silence on Friday 15 August to mark the 80<sup>th</sup> anniversary of the end of the Second World War.  
(<https://www.gov.uk/government/news/national-two-minute-silence-to-mark-vj-day-80>)

On Monday 21<sup>st</sup> July the Community and Environment Committee resolved the following:

#### **CE054/25 Upcoming 80<sup>th</sup> Anniversary of VJ Day – for consideration**

The Bishop's Waltham Society had updated their informative pamphlet about VJ Day, 30 copies would be printed by the Council for distribution alongside the national two-minute silence to those who would like more information about this significant anniversary.

**Action: Committees Officer**

**Resolved: To propose to Full Council that they support the observation of the 2-minute national silence in Bishop's Waltham town centre, in a similar manner to the annual armistice event.**

**Proposed: Cllr Latham**

**Seconded: Cllr Wood**

**All in favour**

**Action: MCE Manager**

**Proposal: To note the above and support the Parish Council's facilitation of the observation of the national 2-minutes since to mark the 80<sup>th</sup> anniversary of VJ Day in Bishop's Waltham's High Street.**

Committees Officer 05.08.25



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### Agenda Item 18 – Correspondence: Highways Route Query

- for consideration

Please see attached and consider the matter tabled.

#### Notes


*Footpath 43, managed by Hampshire County Council, runs parallel to the Tangier Gardens estate and it is being clarified with the Countryside Access Team if this spur path is included on this route.*

*The Southern Shared Pathway does not run along this stretch of path as it is designed to run through the Tangier Gardens estate to Tangier Lane (marked and finalised route still in progress by Crest Nicholson).*

**Proposal:** To respond to the correspondent's request to either agree, or not agree, that the disputed highway/footpath is not part of the of the town's footpath/cycleway and support, or not, the correspondent in creating a wildlife corridor in the specified area.

Executive Officer

5.8.25

  
Bishop's Waltham

4<sup>th</sup> July 2025

For the attention of Parish Clerk  
Bishop's Waltham Parish Council

Three years ago, we purchased the  $\frac{3}{4}$  acre parcel of land shown in yellow on the accompanying plan. Our intention was to create a wildlife corridor to offset the loss of habitat due to the development of the areas nearby. To this end, we have cleared some of the rampant bramble and created a wildlife pond. We have been guided by the Hampshire Wildlife Trust, who visited and gave us a plan to work towards. Native hedgerow and trees have been purchased to increase diversity.

However, this land has now been split into two. HCC Highways contacted us and insisted that the tarmac path (shown on our plans as going no-where, which we assumed was access to the two sewer covers and a private water meter for Tangier Farm), is in fact a 'highway'. Forty-Five years ago, when the 'highway' was adopted, we assumed the original development (which was superseded anyway) had designs to perhaps link with more housing where the Crest Development has now been built? Now it would only link to the OS footpath alongside the Tangier Gardens development, which is a quagmire in winter. The only benefit would be for a few residents of Mallard Close, who can already access this path from either Tangier Lane or The Avenue.

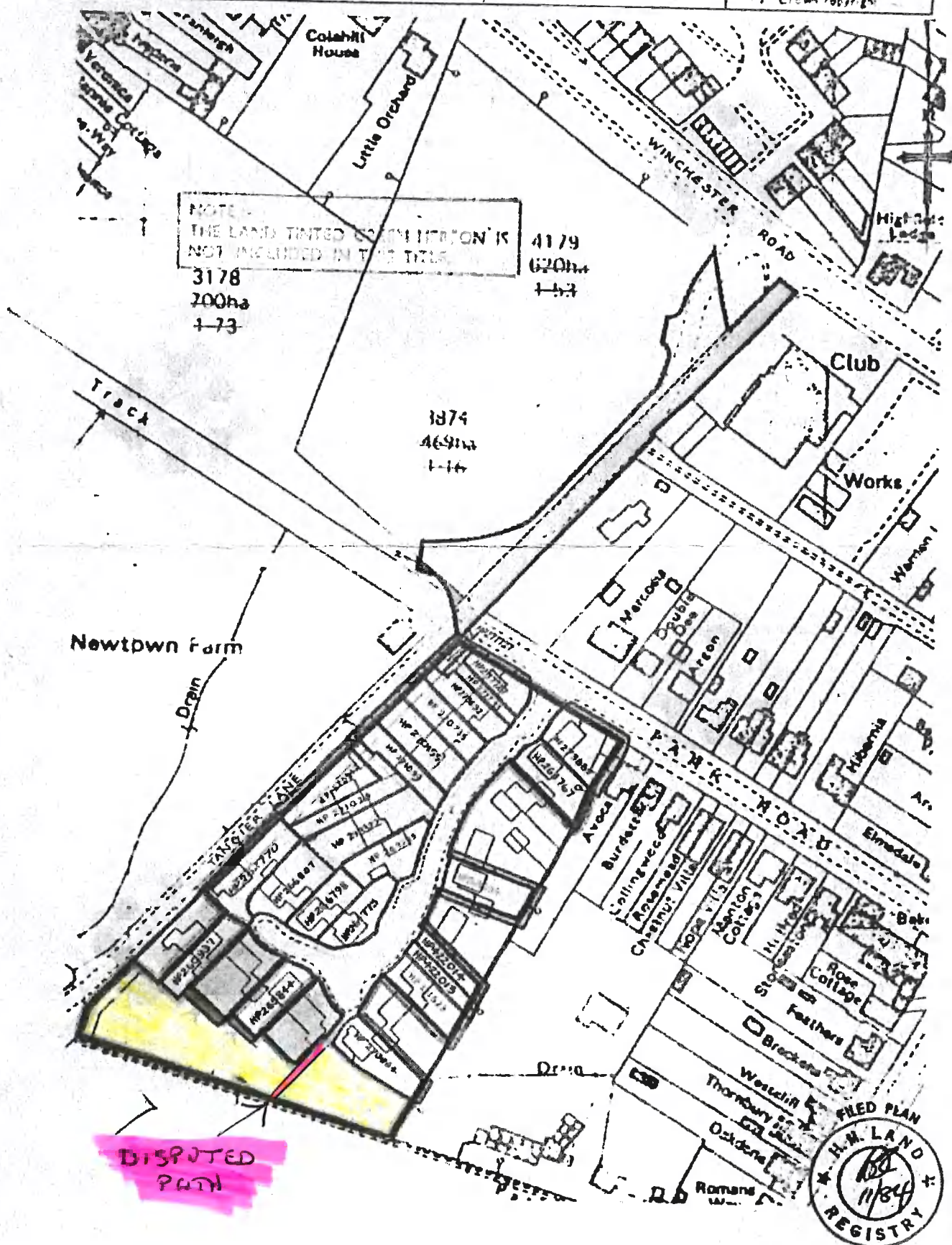
We can apply for an 'Extinguishing or Stopping up order' but it could be to no avail if not backed up by agreement of the Parish Council. The Southern Cycleway does not include either the OS footpath or the disputed 'highway' across our land, and there would be no reason for it to.

The irony of all this is that we had to take down the double gates we had erected to stop intrusion onto our land. Highways inspected the 'highway' and said it was in such poor condition that it would have to be closed, probably for years, as funding would not be available. Instead of gates, we now have a large red sign saying '**footway closed**' and have had to erect fences both sides of the path to stop access to the land. You couldn't make it up!

We would therefore like to ask the Parish Council for agreement that the disputed 'highway/footpath' is not part of the town's footpath/cycleway and that it would support us in our endeavour to create a wildlife corridor. If we can get this then we will apply to get an erasement/stopping up order.

Yours faithfully

H.M. LAND REGISTRY		TITLE NUMBER HP260389
ORDNANCE SURVEY PLAN REFERENCE	SU 5417	Scale 1:1250
COUNTY HAMPSHIRE		WINCHESTER DISTRICT





## **Bishop's Waltham Parish Council**

**12<sup>th</sup> August 2025**

### **Agenda Item 19 – Chairman's Report - *for information only***

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

- Attended relevant Standing Committee meetings for Community & Environment, Planning and Highways, West Hoe Cemetery Management and Finance, Policy and Resources Committees meeting.
- President's Day at Meon Valley Bowls Club – attendance at event 12.7.25
- Chatted to work experience students about role and Council w/c 14<sup>th</sup> July
- Party in the Palace – escorted Mayor and attended event 19.7.25
- Gardening Club – presentation of awards 26.7.25
- Visited Ellonies on site visit for new business venture in BW 30.7.25

**Cllr Tracy Conduct**

**5.8.25**



## **Bishop's Waltham Parish Council**

**12<sup>th</sup> August 2025**

### **Agenda Item 20 - Councillors' Reports – *for information only***

No reports received.

**Executive Officer  
7.8.25**



## **Bishop's Waltham Parish Council**

**12<sup>th</sup> August 2025**

**Agenda Item 21 - Executive Officer's Report** – *for information only*

No additional matters arising.

**Executive Officer 7.8.25**





# ACSO MONTHLY REPORT

MONTH/YEAR – July 2025

Report Number - 7

Day duties -11      Late duties -8      Total Hours -170.5 + 4 Days A/L

## Anti-Social Incidents / Concerns

- The traffic wardens who patrol Bishops Waltham have informed me the increase of abuse they are getting from members of the public I have advised them to report all incidents of abuse to the police this is ongoing.
- Residents in oak rd are using the grassed area next to the 2 schools as a car park and ruining this area of grass this has been reported to WCC and traffic enforcement this is ongoing. A member of the public continues to park their car on the zigzag lines outside of the infant school this has been reported to the police/WCC and traffic enforcement has been requested this is ongoing.
- Reports of youths drinking and making noise in the woods by the oak rd play area this has been reported to the police via the 101 system and is ongoing.
- Youths at the orchard priory park area having a party's left a lot of rubbish and had a fire (possible drug and alcohol use) this is being monitored by the police and myself and is ongoing.
- Reports of B/B gun being fired at the back of AR Autos this has been reported to the police who have investigated this incident and spoken to all concerned this is ongoing.
- A Cannabis grinder was found in the orchard area of Priory Park; the grinder did contain cannabis and has been handed to the police this is ongoing.
- I have spoken to some youths who continue to ride about the town on e/scooters this has been reported to the police and is ongoing.
- Reports of a man exposing himself in the oak rd play park this has been reported to the police and is ongoing.
- There has been an increase in reports of dog fouling in the area I have been putting up clean up after your dog signs around B/W this is ongoing.
- Delivered litters to address in Albany Drive with ref- to grass cuttings being dumped on the footpath area that backs onto the allotments this is being monitored and is ongoing.

## Criminal Activities

None Reported

## Dog Fouling Issues / Locations

There has been an increase in dog fouling in the B/W area all incidents have been reported the dog warden at WCC who has been patrolling the area - this is ongoing. I have requested and received some clean up after your dog notices from the dog warden, I will be putting the signs up in areas were there is an increase in dog fouling.

## Litter Issues / Locations

There has been some flyposting around B/W all posters have been removed - this is ongoing.



### CSO Duties / Patrol

- 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, traffic wardens are on duty but not every day 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 this is ongoing.
- Parents parking at BWJ & BWI schools at drop off and pick up times are parking on peoples driveways double yellow lines and on the zig zags lines and causing issues with some residents in communal parking areas, this disruption is only for a short period of time and roads/car parks are then clear all reports are directed to WCC this is ongoing.
- Reports of parking issues at hoe road when the tennis & Brownies/guides leave at the same times I have put in place some notices asking parents not to park on the verges and to use the marked car parks this is ongoing.
- I have been attending the Monday/ Thursday lunch clubs and at green close all having a great time and met some lovely people.
- Youths playing football on the pitches at priory park all have been asked to leave and reminded that the pitches are for hire only this ongoing.
- I have been out and about patrolling B/W every day and met and chatted to some very nice people and dealt with any issue when reported this is ongoing.
- I have had meetings with Lottie the PCSO over the last month and we have been on patrol in B/W this is ongoing.
- I have reported several abandoned vehicles that have no tax or mot to WCC which are parked on roads or in laybys in B/W this is ongoing.
- The new overflow car park at priory park is now operational no issues reported and is working well.
- The speed watch scheme is now up and running there are a few areas that are being covered and its proving to slow traffic down - this is ongoing.
- The CCTV system located in the high street and car park is now operational but I have been informed by the police that it is not recording - this is ongoing.
- I have been introduced to the new police sergeant and the new beat officer for B/W looking forward to working with them.
- I have been patrolling the J/H car park and issuing reminders to users to please put a ticket on your vehicles this is ongoing.
- I have been helping with the bike bus every Friday – very well attended and great fun.
- On duty at the Kidstreet event with the PCSO - good day and very well attended.
- Meeting with a vulnerable adult and his family - was able to refer to agencies who can offer support to him and his family - this is ongoing.
- While on patrol I came across an elderly gentleman that I knew who had fallen over - an ambulance had been called and he was taken to hospital, I returned his good to the gentleman's address and left the keys with a neighbour.
- Attended 2 travellers funerals where I directed traffic - no issues.
- Work experience lad on patrol with me over the last 2 weeks experiencing what I do in my working day, was also able to take him into the police station with the sergeant's permission and have a look around to see how it all works.



## Southern Parishes Group Minutes

**Minutes of the Meeting of the Southern Parishes Group  
held on Monday 28th July, 2025 at 2.00 p.m.  
at Durley Memorial Hall, Durley SO32 2AR**

### **Present:**

Cllr Eric Bodger (Chairman)	Curdridge PC
Anne Collins (Administrator)	Durley PC and Upham PC
Cllr Jon Woodman (Vice Chairman)	Swanmore PC
Cllr Jonathan Williams	Bishops Waltham PC
Cllr Carolyne Trew	Boarhunt PC
Cllr Tom Gurd	Botley PC
Cllr Maggie Hill	Colden Common PC
Cllr Jerry Pett	Corhampton & Meonstoke PC
Cllr Steve Delmege	Durley PC
Cllr David Crichton	Newlands PC
Jo Hollingshead	Newlands PC
Cllr Margaret Jones	Shedfield PC
Cllr John Hyland	Soberton PC
Cllr David Ashe	Upham PC
Cllr Loraine Rappe	Wickham & Knowle PC
Sophie Thorogood	Wickham & Knowle PC

### **In Attendance:**

Stuart Jones (Enhanced Partnership forum for Transport) to inform members about status of bus services in the south and progress of HCC's Bus Service Improvement Plan.

#### **1. Welcome and apologies:**

Cllr Bodger opened the Meeting and welcomed everyone. Anne informed members that she has received apologies from Cllr Mike Evans (Whiteley TC), Debbie Harding (Colden Common PC), Cllr Sam Charles (Shedfield PC) and Cllr Barry Nicholson (BWPC).

#### **2. Approval of the Minutes of 9th June, 2025:**

The Minutes of the Meeting were approved as a correct record of the Meeting.

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

There were no other issues brought to the Group's attention which are not on the Agenda.

#### **4. Bus services in the south of our area (background information attached to Agenda)**

Stuart Jones is a former BW Parish councillor who now sits on a forum dedicated to improving public transport services. We had hoped to have input from George Cooper of Stagecoach, who had offered his support at a meeting on rural connectivity organized by Duncan East.

Stuart informed members that he has been attending Meetings to try to get information about the bus services within the Winchester area – especially the Meon valley and in

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

particular the 69 bus route. The routes that the 69 takes needs to be prioritised so that it works for residents and school children to get to schools, shops, train stations, hospital appointments etc. The Team are at the data collection stage at the moment and considering an alternative route in Winchester going direct to the bus station. This makes the journey shorter, but does not get passengers to the places that they need to get to, such as the station.

WCC promotes integrated transport but do not have powers to support rural transport. Boarhunt has no buses at all and the taxi share is stopping shortly. Knowle Village is losing their bus service from 1st September. The 20 bus is also a crucial service for Ravenswood. County councils have a legal duty to get children to School if they do not live near the school, and this will reduce the saving produced by cancelling services that serve these children as well as the general public.

There appears to be inconsistency in determining which routes to support. Some that are continuing are more expensive to run, while others that appear to be more cost effective get cut. Stuart will send Anne a more detailed Report which will be circulated.

## **5. Update on Devolution & Local Government Review proposals (Jonathan Williams/JP)**

Jonathan gave an outline of HCC proposals, and informed members that the HCC Consultation will close on 17th August, 2025. Their financial arguments for having only three unitaries on the mainland seem not to be backed up with robust evidence at this stage. WCC and all the districts and cities (except EHDC) are proposing four mainland unitaries, and WCC ran a consultation about the detail that ended on Sunday 27th July. There will be further Consultations. All councils have to submit proposals to Government for the entire Hampshire/Solent area by September 26th.

## **6. Planning concerns:**

- **Has Inspector signed off WCC's Plan (Reg19)?** Members were informed that we should hear in September, 2025 whether it has been signed off.
- **Grant support for Neighbourhood plans (LR)** : Loraine informed members that there is a Petition for reinstating/continuing to support funding for community-led Neighbourhood Plans. Loraine will forward on the Petition link so that Anne can circulate to members, who can sign if they wish.

## **7. Experience with engaging with HCC Highways (following Botley PC input):**

Members shared their experiences of HCC Highways responses and discussions. Jon (Swanmore) said that he had a good response, but had to keep the pressure on.

## **8. Update from SDNP (John Hyland, member of SDNP Authority)**

John informed members of the Group that Reg.18 is being reviewed at the moment and will be published in the Autumn. Reg.19 will be reviewed in May/June 2026. The Local Plan has already been adopted. There are some rural exception sites being considered and the boundaries are not likely to change.

## **9. Training (Anne Collins):**

Anne said that she has written to all Parish Councils within the Group and there are only 4 Councillors who want New Councillor Training so it would not be worth asking a Trainer to put on a Course. Loraine said that Wickham & Knowle might arrange a Training Course themselves and perhaps could include the other Councillors if this was more viable. It was agreed to wait and see if there is more update at the next Meeting in October before making any decision.

**10. WDALC Matters (Jon Woodman):**

Plans for AGM. Jon said that the AGM is to be on Wednesday 8th October, 2025 in the evening. Venue to be confirmed. There will be a brief WDALC Executive meeting after this meeting.

**11. HALC News (Jon Woodman):**

Are smaller parishes getting value for money? Some of the smaller parishes did not feel that they were getting good value for money as the subs were high and the services were not needed. Jon pointed out that councils' uptake of services was very variable, and some councils made heavy use of them. NALC's constitution restricts membership to members of county associations, so they cannot accept membership of our group to qualify non-members of HALC. Jon said that Brice (Chair of HALC) has attended NALC Meetings.

New Forest DC is prepared to spend their reserves on a Judicial Review if they are put into a Unitary Authority with Southampton.

Jon also reminded members of the Group that in the 2025/26 AGAR it will be a legal requirement for Parish Councils to have a gov.uk domain website address.

The 2025 HALC AGM will be on 22nd October, and the next County Forum will be on 29th January 2026.

**12. NALC Matters (Lorraine Rappé):**

NALC's constitution restricts membership to members of county associations, so membership of our group cannot qualify non-members of HALC. Lorraine's detailed report is attached to these minutes.

**13. Continuing Issues of interest:**

- **Water and sewage (Botley PC)** Update and evidence submitted by other councils. Tom Gurd thanked all the parishes that have been sending in detailed evidence of issues in their parishes. He hopes that this will continue as the more evidence there is the better chance we have of getting something done. A detailed Report has been forwarded by Tom and Anne will circulate this with the Minutes.
- **Update on potential new GP surgery in BW (Jonathan Williams).** A site has been allocated within the Local Plan and the owner has now come forward.
- **Charges for hall and pitch rental.** Jerry has been sent information from parishes so this action is now complete and will come off the Agenda.

**14. Group administration:** There was nothing to report.

**15. New concerns from members:** There were no new concerns raised.

**16. Speakers for Meetings after Monitoring Officer on Wednesday 8th October at 2.00 pm**  
It was agreed to discuss proposals for other speakers at that meeting.

**17. Date and venue for next Meeting: Wed 8th October at 2 pm at Durley Memorial Hall**  
(Date chosen to accommodate the Monitoring Officer).

Shedfield Pavilion will be considered for the meeting after that.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4.20 p.m.**

## Matters Arising or Carried forward from Meeting

Matters to follow up			
Subject	Action	Action by	Completion/Notes
Monitoring officer	Agreed for 8 October 25	Anne Collins	Completed
HCC/Public Transport	Invite representative to future Meeting	Jonathan Williams	Ongoing



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### Agenda Item 24a – Councillors' Surgery Report – *for information only*

#### Reports from Councillors' Surgery Friday 25.7.25

**Location:** Country Market, Jubilee Hall

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.
Local Government Reform (LGR)	We made people aware of the possible areas if Hampshire becomes reformed. The information from WCC did not include the preferred choice of HCC (which puts BW in with Basingstoke and North Hants). All our residents did not want that option. They preferred Option 4 with Mid Hants (very quick deadline).
How do you hear about the Parish Council information?	We had a proforma that we asked people to complete with their preferred method of communication. The MCEM will collate these results – the age of the respondents was noted.
Bus Routes and Timetables	Two residents are concerned about the lack of buses and routes. They would like to know what we have done about the reduction of services (residents' details taken). Answer provided: liaised with HCC regarding bus services and routes but decisions made by HCC based on bus companies and subsidies possible.

Cllrs Wood, Jones and Conduct

25.7.25



## Bishop's Waltham Parish Council

12<sup>th</sup> August 2025

### Agenda Item 24b – Councillors' Surgeries – *for consideration*

Friday	Saturday	Attendees	Location
31.1.25		TC, JWo	Country Market
	22.2.25	JS, BN, JWo	High Street
28.3.25		RL, KJ	Country Market
	26.4.25	MH, EJ, JM, JWi	High Street
30.5.25		JWo, AW	Outside Jubilee Hall
	28.6.25	RL, JWi	Festival in Palace Ruins - TBC
25.7.25		TC, KJ, JWo	Country Market
	30.8.25		
26.9.25			
	25.10.25		
28.11.25			

**To confirm the Councillors attending on 30.8.25 and future meetings.**

Executive Officer 4.8.25